# Blackboard Calendar

Instructors can use the Blackboard course calendar to communicate important course-related events to students. All users in the course can view the dates and events that appear on the calendar. Common entries include assignment due dates, exam dates, special lectures, guest speakers, and section meetings.

## Create a Calendar Link

1. Along the left, above your course name, mouse over the **Plus Sign** (**+ button**) and a new dialog box will appear,
2. Click **Tool Link**.
3. Provide the name for the tool, such as "Course Calendar."
4. Under **Type**, choose **Calendar**.
5. If you want to make it immediately available to students, check the **Available to Users** box.
6. Click **Submit**.

## Create a Course Event

Course calendar events appear to all members of the course. Common entries for the calendar include upcoming tests, due dates for assignments or special lectures. NOTE: Reoccurring calendar events are not supported in Blackboard Learn at this time.

1. Enter an **Event Name**. This is a required field. The event name and the event time in hours appear in the calendar as a link to the event description.
2. Enter an **Event Description**. This can include formatted text, links and images. There is a 4,000-character limit to event descriptions.
3. Next, you must select an **Event Date**. The event date can be entered manually or by using the Date Selection Calendar.
4. Enter an **Event Time**. The event start time cannot be the same as the event end time. Events can be scheduled in the past.
5. Click **Submit**