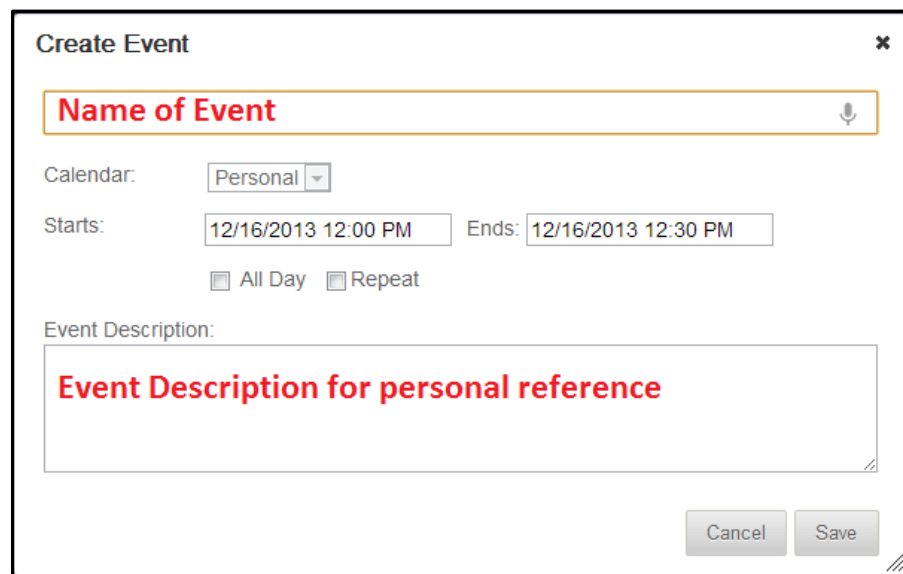
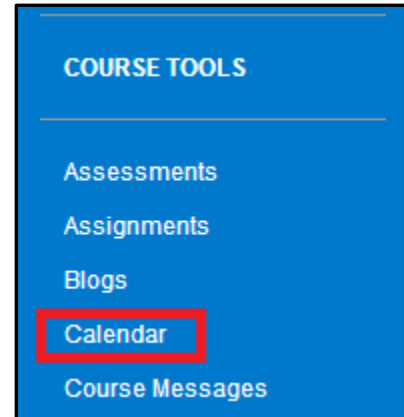


Adding Calendar Events

1. Click on the **Calendar** on the left sidebar.
2. To add a new event, click on a date in the interactive calendar.
3. Provide an Event Name, Date Period, and Time Period, as well as an Event Description if necessary. **All Day** refers to an all-day event and **Repeat** will repeat the event on your calendar however many times you specify.
4. To finalize, click **Save**

A screenshot of the 'Create Event' dialog box in Blackboard. The dialog has a title bar 'Create Event' with a close button. Inside, there is a text input field for 'Name of Event' with a microphone icon. Below it is a 'Calendar:' dropdown menu set to 'Personal'. Then there are 'Starts:' and 'Ends:' date and time pickers, both showing '12/16/2013 12:00 PM' and '12/16/2013 12:30 PM' respectively. Below these are two checkboxes: 'All Day' and 'Repeat', both of which are unchecked. There is a large text area for 'Event Description:' containing the text 'Event Description for personal reference'. At the bottom right are 'Cancel' and 'Save' buttons.

For more help on using Blackboard 9.1 go to <http://tinyurl.com/csng4wk>
or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>