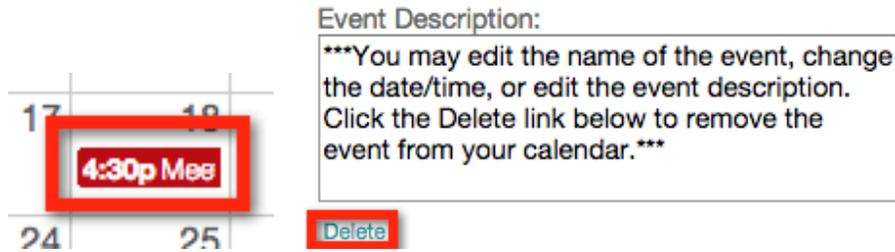
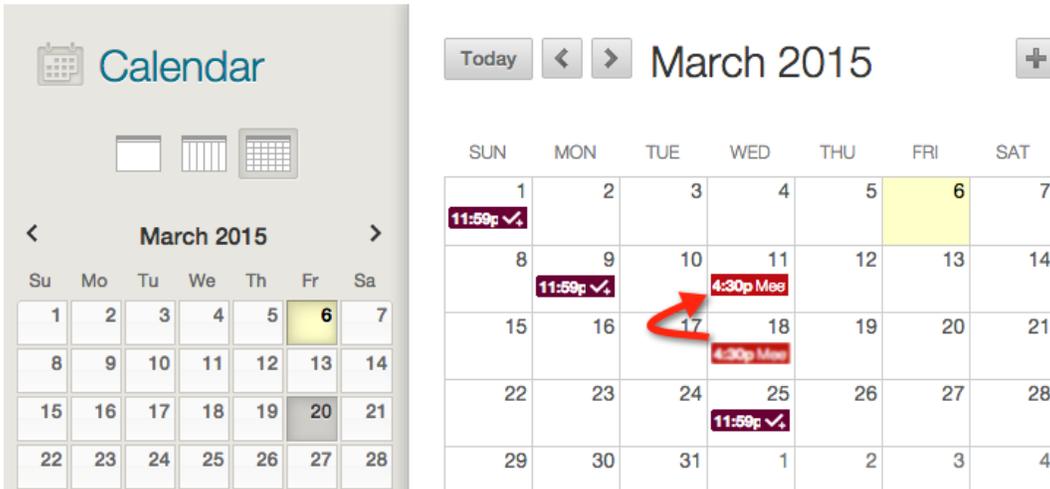


Edit or Delete an Event

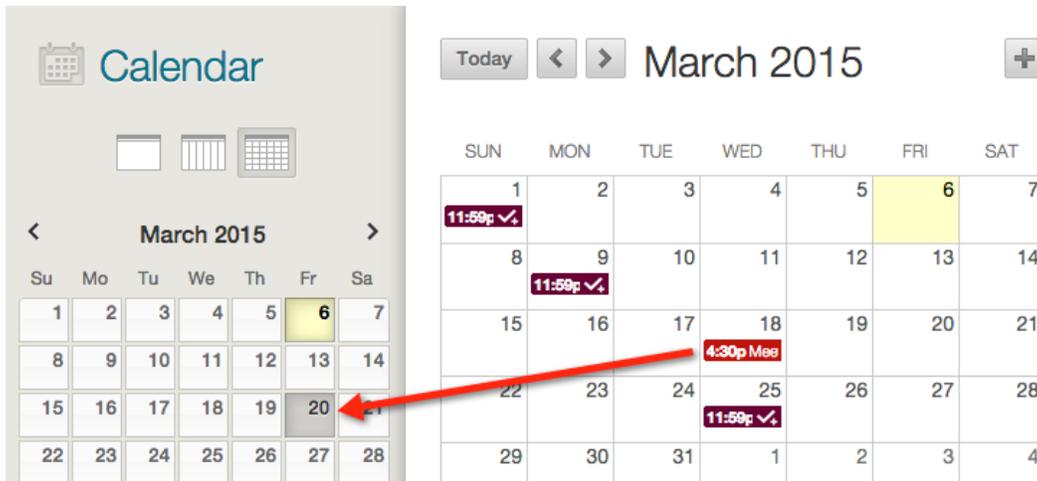
Select Calendar under Tools on the My Institution page or enter a Blackboard course and select Course Calendar under Course Tools in the Control Panel. From the Course Calendar page, navigate to the date of the event in the main view to perform the following tasks:
Click the event to edit or delete it.



Click and drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.



Click and drag an event from the main view to another date on the smaller monthly view to change the date.



Course Items with Due Dates:

When you create items with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day. For calendar events associated to content items, all adaptive release and availability rules are handled, ensuring that the release of an item is in synch with the calendar.