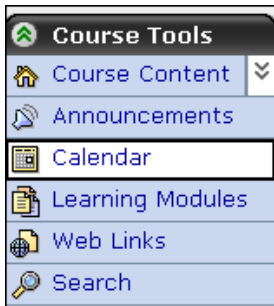
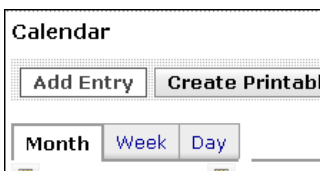




1. Click on the **Calendar** link from the left hand **Course Tools** menu.



2. Click **Add Entry** button



3. Type the **Title:** of your entry into text box.
4. Type in the **Description:** of your entry in the text box.

#### Add Entry

\*Title:

Description:

Use HTML

5. Select the **Start date:** and **End date:** for this entry.

#### Dates

\* Start Date:

Start Time:

End Date:

End Time:

6. Select the calendar you want to add this entry to from the **Entry Type** radio buttons.

#### 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.)
- Institution (All institution members can see this entry.)



7. Select **Public** (all users) from the **Course Access** radio button or **Private** (for yourself only).

**More Options** (Expand this area to see more options.)

Recurrence

This entry repeats:

- Every day
- Every week on these days:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Until:

---

Links

\* Required field

8. Click on the **Save** button. The New Entry will be displayed