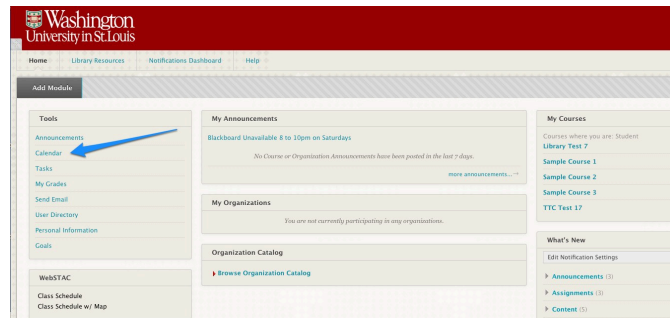


BLACKBOARD FOR STUDENTS: FACT SHEETS

(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

HOW TO ADD EVENTS TO YOUR CALENDAR

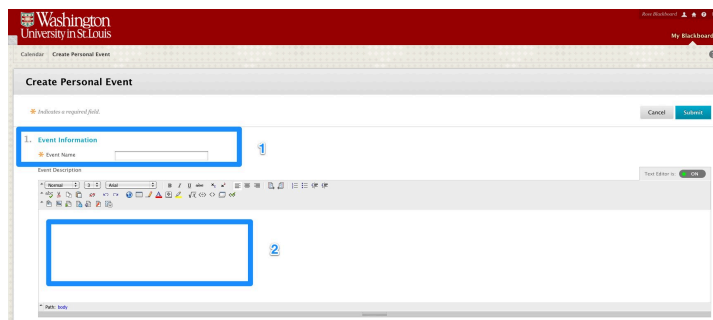
1. You may add events to your personal calendar in Blackboard. Click Calendar on the institution's Home Page.



2. Click on the Create Personal Event tab.



3. Fill in the Name of the event under Event Information (1)—this is a required field. You may enter an Event Description in the text editor box (2).



4. Fill in the details of the date and time under Event Time (1) and submit (2).

2. **Event Time**

★ **Event Date** Enter dates as mm/dd/yyyy

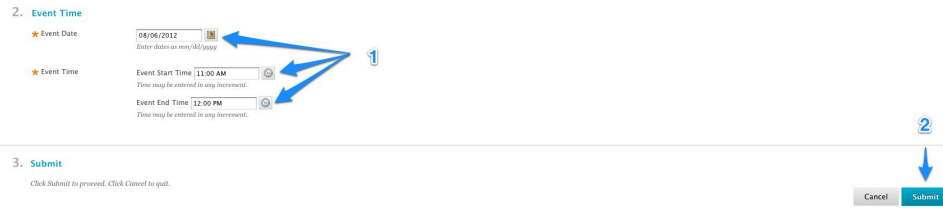
★ **Event Time**

Event Start Time Time may be entered in any increment.

Event End Time Time may be entered in any increment.

3. **Submit**

Click Submit to proceed. Click Cancel to quit.



http://ondemand.blackboard.com/r91/movies/bb91_student_add_calendar_event.htm