Creating a Calendar Event

1. On the Calendar, click the + in the top, right corner. You can also click inside a date to create an event.

2. In the Create Event window, enter the event Name.

3. In the Calendar drop-down menu, select a Calendar to associate the event with, such as your personal calendar.

   *Instructors can only add events to their personal and course calendars. Only administrators can add events to the institution calendars.*
Creating, Editing, and Deleting Calendar Events

4. Select the **Start and End** times. Slide the slider bar to change the hours and minutes. Click the **Done** button when you are finished.

5. Type the **Event Description**. There is a 4,000-character limit for event descriptions. Click the **Save** button to add the event to the **Calendar**.
Creating, Editing, and Deleting Calendar Events

Recurring Events
You can make events repeat by selecting the Repeat checkbox. Additional options appear that allow you to create multiple events based on a repeating pattern.

For example, if your class meets every Monday and Wednesday at 1:00 in the same room, you can do the following:

a. Check Repeat.

b. Leave its default repeating weekly at every 1 weeks (if it was every other week then it would repeat every 2 weeks).

c. Select the M and W representing Monday and Wednesday.

d. Select when it ends by entering the semester end date. Or, if you know how many times the class meets, you can enter that number.

![Create Event](image-url)
Creating, Editing, and Deleting Calendar Events

Editing an Event
You can edit a single event’s date two ways:

- Click the **event** and reselect the **Start** and **End** date. The time of the event can be edited as well.
- Drag the event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.

Editing a Series
Once you create a repeated event, all the events become part of a series. At this time, you cannot edit a series as a whole after it is saved the first time. You can delete the entire series (see next section) and add it again with the correct information.

- You can edit an instance of the series by following the same steps for editing a single event.
- If the date/time of the instance is changed, that particular instance has a “broken” icon to indicate that it no longer conforms to the original series rules.
- Changing the name or description of an instance **does not** break the instance from the series.
Deleting an Event

1. Click the event. The **Edit Event** window displays.
2. Select the **Delete** link.
3. A **Delete Event** confirmation window displays. Click the **OK** button.
4. The **Delete Event** window displays. If the event reoccurs, you have the option to **Delete just this event** or **Delete all events in the series**. Select your choice and click the **OK** button.