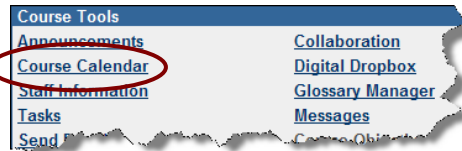



How do I Create a Calendar Entry?

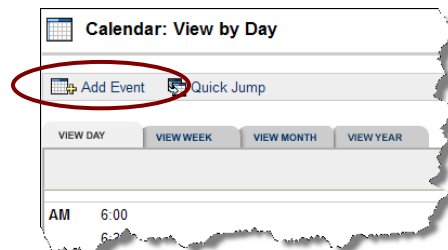
Important: You must give a start and end time to events put on a calendar in Blackboard.

1. While in your Blackboard Course, click  Control Panel .

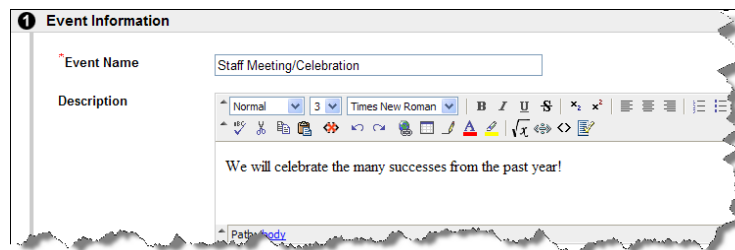
2. Click **Course Calendar**.



3. Click  Add Event .

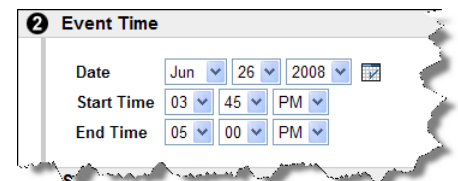


4. Type a **name** and **description** (optional) for the event.



5. Select a **Date**, **Start Time** and **End Time** for the event.
The Start Time and End Time cannot be the same.

Note: Blackboard's Calendar does not handle recurring events.



6. Click  .