CLEAR **Faculty Tip Sheet**

Blackboard learn⁺

What's New: *Calendar*

The Calendar tool has been updated with a more robust set of features. Course items can appear in a modern, easy-to-use, personalized view that can be exported to a third-party calendar like Outlook or an EagleConnect account.

What's New:

- The Calendar now displays a merged view of the institution, course, organization and personal calendar events for a user.
- Calendar events are color coded by course.
- Clicking on the calendar event allows the instructor to view, edit, or grade attempts for that activity.
- Students can filter and select only course level events to view. They can click on an event, view items details, and if it is an assignment, assessment, or discussion they can create and submit an attempt for that activity from within the calendar.

Essentials:

- Populating the *Due Date* in an Assignment, Assessment or Discussion will automatically make the activity appear on the Calendar. Only the "Due Date" event appears on the calendar for the activity, not the Start Date of the activity.
- If you drag and drop the activity on the Calendar to a new date, it only changes the Due Date, not the date it *opens* or *closes* for the students. To make changes to the open and close dates, you must edit the properties of the activity.
- An event can be created in the Calendar that will show the full duration of when an Assignment, Assessment, or Discussion is available to the student.

Best Practices:

When creating an Assignment, Assessment or Discussion complete the Due Date area and the information will flow automatically to the Calendar.

Additional Resources:

- [Blackboard Learn Quick Hit: Calendar Feature](#) (YouTube|1m 22s)