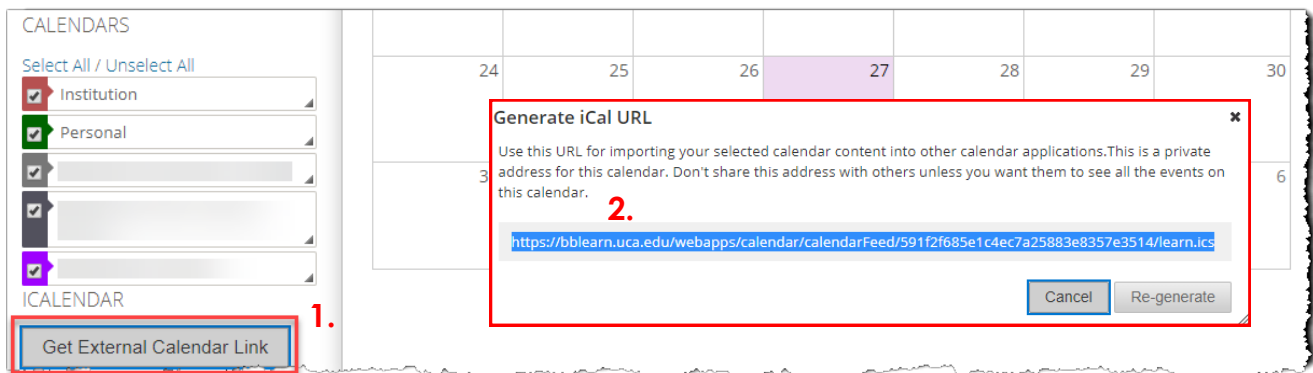


Blackboard

Sync Blackboard Calendar with Google

Too many calendars to check? You can sync your Blackboard calendar with Google and see everything in ONE place.

1. Login to Blackboard and navigate to your Calendar. You can access the Calendar by:
 - ☐ clicking the **Tools** button in the **Course Menu** and locating the **Calendar** link.
 - ☐ clicking the **Course Tools** link in the **Course Management** area of the **Course Menu** and clicking **Course Calendar**.
 - ☐ by opening the **Global Navigation** menu at the top, right corner and clicking the **Calendar** icon.
2. Below the list of calendar events, click the **iCalendar Get External Calendar Link** button (1).



3. Copy the URL with .ics extension from the dialog box that opens (2).
4. Navigate to your **Google Calendar**.
5. In the left pane scroll to the section **Other Calendars** (3).
6. Click the **+** button (4) and select **From URL** (5).
7. Paste the URL that you copied in step 3 and click the **Add calendar** button.
8. The calendar will now appear in the **Other Calendars** section of the calendar list.

