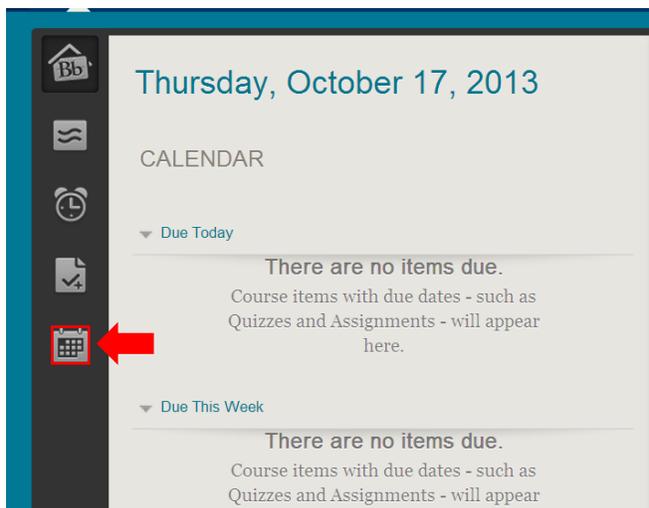




DARE TO DO MORE

Adding Events to Your Calendar

Step 1. To begin Click on **Calendar**

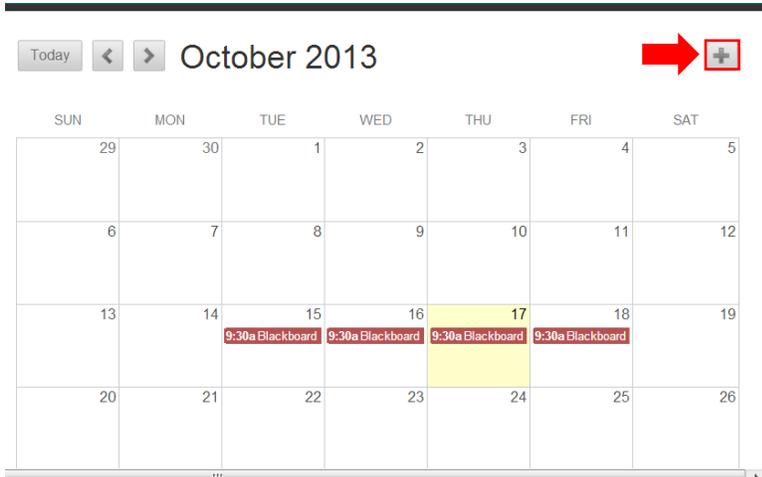


LaGuardia Community College

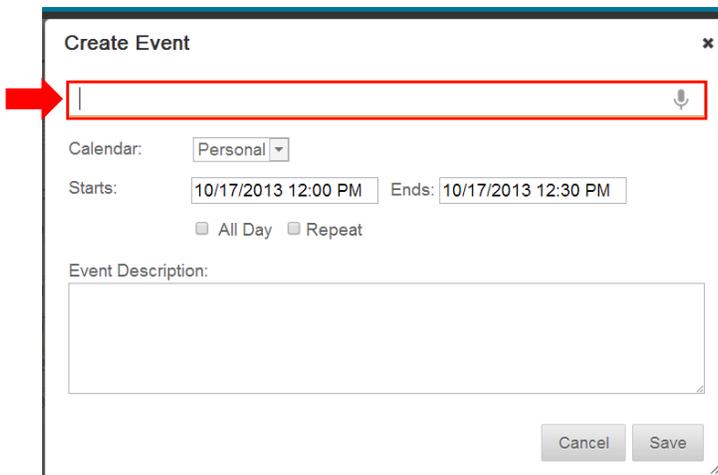
31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

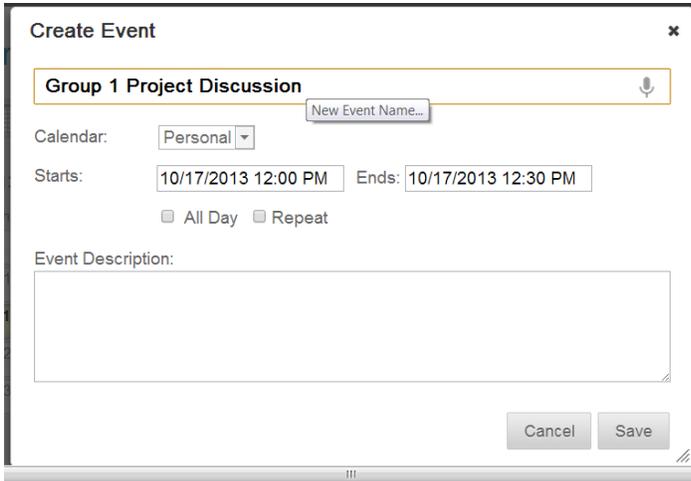
Step 2. Click the **Add** symbol



Step 3. Type a **Name** for the new Event.

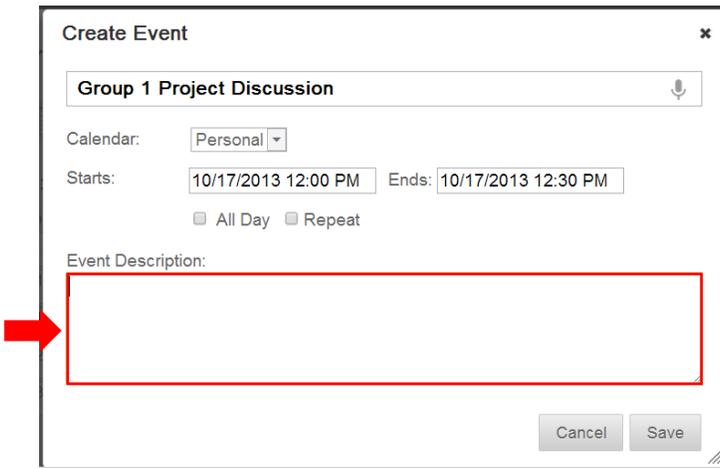


Step 4. The Event Name should look like the picture shown below.



The screenshot shows a 'Create Event' dialog box. At the top, the title is 'Create Event' with a close button (X). Below the title is a text input field containing 'Group 1 Project Discussion' and a microphone icon. A tooltip 'New Event Name...' is visible over the input field. Below this, there is a 'Calendar:' dropdown menu set to 'Personal'. The 'Starts:' field is '10/17/2013 12:00 PM' and the 'Ends:' field is '10/17/2013 12:30 PM'. There are two checkboxes: 'All Day' and 'Repeat', both of which are unchecked. Below these is an 'Event Description:' label followed by a large empty text area. At the bottom right, there are 'Cancel' and 'Save' buttons.

Step 5. Type in a **description**.



This screenshot is identical to the one above, but with a red rectangular box drawn around the 'Event Description' text area. A red arrow points from the left edge of the page towards the red box, indicating where the user should enter a description.

Step 6. Your description should look like the picture below.

Guardia Library Live @ LaGuardia Blackboard 9.1 My Career

alendar

October 2013

1 2

8 9

15 16

22 23

29 30

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FR

4

11

18

Blackboard

25

Create Event x

Group 1 Project Discussion

Calendar: Personal

Starts: 10/17/2013 12:00 PM Ends: 10/17/2013 12:30 PM

All Day Repeat

Event Description:

Meeting to discuss group project in the chat room...

Cancel Save

Step 7. You can use the date selection Calendar to set the **dates** and **times** for the event.

Create Event x

Group 1 Project Discussion

Calendar: Personal

Starts: 10/20/2013 12:00 PM Ends: 10/17/2013 12:30 PM

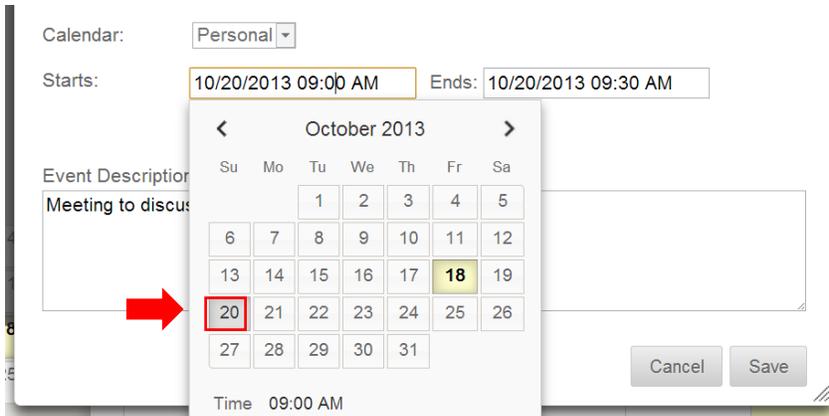
All Day Repeat

Event Description:

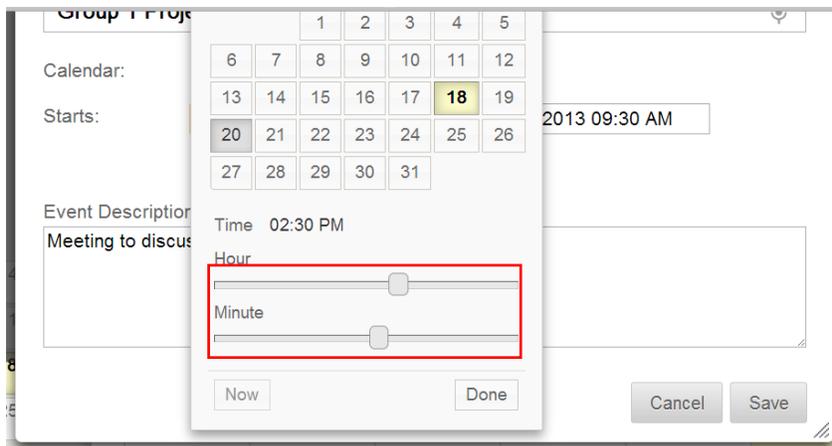
Meeting to discuss group project in the chat room...

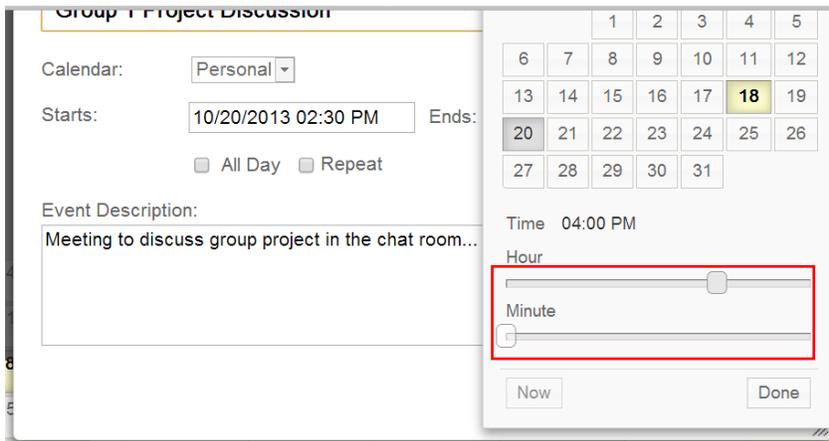
Cancel Save

Step 8. Set the **Start Date** as shown the picture below.

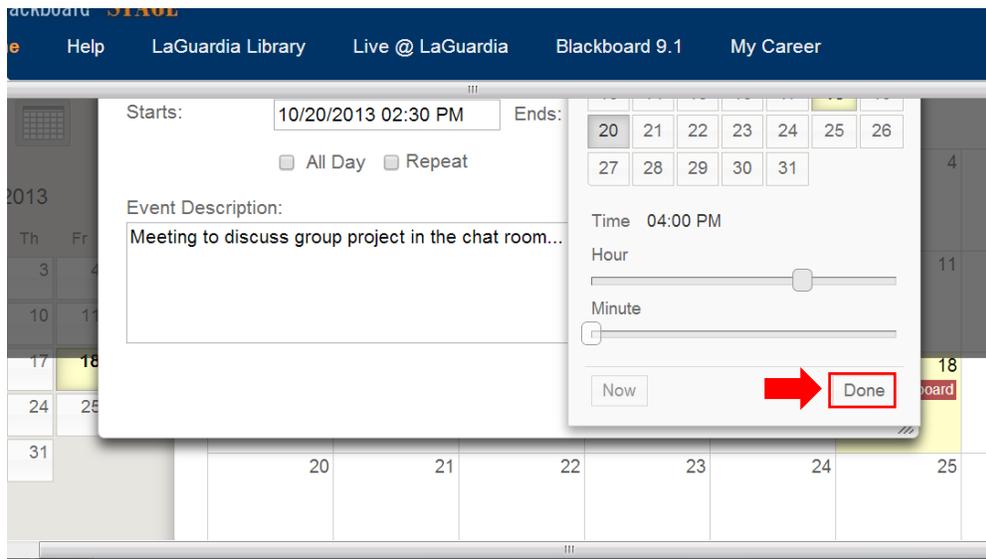


Step 9. Set the Event Times as shown the pictures below. First set the **Start time**, then the **End time**.

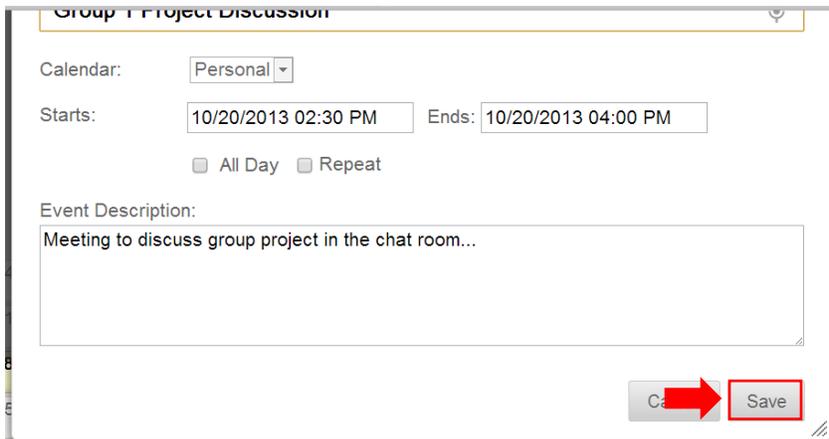




Step 10. Click Done



Step 11. Click Save



Step 12. Your Calendar Event was successfully created.

29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
		9:30a Blackboard	9:30a Blackboard	9:30a Blackboard	9:30a Blackboard	
	2:30p Group 1 Pri					
27	28	29	30	31	1	2

Step 13. Scroll down to ICalendar

2012 Fall Term (1) Cultural Anthropology SSA 101 6808[16639] (LaGuardia Community College)

2012 Fall Term (1) Introduction to African Art HUA 167 1402[15596] (LaGuardia Community College)

2012 Fall Term (2) ART IN NY HUN 195 7580[19022] (LaGuardia Community College)

2012 Fall Term (2) Fundamentals of Speech Communication HUC 101 8604[18624] (LaGuardia Community College)

2013 Spring Term (1) Art and Design Seminar HUA 289 1195[13795] (LaGuardia Community College)

2013 Spring Term (1) World History from Ancient Times to 1500 SSH 105 1861[15001] (LaGuardia Community College)

ICALNDAR

Get External Calendar Link

Step 14. Click Get External Calendar Link. (This generates a link so that you can import your calendar contents from Blackboard to another calendar application such as Google Calendar.)

The screenshot displays the Blackboard calendar interface. On the left, a list of courses is shown with checkboxes: 2012 Fall Term (1) Cultural Anthropology SSA 101 6808[16639] (LaGuardia Community College), 2012 Fall Term (1) Introduction to African Art HUA 167 1402[15596] (LaGuardia Community College), 2012 Fall Term (2) ART IN NY HUN 195 7580[19022] (LaGuardia Community College), 2012 Fall Term (2) Fundamentals of Speech Communication HUC 101 8604[18624] (LaGuardia Community College), 2013 Spring Term (1) Art and Design Seminar HUA 289 1195[13795] (LaGuardia Community College), and 2013 Spring Term (1) World History from Ancient Times to 1500 SSH 105 1861[15001] (LaGuardia Community College). A calendar grid is visible in the background with dates 27, 28, 29, 30, 31 in the top row and 3, 4, 5, 6, 7 in the bottom row. A dialog box titled 'Generate iCal URL' is open, containing the text: 'Use this URL for importing your selected calendar content into other calendar applications. This is a private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.' Below the text is a text field with the URL: <https://bbhostedstage.cuny.edu/webapps/calendar/calendarFeed/d64ae2630e214ae0877e352b58cc7c6/learn.ics>. At the bottom of the dialog are 'Cancel' and 'Re-generate' buttons. Below the course list, the text 'ICALNDAR' is visible, and a red arrow points to a button labeled 'Get External Calendar Link'.