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).

CALENDARS								
Select All / Unselect All		24	25	26	27	28	29	30
Institution		r r						
Personal		Ģ	Generate ICal URL ×					
		3 a t	Use this URL for importing your selected calendar content into other calendar applications. This is a private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar. 2. https://bblearn.uca.edu/webapps/calendar/calendarFeed/591f2f685e1c4ec7a25883e8357e3514/learn.ics					
ICALENDAR							Cancel Re-	-generate
Get External Calendar Link	1. ~~~~~~	L						

- 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.



