# Blackboard Calendar

The calendar feature in Blackboard has been greatly improved in the latest update. You will find the "My Calendar" module on your homepage, or "My Blackboard." **Just click on "more calendar events..."** to see your full calendar. You can also find a link to it in the Global Navigation area in the top right (where your name is). The calendar includes all the events and due dates for each course you're enrolled in or instructing, as well as an institutional calendar that contains the **academic calendar** as well as other important dates.
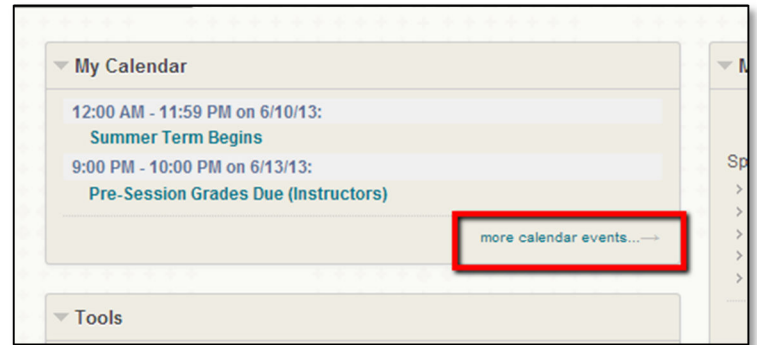
As an instructor, you can change the due date of an assignment **just by dragging it** from one day to another. If there is a time associated with it (eg. 5:00 p.m.), the time will be the same on the new date. That change will then be automatically reflected on your students' calendars in Blackboard as well.

Yet another calendar to look at?!

As great as the Blackboard calendar tool is, you still have your professional calendar in Outlook, and wouldn't it be nice to have everything in one place? **You can!** Using the "Internet Calendar" option in Outlook, you can subscribe to your Blackboard calendar and see all of your due dates and academic calendar right alongside your other appointments. Here's how:

How to:

When looking at your Blackboard calendar, click the button at the bottom that says "Get External Calendar Link." Then, copy the long URL in the pop-up window.

Open Outlook. Click on Calendar. Then click on the dropdown arrow "Open Calendar," then select "From Internet..."
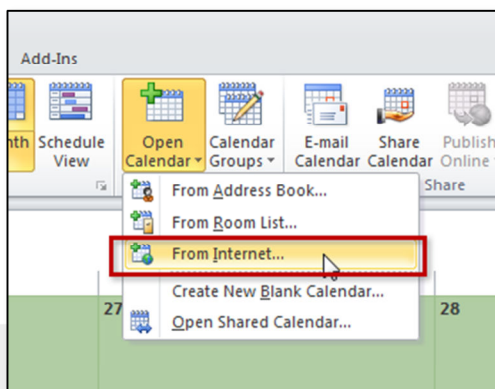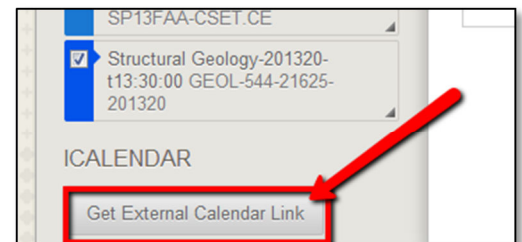
Paste the URL into the popup window.

Outlook will add a calendar called "Wichita State University" under "Other Calendars" on the left-hand side of the screen.

This calendar will contain all of the dates for all of your courses and organizations. It should stay up-to-date, but you may also refresh the calendar manually using the "Update Folder" command on the "Send/Receive" tab on the ribbon.

For more information, contact the Instructional Technology Group at the Media Resources Center: wichita.edu/mrcIT or 978-3575.