LBC Events: Schedule, Promote, Record

Add Your Event to the Calendar

Visit [http://www.emich.edu/calendar/](http://www.emich.edu/calendar/) and click the "Submit an Event" button near the bottom left of the page. If you're not already logged into My.Emich, you may need to enter a user name and password. Enter your event details.

IMPORTANT: Be sure to mark the "LBC Approved" question as "YES." That will make your event show up on the calendar for students who sort by "LBC Events."

Click the "Submit for Approval" button.
Promote Your Event Through EMUToday

http://www.emich.edu/univcomm/emu.today/

SUBMISSIONS IN EMU TODAY: Please note, EMU TODAY is an internal daily e-blast sent to faculty and staff only. To submit an announcement or post an event, please forward your entry electronically to emu_today@emich.edu. Please be sure to format your entry with a title and include a description of the event, where the event will be held (room and building), the date and time, and a contact name, phone number and/or e-mail address. For questions, contact Debra Johnson at 487-2484.

LBC Events: Confirming Student Attendance
Confirm Multiple Students at a Single Event

Use the LBC Template spreadsheet when multiple students are attending an event or otherwise satisfying an LBC requirement and individual entry is too time-consuming. Below is a quick cheat-sheet for completing the spreadsheet to ensure that it uploads accurately.

The spreadsheet requires adherence to specific data entry rules.

a. Confirmer’s E# field must be a 9-digit code consisting of a capital "E" followed by 8 numeric characters, e.g. “E12345678”

b. LBC code must be “L3A, L3P, LB1, LB2, LB4, LB5, or LB6,” with alpha characters entered as capitals with one numeric character

c. Student’s E# field must be a 9-digit code consisting of a capital "E" followed by 8 numeric characters, e.g. “E12345678”

d. Student’s Last Name field must not be blank

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirmer's EID</td>
<td>LBC Code</td>
<td>Event Date</td>
<td>Student EID</td>
<td>Student's Last Name</td>
</tr>
<tr>
<td>2</td>
<td>E12341234</td>
<td>L3A</td>
<td>09/13/2013</td>
<td>E12345678</td>
<td>Jones</td>
</tr>
</tbody>
</table>

There has been an additional subcategory created to distinguish between students who must “attend 8 events” to satisfy LBC Group 3 and those that “participate” to satisfy LBC Group 3. Use “L3A” for ATTENDING cultural/academic events and “L3P” for PARTICIPATING in a cultural/academic event. Completed spreadsheets should be emailed to generaleducation@emich.edu; the General Education department will make sure that they are uploaded to the system and credit is recorded.

Confirm Students Individually

As always, you can instead choose to enter student participation and satisfaction of LBC requirements individually from your My.Emich.Edu account. This is the best option when you only have a few confirmations to do.

Log in; click the Faculty tab and then the Application Administration tab below. The first link will be to Confirm Student LBC Participation. Enter your E# with the preceding capital E as the originator, and the student’s E# in the same format. Choose the appropriate LBC Group and click “Submit.”
Please contact generaleducation@emich.edu with any questions or if we can assist with anything else for you. Wishing you a successful event!

LBC Logos

The following logos can be used on digital and printed materials in promoting your event.