

Download the Blackboard App- for notifications on recent assignments



Brumfield Elementary School
550 Alwington Blvd.
Warrenton, VA

www.fcps1.org

How to Sync Your Child's Blackboard Calendar to Google, Outlook, or iPhone



Blackboard

Fauquier County Public Schools
Brumfield Elementary School

www.fcps1.org

Sync Blackboard Calendar to Google, Outlook, or iPhone

Step 1: Download Blackboard Mobile Learn from Google Play or the Apple Store.

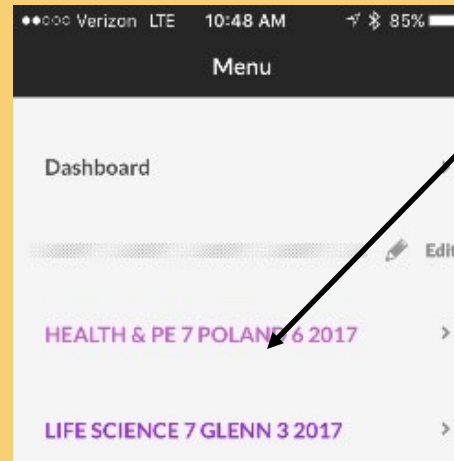
Step 2: Search for Fauquier County Public Schools

Username: Student ID#

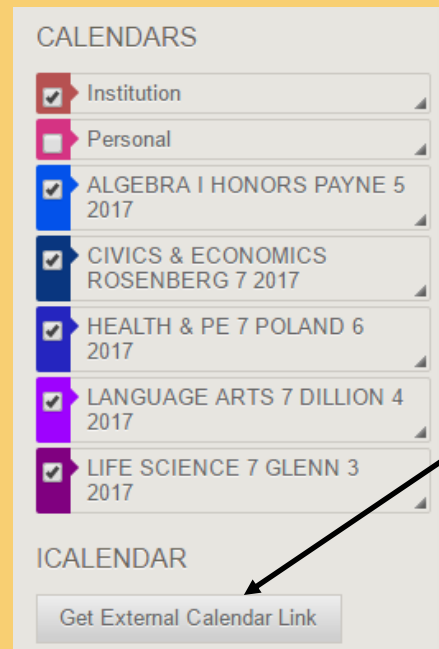
Password: Month & Day (ie. 0109, 1201)



Step 3: From the Dashboard select a class.



Step 4: Select Homework Calendar and then scroll down to Get External Calendar Link.



Step 5: select Get External Calendar Link

Step 6: Hold down to copy the link

Google Calendar

1. Click the down-arrow next to **Other calendars**
2. Select **Add by URL** from the menu
3. Enter the Blackboard Learn **iCalendar URL** in the field provided
4. Click the **Add Calendar** button. The calendar will appear in the **Other Calendars** section of the calendar list to the left.

Microsoft Outlook

1. In **Account Settings** choose the **Internet Calendars** tab.
2. Click on **New** and Paste the **iCalendar URL** you copied from Blackboard Learn into the location and click **Add**.

iPhone

1. Select **"Settings"**
2. Select **"Mail, Contacts, Calendars"**
3. Select **"Add Account..."** under **"Accounts"**
4. Select **"Other"** at the bottom
5. Select **"Add Subscribed Calendar"**
6. Type the **iCalendar URL**. Select **"Next"**.
7. Select **"Save"**