Step by Step: Adding A Calendar Event

1. Open a course and be sure Edit Mode is ON.

2. Find your Course Calendar. It may be on the course menu or on a module page (if your course home uses a module page per example.) To open the calendar, click on its title in the menu or click the more calendar events…link.

3. The Course Calendar opens to today’s date. At the upper right you can change the view. You can also click on Jump to under the view options to access the Calendar Quick Jump.

4. Select the desired date and view and click the Submit button.
5. A new calendar page opens to the selected date. Click on the **Create Course Event** button.

6. Enter the **Event Name** and **Event Information**.

7. Enter the **Event Start and End Times**.

8. Click the **Submit** button.

9. The event now appears on the selected day in the Calendar. To edit it, click on its **title** or the **action link**.