Course Calendar – Recurring Events

Optionally make events repeat by selecting the Repeat checkbox. Additional options appear that allow you to create multiple events based on a repeating pattern.

Specifics on Repeating Events and Limitations

Recurring Events Supported	
Repeat Options	**Daily, Weekly and Monthly Supported**
Daily	End after X number of times or on a particular day
Weekly Report	Day of the week supported. End after X number of times or on a particular date
Monthly Report	Day of the month (1-31) or day of week (first Sunday, Second Monday etc.) supported. End after X number of times or on a particular date
Bulk Add (Series)	You can create a series with the Repeat Options
Bulk Add (Series)	You can delete the entire series created via Repeat Options
Edit and Instance	You can edit an instance of the series. If date/time of the instance is changed, that particular instance has a "broken" icon to indicate that it no longer conforms with the original series rules. Changing the name or description of an instance DOES NOT break the instance from the series.
Editing Series (Known Limitation)	At this time you CANNOT edit the series. Once the series has been created, you can bulk delete or make changes to individual instance.