



Creating a Calendar Event

Why Do I Need This Workflow?

The Calendar tool is a valuable way to help learners stay on track with their coursework. Calendar events can be created all at once at the start of a course and released by date, or instructors and course facilitators can add events as needed throughout the course. This workflow will guide you through the steps for creating a calendar event.

Workflow steps:

Step one:

Select **Edit Course** in the navbar.



Step two:

Select **Calendar**.

Course Administration

Category	Name
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Site Setup

- Availability Date Defaults
- Navigation & Themes
- Course Offering Information
- Widgets

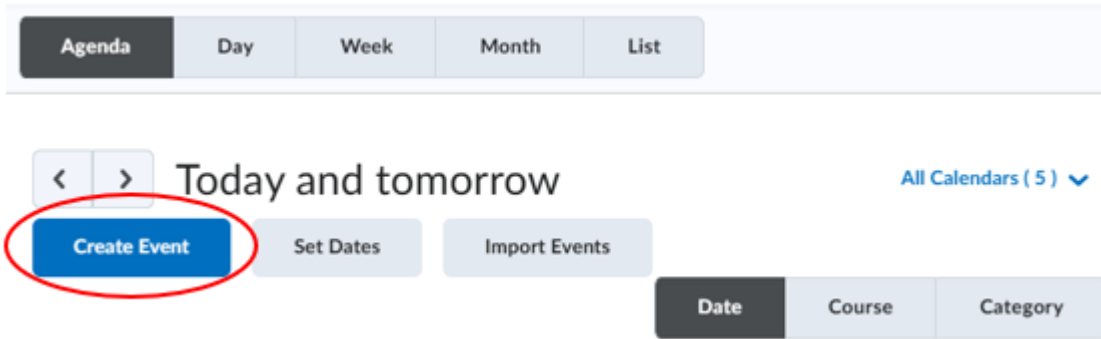
Site Resources

- Calendar** (circled in red)
- Course Design Accelerator
- Glossary
- Content
- External Learning Tools
- Import / Export / Copy Components
- Links
- Manage Dates



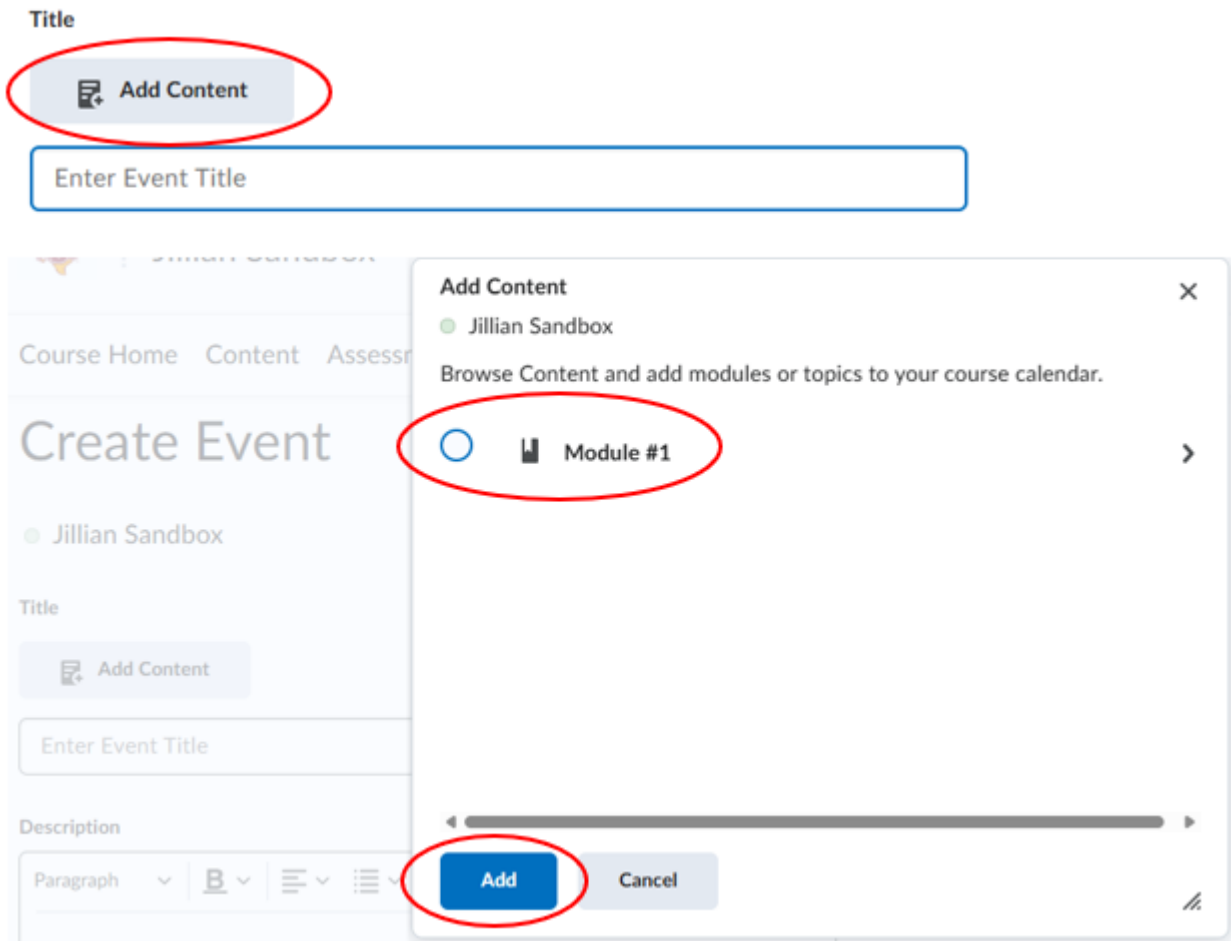
Step three:

Select **Create Event**.



Step four:

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



Step five:

Check the **Use Custom Name** box. Enter a name for your event.

Title

Module #1 Use custom name

Enter Event Title

Step six:

Add the start and end date and time. If needed, you can select **Add Recurrence**, **Add Restriction**, and **Location** to set recurring dates, apply restrictions, and specify a location.

When

All day

4/4/2026 10:30 AM to 4/4/2026 11:00 AM

Location

[Manage Locations](#)

Step seven:

Select **Create**.

Check for Success:

If you can see the event you created appear on the Calendar, you have completed this workflow successfully.

