

Course Calendar - Editing an Event

On the Calendar, navigate to the date of the event in the main view.

1. Click on the event you wish to edit.



2. Make need edits and then click the Save button.



3. Drag an event to another date in the main view to change the date of the event. The time of the event and calendar it is associated with remain the same.



4. Drag an event from the main view to another date on the smaller monthly view to change the date.

