

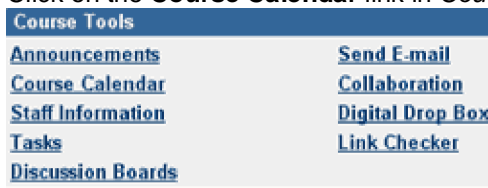
Posting Important Dates in the Course Calendar

Instructors can use the calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all students registered in a specific course.

Suggested items to include in the calendar:

Assignments Due
Exams
Guest Speakers

Step 1: Click on the **Course Calendar** link in *Course Tools* area of Control Panel.



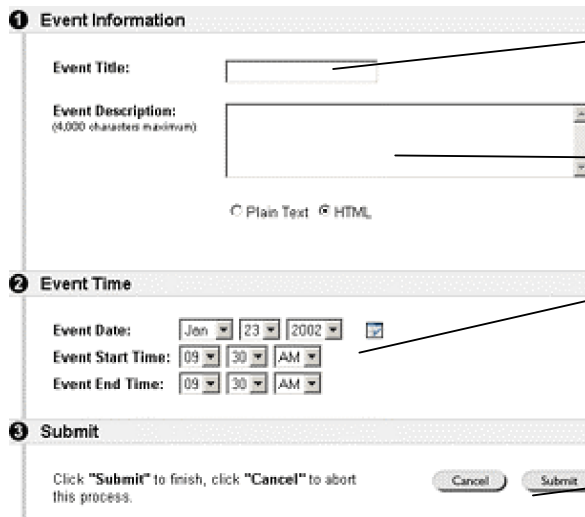
Step 2: Click the **Add Event** or **Quick Jump** button.

Click the **Add Event** button to add a new course date.



Click the **Quick Jump** button to directly view a specific date.

Step 3: **ADD EVENT** to the course calendar: **enter the event title, enter the event description, choose the event dates** and click **submit** to add the date.

A screenshot of the 'ADD EVENT' form. It is divided into three numbered sections. Section 1, 'Event Information', has a text box for 'Event Title' and a larger text area for 'Event Description' (with a note '(4,000 characters maximum)'). Below the description area are radio buttons for 'Plain Text' and 'HTML'. Section 2, 'Event Time', has three rows of dropdown menus: 'Event Date' (with a calendar icon), 'Event Start Time', and 'Event End Time'. Section 3, 'Submit', contains a small instruction: 'Click "Submit" to finish, click "Cancel" to abort this process.' and two buttons: 'Cancel' and 'Submit'.

Enter the event title. This should be things like: Quiz, Assignments Due, Guest Speaker, Class Cancelled

Enter a description of the event, and any other important notes the students need to know

Select the event dates. You may choose to have a start and end time to span the event over several days or you can choose to have the event show up on a specific day.

Click the Submit button to add your Course Calendar event.

To Quick Jump to a specific date: click on the **Quick Jump** button, choose a date, select the type of view, and click **Submit**