

Synching your Blackboard Calendar to your Office365 Calendar

Walden University has been working hard to bring you an improved classroom experience. We're excited to announce that we are now populating the Calendar with due dates and times for your section's assignments, discussions and test submissions. Stay informed of changes within the course by visiting the calendar online via the Walden portal or take it with you by simply syncing to the personal online calendar you already use!

Sync Walden into your life's schedule

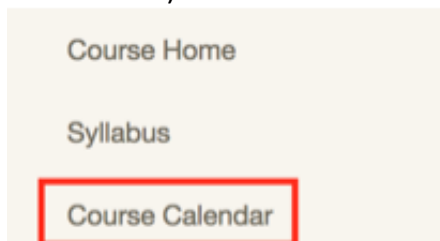
We know Walden students are incredibly talented, working adults living busy and lively lives. We created this handy calendar syncing tool to allow you to easily add your Walden course schedule into your favorite calendar tool.

Note: This is a one-time set-up process. All future course assignments will automatically be added to your Office365 calendar once you follow these few steps.

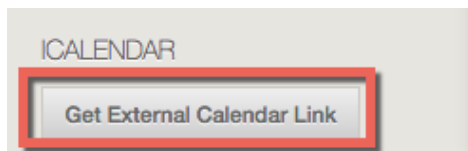
How to sync Walden Classroom Calendar with your Office365 calendar

Step 1: Find the Walden Classroom Calendar URL

1. Click a course from your MyWalden student portal.
2. From within the course, select the **Course Calendar** item on the course menu (will open in a new tab).



3. Scroll to the bottom of the left-hand navigation and locate the **iCalendar** section.
4. Click on **Get External Calendar Link**.



5. A window titled "Generate iCal URL" will pop up.
6. Read the instructions closely, and then copy the URL provided.

4. Give your calendar a name and then click the **Save** button.

Save Discard

Calendar subscription

Subscribe online and keep up to date.

Link to the calendar

Calendar name

Your Blackboard calendar items will now appear as a separate calendar in Office365. You can choose to view all your appointments at once or view them separately.

Deselect a displayed calendar by clicking the X

Office 365 Outlook

Search Calendar New Add calendar Share Print

July 2017

School Calendar X Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	Jul 1
Rubble - RVB		+2	+5	+5	+5	+7
2	3	4	5	6	7	8
	5:50a Assignment	6p 2017 Weekly I	5:30p Checkpoint	5:50a Discussion	1p go through NK	
					+2	+4
9	10	11	12	13	14	15
	Hayden RVB					
	+4	+6	+4	+5	+4	
16	17	18	19	20	21	22
	5:50a Assignment	3:30p FW Integre	1p Laureate's Sur	5:50a Discussion	1p go through NK	
		+2	+2	+2	+8	
23	24	25	26	27	28	29
				1:30p FW: Big Dar	1p go through NK	
				+4	+4	
30	31	1	2	3	4	5
				1:30p Invitation: I	1p go through NK	
				+4	+2	

Your calendars

- Calendar

Other calendars

- Laureate Higher E
- School Calendar

People's calendars