

# Class Google Calendar

## *Auto-generated class calendar*

A class calendar is automatically generated for your use a few days before the start of the semester. In your Google Calendar options you should see a separate calendar for each of the classes that you are teaching. Scheduling is automatically added to the calendar based on the information entered in banner but may be changed by the instructor as necessary. This calendar is automatically shared with your enrolled students. The instructor has the option to delete the calendar or remove students (if they drop). Students have the option to hide the calendar from their Google Calendar view.

### ADD DEADLINES OR OTHER EVENTS

In the calendar:

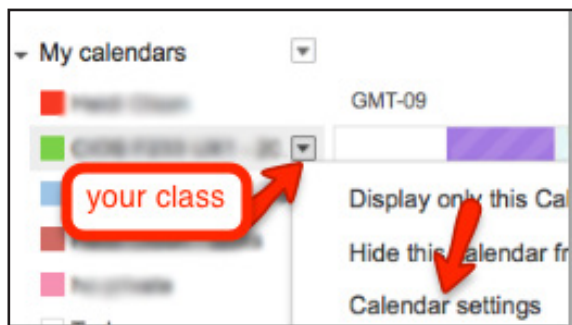
- click on the day you want the event to appear
- use the Quick add feature
- use the Create button found in the left column of the calendar
- use the down-arrow to create event on this calendar

More: <http://elearning.uaf.edu/go/google-add-event>

### DELETE CALENDAR

To delete the calendar:

Log in to Google Calendar -> Select Calendar settings.



-> Calendars Details

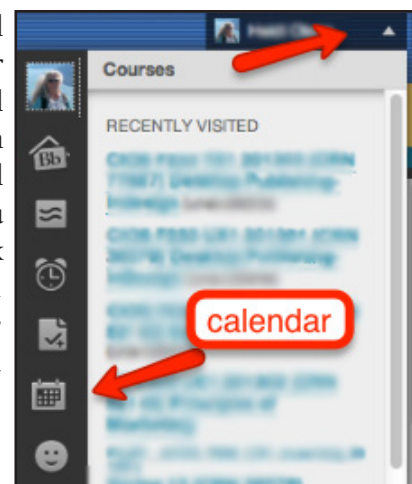
**Calendar Details** 

-> scroll to the bottom and select Delete Calendar.

More: <http://elearning.uaf.edu/go/google-delete-calendar>

### BLACKBOARD GLOBAL NAVIGATION

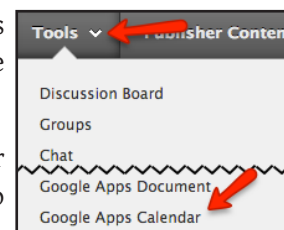
The UAF Institutional calendar, as well as your class calendar(s), will automatically appear in the Blackboard Global Navigation area for you and your students. Look for the down arrow in the upper right corner of the main Blackboard window.



### ADD TO BLACKBOARD THROUGH TOOLS

Log in to your Blackboard class and go to the content area where you want the Calendar to appear:

Tools -> Google Apps Calendar  
-> select the calendar you want to appear. Click submit.



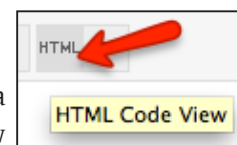
### EMBED IN BLACKBOARD OR WEBSITE

Choose the Calendar you want to embed -> Calendar Settings -> Calendar Details:

Scroll down to Embed This Calendar -> click on Customize the color, size, and other options link to make any adjustments or accept the default settings.

Copy the code.

Go to your Blackboard content area and click on the HTML Code View button -> paste your code in the window.



Go to your website and look for an edit, or text, or HTML window -> paste code in the window.