



Add a Course Calendar to Gmail Calendar

Overview

This tutorial will explain how to Add a Course Calendar to your Gmail Calendar.

Quick Steps

My Courses > Course Calendar > Gmail Calendar

Step 1

Log in to Blackboard and under My Courses, click on the course for which you want to add the calendar to Gmail.

My Courses

Courses where you are: Student

bb restore course: Consulting Detective



The instructor must share the calendar with students in order to add it to your Gmail calendar.

Step 2

From the course menu, click on the name of the calendar [1].



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Under ICALENDAR, click the Get External Calendar Link button.

ICALENDAR

Get External Calendar Link

Highlight and copy the URL displayed then click the *Cancel* button.

Generate iCal URL	×
Use this URL for importing your selected calendar conte address for this calendar. Don't share this address with o this calendar.	ent into other calendar applications. This is a private others unless you want them to see all the events on
https://bb- winthrop.blackboard.com/webapps/calendar/calendarf .ics	Feed/ad8258cc75c746cca7f3b6096a688055/learn
	Cancel Re-generate

Step 3

From your Gmail account, navigate to the calendars and click the plus icon next to Other calendars [2].



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Click From URL [3].

Subscribe to calendar
Create new calendar
Browse resources
Browse calendars of interest
From URL
Import

Paste the URL in the URL of calendar field then click the Add calendar button.

From URL	
URL of calendar https://bb-winthrop.blackboard.com/webapps/cale	nda
Make the calendar publicly accessible You can add a calendar using the iCal format by its address.	
Add calendar	

The calendar appears in the Other calendar list as Winthrop University.





After an event is added to the Blackboard calendar, it may take 4+ hours to show in the Gmail calendar.

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