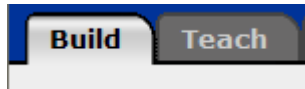
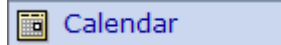


Directions

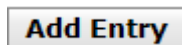
1. Go to the



Under the Course Tools Navigation Bar, click on



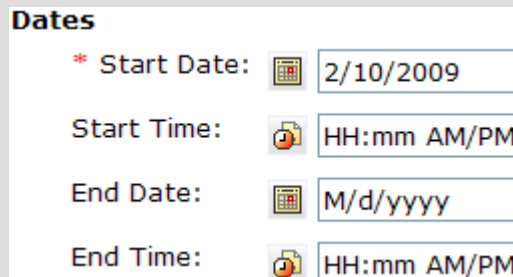
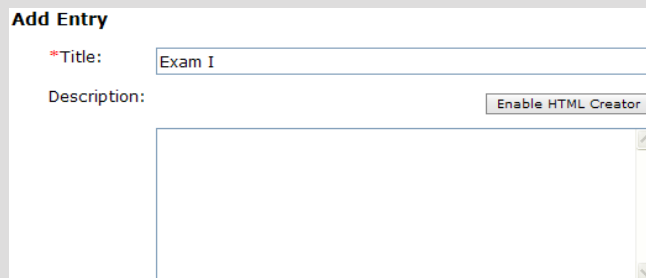
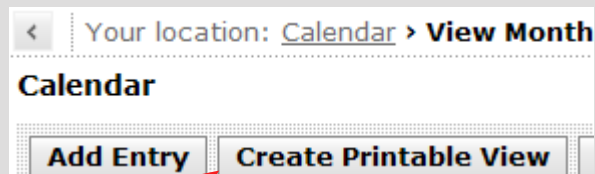
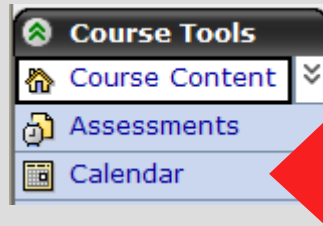
2. Click



3. Add Title Entry, Description if wanted.

4. Add Start Date (required)
If ending on the same day as start date, no end date is required.

Diagram



Directions

1. Select Entry Type. **Must Select “Course” and “Public” for all to view.** If the entry is recurrent you can add more options. Then click **Save**.

Diagram

Entry Type

Personal (Only you can see this entry.)

Course (Allows you to link to content in this 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.)

Save **Cancel**