

Creating a Calendar Event

Why Do I Need This Workflow?

The Calendar tool is a great way to help your learners keep track of their course work. Calendar events can be built all at once at the start of your course and released by date, or instructors/ course facilitators can create calendar events as needed throughout a course. This workflow takes you through the steps for creating a calendar event.

How: Workflow Steps

1. Select **Edit Course** in the navbar.
2. Select the **Calendar** tool.

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Course Administration

Category

Name

Tools


 [Attendance](#)

 [Awards](#)

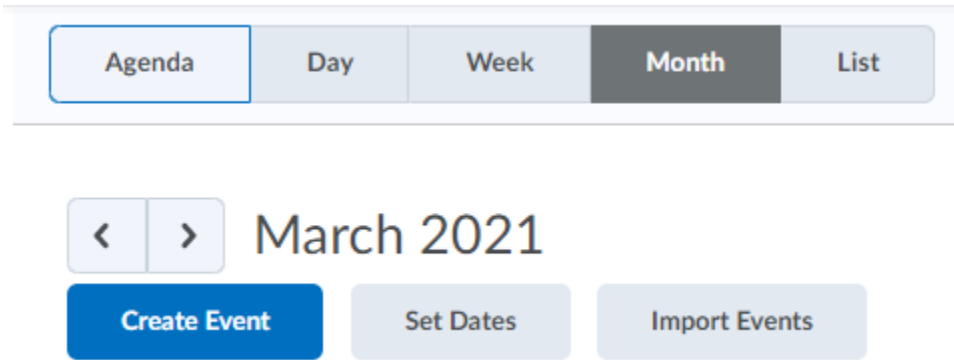
 [Book Management](#)

 [Broken Links](#)

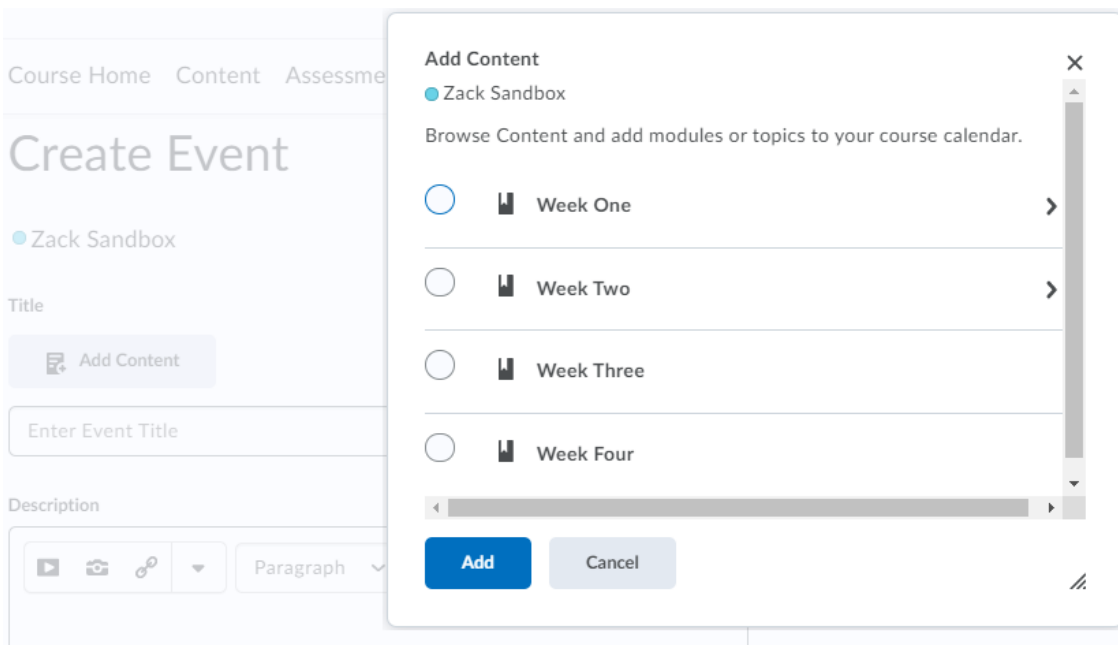
 [Calendar](#)

 [Chat](#)

3. Select **Create Event**.



4. To associate course content with the event, select **Add Content**. Select the module from which you want to add content. Select **Add**.



5. Do one of the following:

- If you've associated course content with the event and want to use a custom name for the event, select the **Use Custom Name** check box. Enter a name for your event.

Title

 Assignment One × Use custom name

- If you have not associated course content with the event, enter a name for your event.

Title

 Add Content

Enter Event Title

6. Select **Create**.

Check for Success: If you can see the event you created appear on the **Calendar**, you have completed this workflow successfully.