

Using the Calendar

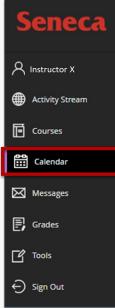
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The Calendar can help you and your students keep track of assignment due dates, course schedules, and other important events. Due dates automatically populate the Calendar.

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.

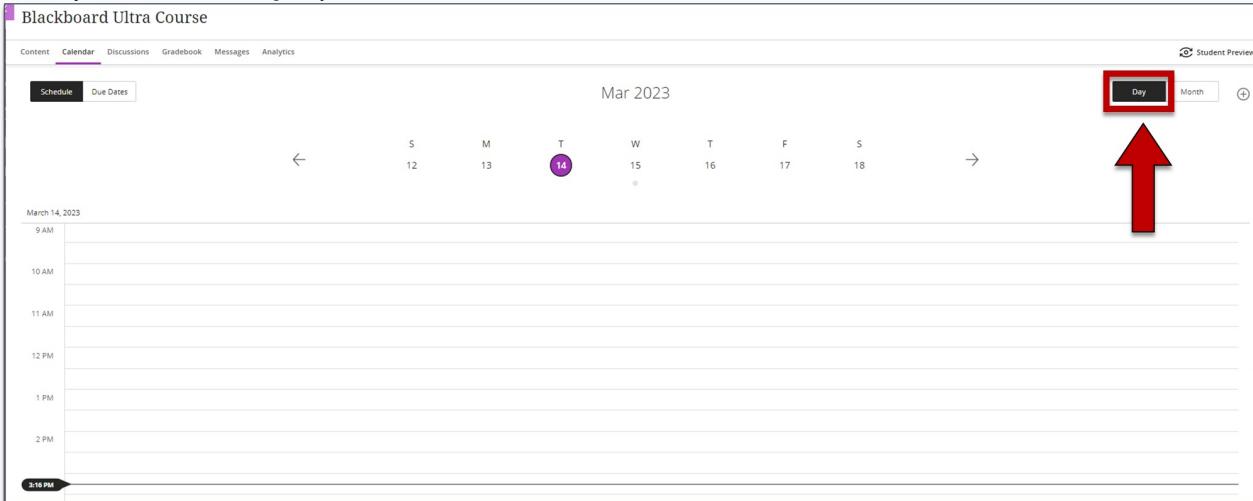


Note: If you give a student an accommodation and extend their due date, the new deadline will populate their Calendar. For information on extensions visit: [Setting Exceptions for Tests and Assignments](#)

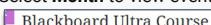
Navigating the Calendar

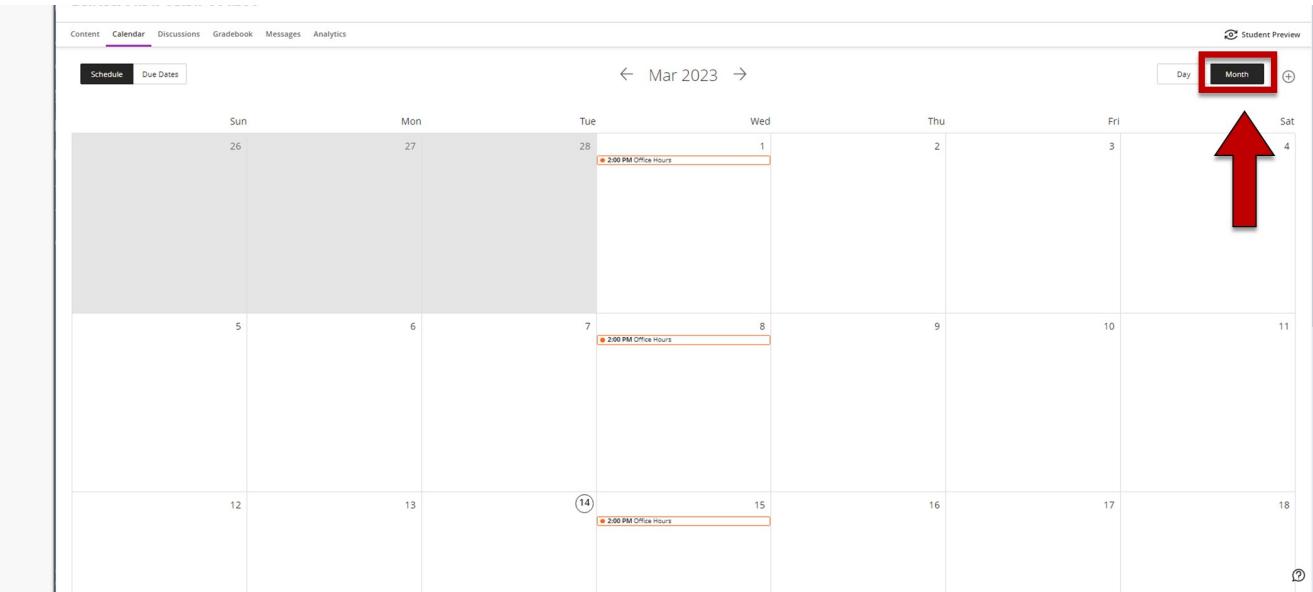
1. Select **Calendar** from the Homepage or Course Content page.

2. Select **Day** to view events for a single day.



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





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

Due Date	Description	Due Date
Tuesday - March 21, 2023	Assignment 3 - Annotated Bibliography	3/21/23, 12:00 AM
Tuesday - April 4, 2023	Assignment 4 - Event Explained	4/4/23, 12:00 AM
Friday - April 21, 2023	Final Take Home Quiz	4/21/23, 12:00 AM

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

Video



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tags : blackboard-ultra, setting-up-your-course, ultra, using-the-calendar