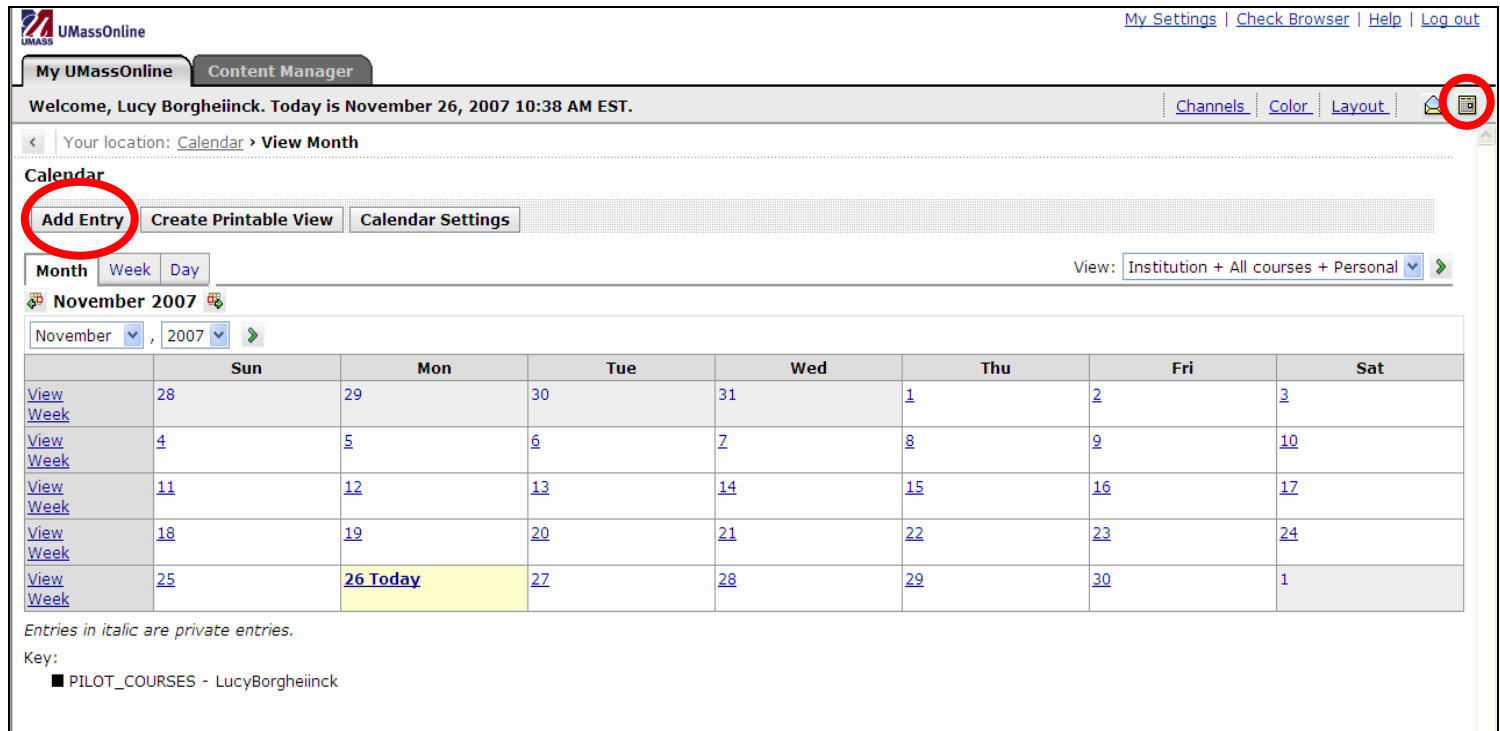



## Creating a Calendar Entry

1. From the My Emmanuel College page, click on the [Calendar](#) icon located on the far right. You do not need to be inside a course home page to access your calendar. Above your calendar entries click the [Add Entry](#) button.



UMassOnline [My Settings](#) | [Check Browser](#) | [Help](#) | [Log out](#)

My UMassOnline Content Manager

Welcome, Lucy Borgheiinck. Today is November 26, 2007 10:38 AM EST. [Channels](#) | [Color](#) | [Layout](#) 

< Your location: [Calendar](#) > [View Month](#)

Calendar

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#)

Month [Week](#) [Day](#) View: [Institution + All courses + Personal](#)

November 2007

November 2007

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<a href="#">View Week</a>	28	29	30	31	1	2	3
<a href="#">View Week</a>	4	5	6	7	8	9	10
<a href="#">View Week</a>	11	12	13	14	15	16	17
<a href="#">View Week</a>	18	19	20	21	22	23	24
<a href="#">View Week</a>	25	<b>26 Today</b>	27	28	29	30	1

Entries in italic are private entries.

Key:  
■ PILOT\_COURSES - LucyBorgheiinck

2. Type the name of the event in the Title field. Any details, directions, or reminders go in the Description box. Choose the Start and End dates and times.
3. If this event is going to occur regularly, you only need to enter it once. Click on More Options. Check the box labeled This entry repeats and enter the information (which weekday, how many weeks, etc.).
4. When you are finished, click Save at the bottom of the screen. The new event will be displayed with the rest of your calendar.

UMassOnline  
My UMassOnline Content Manager

Welcome, Lucy Borgheiinck. Today is November 26, 2007 10:38 AM EST. [Channels](#) [Color](#) [Layout](#)

Your location: [Calendar](#) > [View Month](#) > [Add Entry](#)

### Add Entry

\*Title:

Description:  [Enable HTML Creator](#)

Use HTML

---

### Dates

Start Date:

Start Time:

End Date:

End Time:

---

### Entry Type

Personal (Only you can see this entry.)

Course

Select a course:

Access:  Public (All course members can see this entry.)

Private (Only you can see this entry.)

[More Options](#) (Expand this area to see more options.)

\* Required field

Questions? Contact the Library (617) 735-9927  
Ask for Blackboard Vista 8.0.1 support.

Emmanuel College Library, Boston