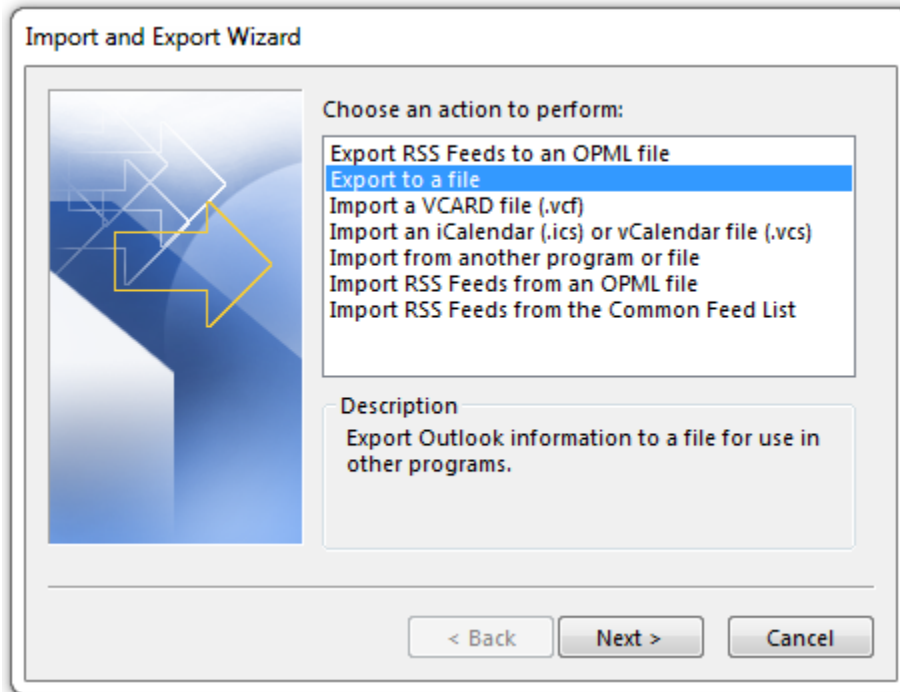
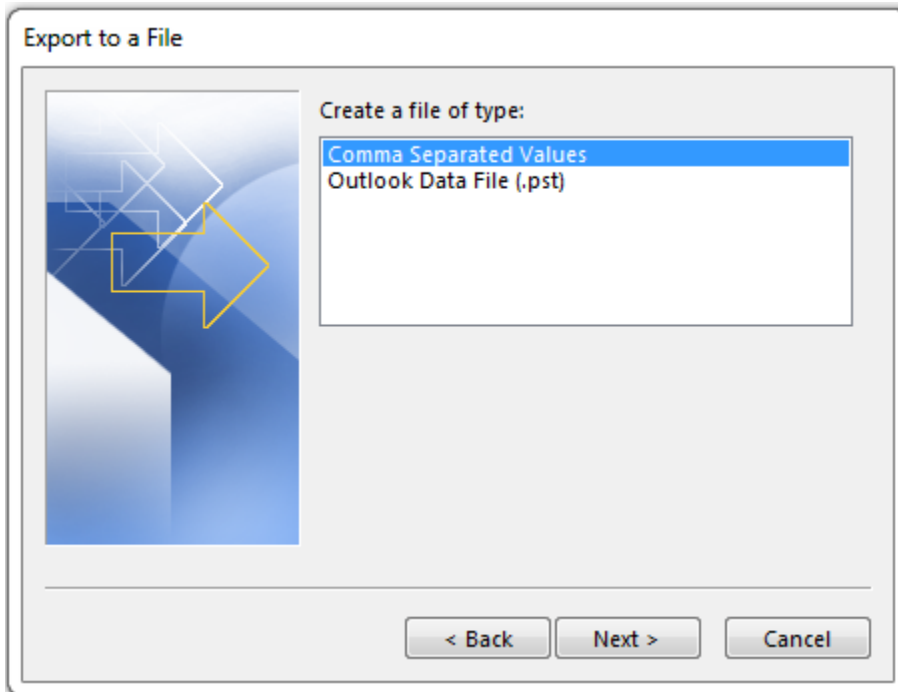


HOW TO EXPORT AN OUTLOOK CALENDAR AND IMPORT THE DATES INTO A BLACKBOARD CALENDAR

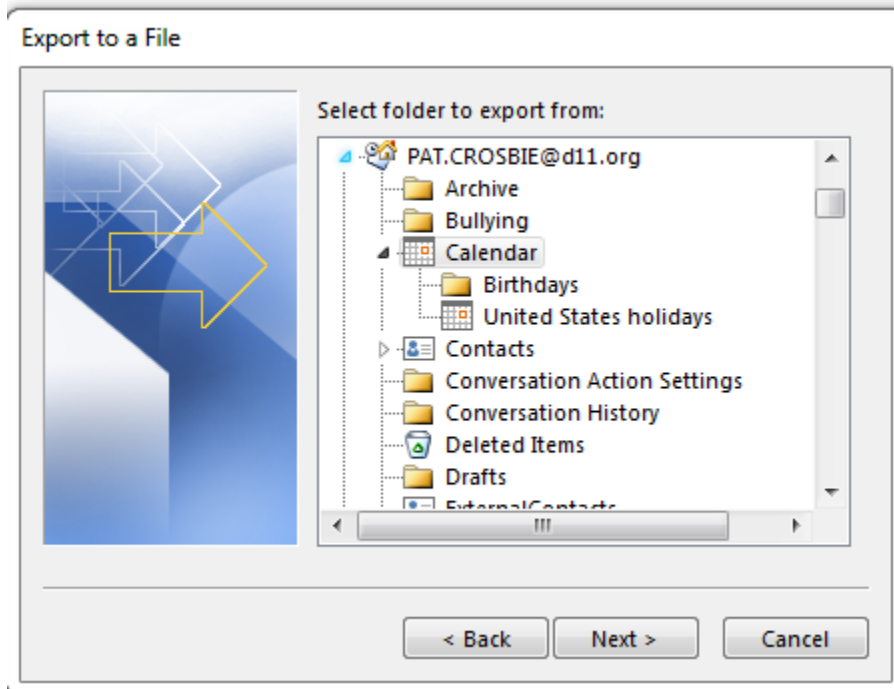
- 1) In Outlook click FILE > OPEN & EXPORT
- 2) Click Import/Export
- 3) Choose Export to a File > Next



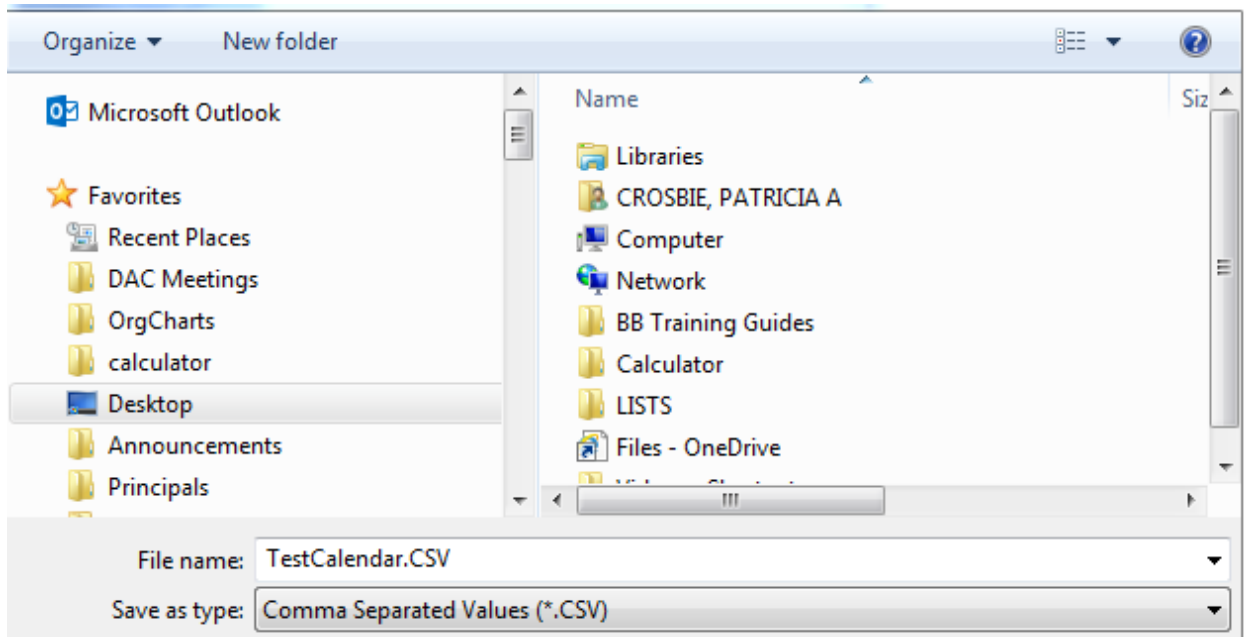
- 4) Choose Comma Separated Values > Next



- 5) Choose the Calendar you are exporting (It's probably called Calendar) > Next

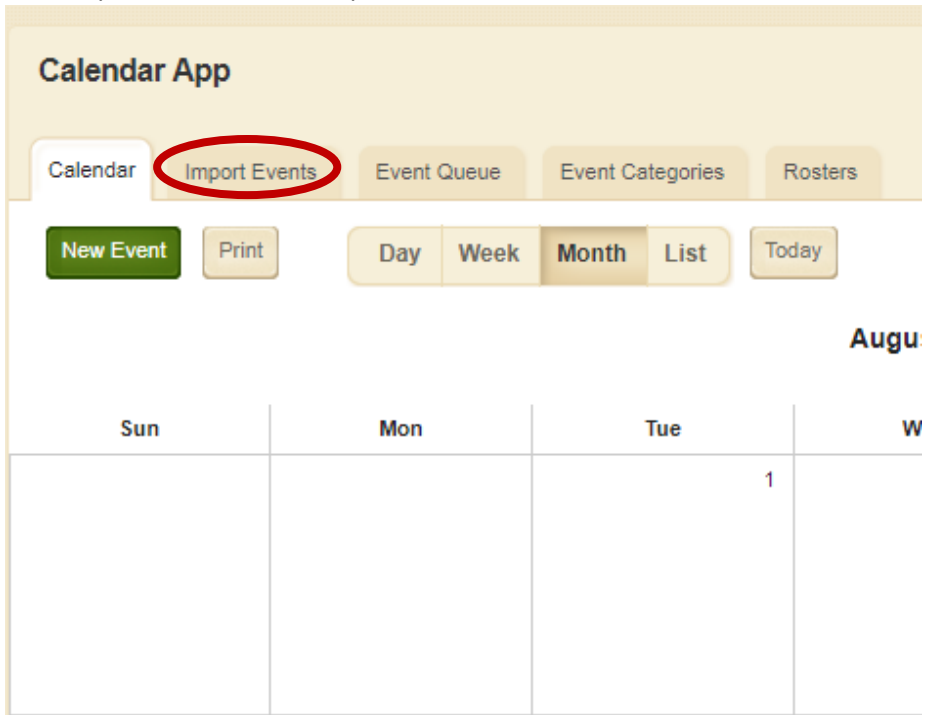


- 6) Save to your Desktop by clicking Browse and then Finding your Desktop and giving the file a name. OK > NEXT > FINISH



- 7) Create a calendar on your BlackBoard site.
Create a page and put a Calendar App on it.
Open the App

8) Click Import Events on the top tabs



9) Click Import Events

10) Browse to your desktop and find the CSV file you just created > Next



- 11) Match the fields to create custom mapping.
Blackboard has some fields that Outlook does not (contact info and registration info). You can “ignore” those fields. > NEXT

Step 2: Match field mappings

Choose an import mapping and match the Calendar fields to the fields from your CSV file using the dropdown boxes. [MORE](#)

Import Mappings
Choose an existing mapping or create your own by selecting New Custom Mapping.

New Custom Mapping

?

Calendar Field	Map to CSV File Field
Start Date	Start Date
Start Time	Start Time
End Date	End Date
End Time	End Time
Event Title	Subject
Event Description	Description
All Day Event (Y/N)	All day event
No End Time	-Ignore-
Contact	-Ignore-
Contact Email	-Ignore-
Contact Phone	-Ignore-
Location	Location
Category	-Ignore-
Registration (Y/N)	-Ignore-
Maximum Number of Seats	-Ignore-
Last Date to Register	-Ignore-

- 12) You will get a preview of your events.
- 13) Scroll to the bottom of the preview page and click NEXT

14) Assign viewing rights if applicable

15) Click Import

Step 4: Assign viewing rights

Check the box for each user or group who should see these events.

By default, all website visitors can view these calendar events. To limit who can view these calendar events, add specific users or groups.

All visitors to the website can view your events.

16) Click back over to the CALENDAR TAB and your events will be there!

Calendar App

Calendar Import Events Event Queue Event Categories Rosters

New Event Print Day Week Month List Today August 2017

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	S
		1	2	3	4	S
		8:30am	8:00am	10:00am	9:30am	5:00pm

THIS IS A ONE TIME IMPORT. YOUR OUTLOOK CALENDAR IS NOT SYNC'D TO BLACKBOARD.

TO UPDATE THE CALENDAR, WORK ONLY IN BLACKBOARD.