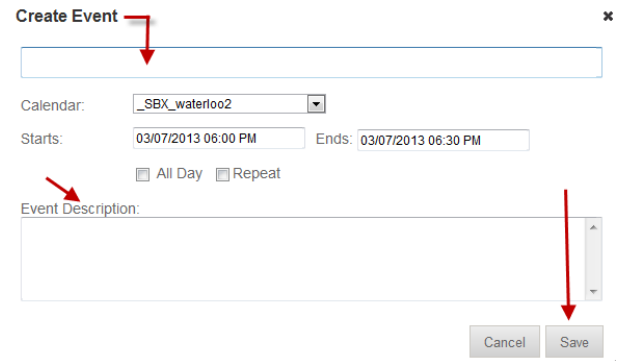# How to Create Calendar Entries
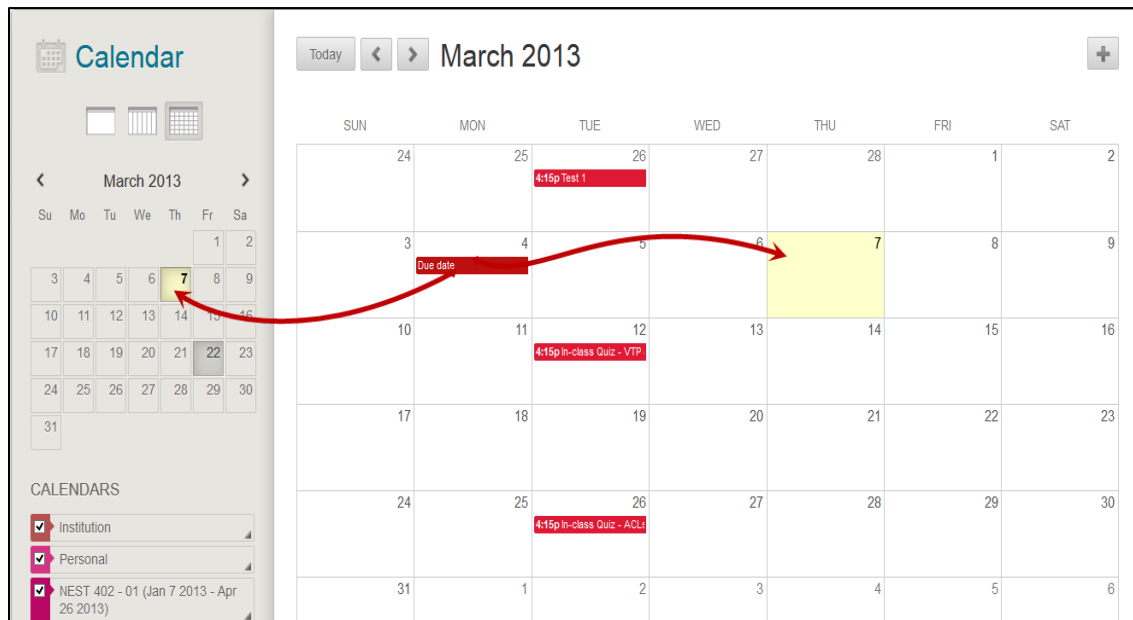
1. Select Calendar from the **Course Menu**
2. On the calendar, click the plus **(+)** or the desired day to create a new event.
3. Type the New Event Name.
4. Select a Calendar to associate the event to, such as your personal calendar.
   Only instructors and administrators can add events to the course and institution calendars.
5. Select the Start and End times.
6. Type the Event Description.
7. Click **Save.**

How to Edit or Delete an Event

On the Calendar, navigate to the date of the event in the main view.

- Click the event to edit or delete it.
- Drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.

- Drag an event from the main view to another date on the smaller monthly view to change the date.

For more help on using Blackboard 9.1 go to **http://tinyurl.com/csng4wk**
or visit the Blackboard On Demand site at **http://ondemand.blackboard.com/**