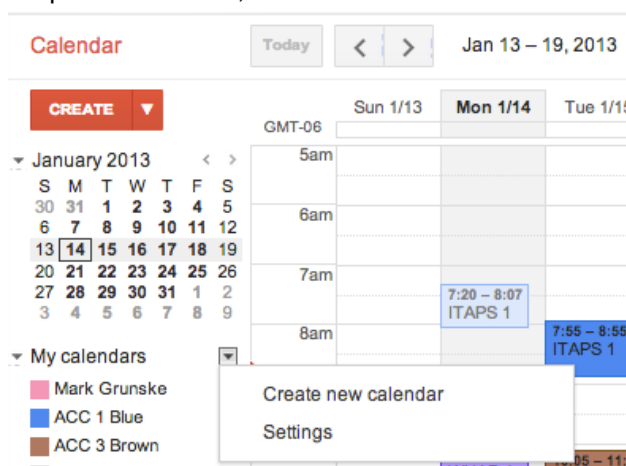


Purpose: These directions will help you do the following:

- (1) Create a new calendar in Google Calendar. (Page 1)
- (2) Embed this calendar in Blackboard 9. (Page 2)
- (3) Make the calendar your “entry point” when you log into BB9.

Part 1: How to create a Google Calendar:

1. Log into Google with your school district account.
2. Next to “My Calendars” is a pull-down menu, choose “Create new calendar”.



3. A screen will open up that will allow you to name and set other attributes for your calendar.

A screenshot of the 'Create New Calendar' form in Google Calendar. The form is titled 'Create New Calendar' and has a 'Calendar Details' tab. It includes fields for 'Calendar Name' (with placeholder text 'YOUR CLASS NAME HERE'), 'Organization' (pre-filled with 'School District Of Waukesha - Faculty/Staff'), 'Description', and 'Location'. There is a 'Calendar Time Zone' section with a 'Country' dropdown (set to 'United States') and a 'Now select a time zone' dropdown (set to '(GMT-06:00) Central Time'). At the bottom, there is a 'Share this calendar with others' section with checkboxes for 'Make this calendar public' and 'Share this calendar with everyone in the organization School District Of Waukesha - Faculty/Staff'. There are also links to 'See all event details'.

Be sure to do the following:

- (1) Name your calendar
- (2) Check “Share this calendar with others” AND choose “Make this calendar public.”

4. Click “Create Calendar.”
5. The Calendar now appears in Google Calendar under your list of calendars.

Part 2: How to embed your Google calendar in BB9.

1. Choose the calendar you want to embed.
2. Using the pull-down menu, choose Calendar settings. Towards the bottom of the page, is information on how to “Embed This Calendar”. Copy the embed code.

YOUR CLASS NAME HERE Details

[Calendar Details](#) [Share this Calendar](#) [Reminders and notifications](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

Calendar Name: YOUR CLASS NAME HERE

Organization: School District Of Waukesha - Faculty/Staff

Description:

Location:

e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help public)

Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country: United States (choose)

Now select a time zone: (GMT-06:00) Central Time ☐ Display all time zones

Auto-accept invitations

Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)


☐ Auto-accept invitations that do not conflict.

☒ Automatically add all invitations to this calendar.

☐ Do not show invitations.

Embed This Calendar

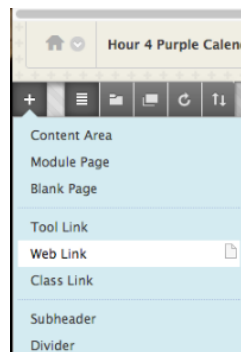
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link



Paste this code into your website. Customize the color, size, and other options

```
<iframe
src="http://www.google.com/calenda
r/embed?
src=waukesha.k12.wi.us_a8157q0f
74j4j04r28b5agc%40group.calenda
r.google.com&ctz=America/Chicago
```

3. Now, go to Blackboard and choose the course you want to embed your calendar in. You will need to insert a “button” to link your calendar into Google. Find the “+” on the upper left hand side of the page. Click on it and scroll down and choose “Web Link”.



A box will now appear. Name this “button” and then paste the embed code in the box entitled “URL”. Click Submit. You now have a button in your course that has your calendar linked to it.

Add Web Link

Name:

URL:

For example, <http://www.myschool.edu/>

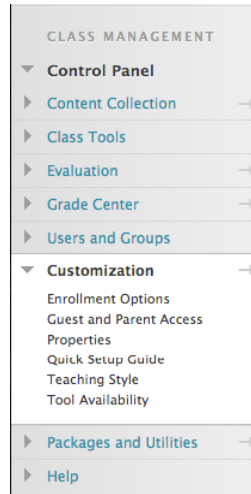
☐ Available to Users

[Cancel](#) [Submit](#)

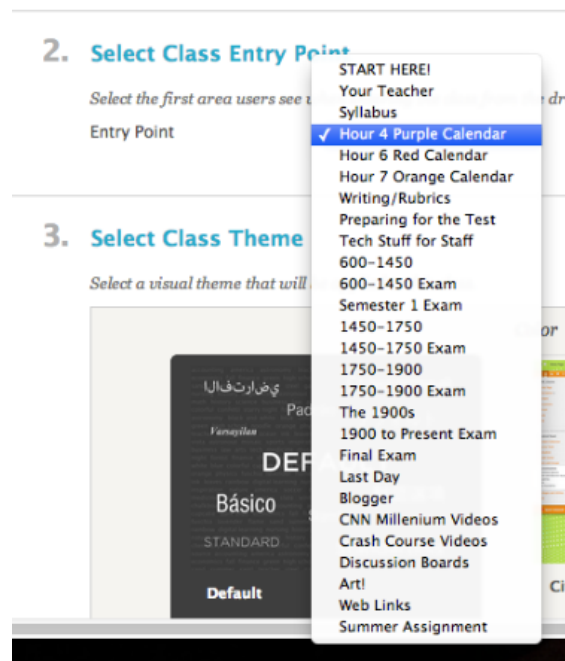
Part 3: How to make your Calendar your “Entry Point” in BB9.

(Doing this will have your calendar be the first thing any visitor to your BB page sees.)

1. Log into the course in BB that you want to set your calendar as the entry point.
2. Scroll down to the bottom of the page. On the right hand side you will find the control panel.



3. Click on “Teaching Style” and scroll down to the second option of “Select Class Entry Point”. Using the pull-down menu, choose the Calendar (or any other page).



4. Scroll down to the bottom and click “Submit”.

Voila!