Online Calendar Instructions

College Calendar Home Page

- The calendar consists of 3 views:
  - Daily
  - Weekly – *(default view)*
  - Monthly

Navigation for Non-Logged In Users

- When you visit the College Calendar website the calendar will be displayed in the default weekly format.
- Only public events will be displayed. Public events are calendar items, such as open meetings, the general college schedule, concerts, performances or sports events, which are available to the non-BCC community.
- To view private events, you must log-in with your BCC credentials. Private events are calendar items, such as certain committee meetings or internal college deadlines, which are relevant only to the college community.
- Use the blue navigation buttons to move around the calendar.

Navigation for Logged In Users

- To view private events, **students, faculty** and **staff** must log-in with **BCC** or **OSSES credentials**.
- Once you have logged in successfully:
  - The navigation will change with a greeting.
  - The calendar will display all public and private events.
  - You can view all events or only public events.

Send Calendar Events to your BCC Email and/or Calendar

- Please note that as a **student**, **faculty** or **staff**, you may send events to your BCC email or calendar from the Daily View. You cannot send events to other calendars, such as Google.
- You need to accept the Calendar events when they arrive in your email account.

Printing the Calendar

- Click on the print icon to print the calendar.
- The calendar’s current view and date(s) are printed when you click the print icon.
- Google Chrome browser users – please print in landscape layout.
1) College Calendar Home Page

Copy and paste the following link into your browser [https://www.bcc.cuny.edu/CollegeCalendar](https://www.bcc.cuny.edu/CollegeCalendar)

The calendar consists of 3 views:

- Daily
- **Weekly** – *(default view)*
- Monthly
2) Navigation for non-Logged in Users

When you visit the College Calendar website, the calendar will be displayed in the default weekly format. Only public events will be displayed. To view private events, you must log-in with your BCC or OSSES credentials.

The top navigation looks like:

Click here to go to the College Calendar Home Page

Click here to go to the Registrar’s Student Calendar

Click here to go to the previous day, week or month calendar.

Click here to go to the next day, week or month calendar.

Click here to view the current day, week or month calendar.

Click here to print the current view of the calendar.

Click here to get help.

If you are a student, faculty or staff, you can login to see all private calendar items.

Click here to change your current view of the calendar [daily, weekly or monthly]

On the Monthly and Weekly views, click on the day number to switch to daily view for that day.
3) Navigation for Logged in Users

Enter your BCC Student, Faculty or Staff Login ID and password and click **Login**

Once you have logged in successfully, the calendar will display all public and private events. The navigation will change as follows:

Click the Login button to access all BCC private events

Click here to select the type of events you want to view:
- All Events
- Public Events

Click here to log off. Please note that you will automatically logout after a few minutes.
4) **Send Calendar Events to your BCC Email and/or Calendar**

Please note that you can only send events to your BCC Email or Calendar from the Daily View.

Make sure you accept the calendar events when they arrive in your email account.

5) **Printing the Calendar**

Please note that the calendar’s current view and date(s) are printed when you click the printer icon.