

# Using the Calendar

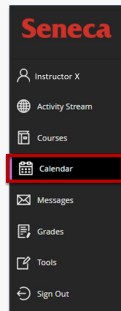
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The Calendar can help you and your students keep track of assignment due dates, course schedules, and other important events. Due dates automatically populate the Calendar.

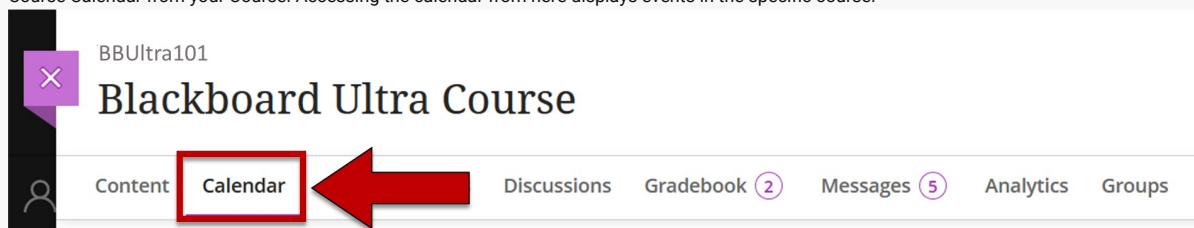
## Accessing the Calendar

You can access your Calendar from two places:

1. Global Calendar from the Homepage, which displays events from all your courses.



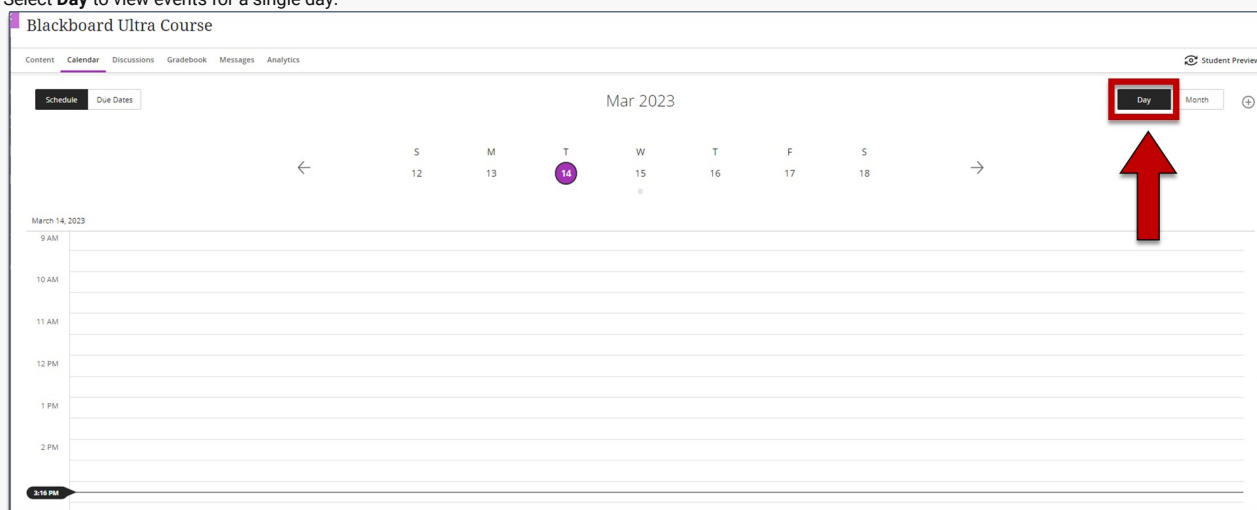
2. Course Calendar from your Course. Accessing the calendar from here displays events in the specific course.



**Note:** If you give a student an accommodation and extend their due date, the new deadline will populate their Calendar. For information on extensions visit: [Setting Exceptions for Tests and Assignments](#)

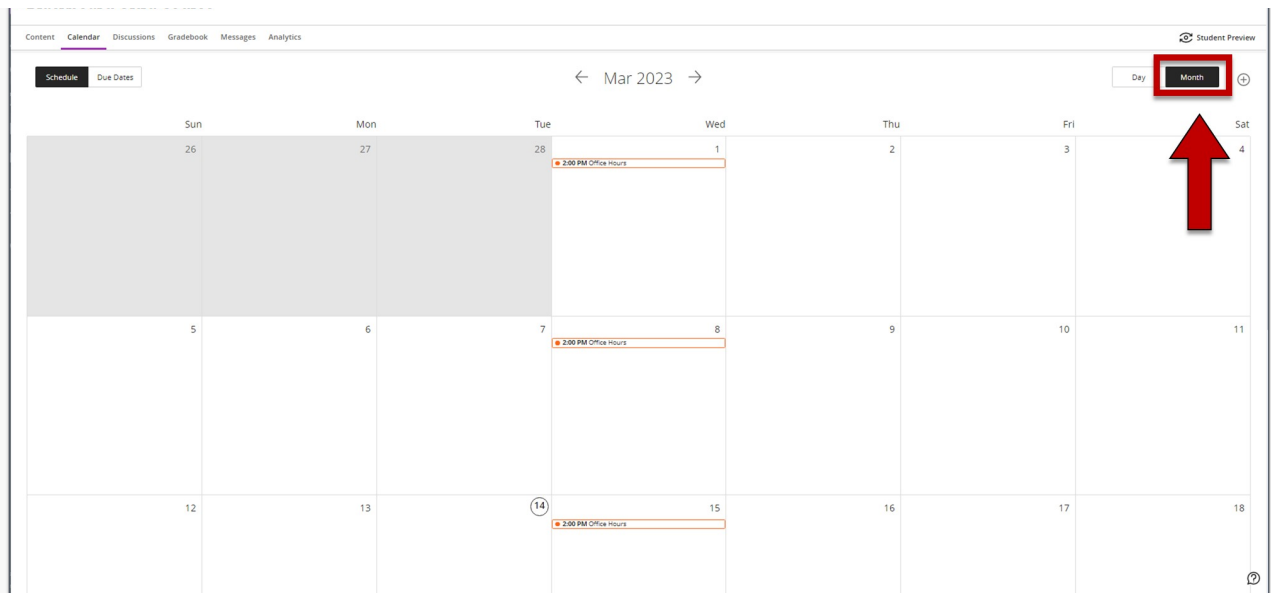
## Navigating the Calendar

1. Select **Calendar** from the Homepage or Course Content page.
2. Select **Day** to view events for a single day.

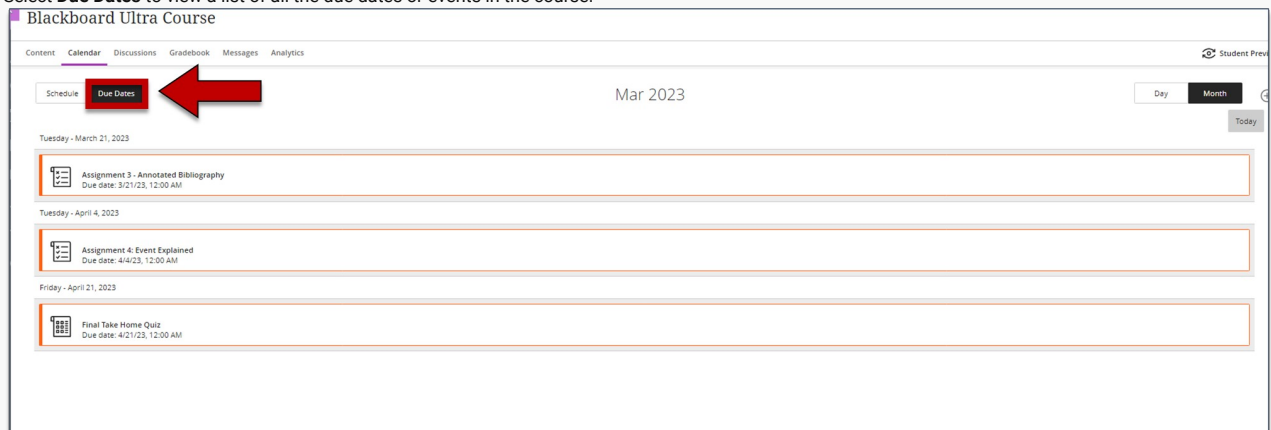


3. Select **Month** to view events for the month.

Blackboard Ultra Course

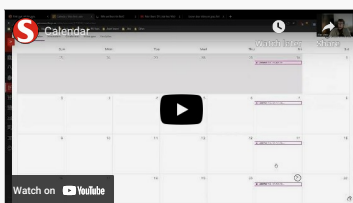


4. Select **Due Dates** to view a list of all the due dates or events in the course.



**Note:** To learn how to add an event to a Calendar, visit: [Creating an Event in the Calendar](#).

## Video



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