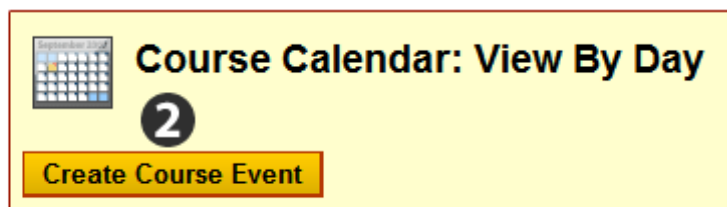
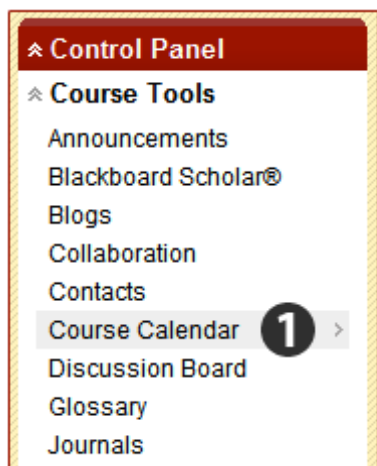


## Topic: Creating Calendar Entries

- 1 On the Control Panel, under Course Tools, select **Course Calendar**.
- 2 Click **Create Course Event**.
- 3 On the **Create Course Event** page, enter the **Event Name** and **Event Description**.
- 4 Enter the **Event Date**. Optionally, click the pop-up **Date Selection Calendar** to select the date.
- 5 Enter the **Event Start Time** and **Event End Time**. Optionally, click the pop-up **Time Selection Menu** to select the times.
- 6 Click **Submit**.





## Create Course Event

Course Calendar Events appear to all members of the Course. Common entries for the Calendar include upcoming tests, due dates for assignments, or special lectures. [More Help](#)

\* Indicates a required field.

Cancel

Submit

### 1. Event Information

\* Event Name

3

Event Description

Visual Editor: **ON**



If you would like help selecting your Research Paper topic, or need help narrowing the topic, please attend the special Chat session.

Path: [body](#)

### 2. Event Time

4

Event Date



5

Event Time Event Start Time



Time may be entered in any increment.

Event End Time



Time may be entered in any increment.

### 3. Submit

6

Cancel

Submit