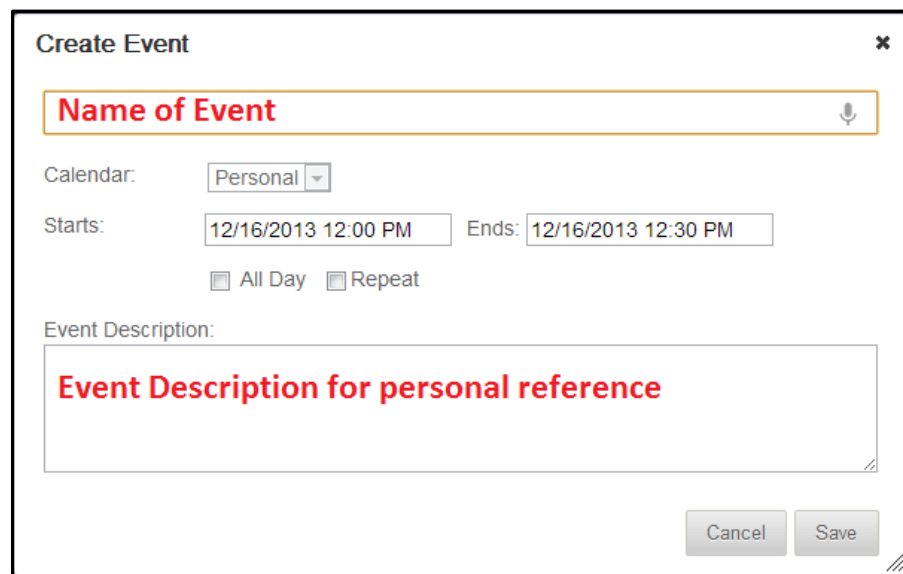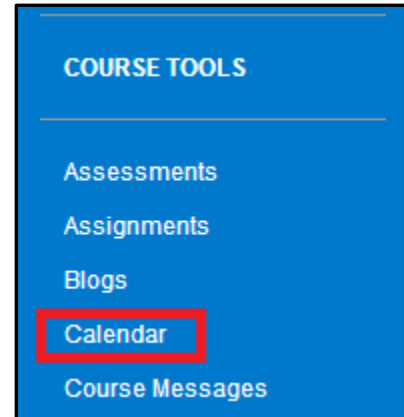## Adding Calendar Events

1. Click on the **Calendar** on the left sidebar.

2. To add a new event, click on a date in the interactive calendar.

3. Provide an Event Name, Date Period, and Time Period, as well as an Event Description if necessary. **All Day** refers to an all-day event and **Repeat** will repeat the event on your calendar however many times you specify.

4. To finalize, click **Save**

COURSE TOOLS

Assessments

Assignments

Blogs

Calendar

Course Messages

Create Event ✕

Name of Event 🎤

Calendar: Personal ▼

Starts: 12/16/2013 12:00 PM   Ends: 12/16/2013 12:30 PM

☐ All Day ☐ Repeat

Event Description:

Event Description for personal reference

Cancel   Save

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/**