

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.

Course Home Content Assessments Communication Progress Edit Course

Course Administration

Category

Name

Tools

 Attendance

 Awards

 Book Management

 Broken Links

 Calendar

 Chat

3. Select **Create Event**.

Agenda

Day

Week

Month

List

<

>

March 2021

Create Event

Set Dates

Import Events

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

Title

Enter Event Title

Course Home Content Assessment

Create Event

● Zack Sandbox

Title

Enter Event Title

Description

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

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**.

Create

Cancel

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

