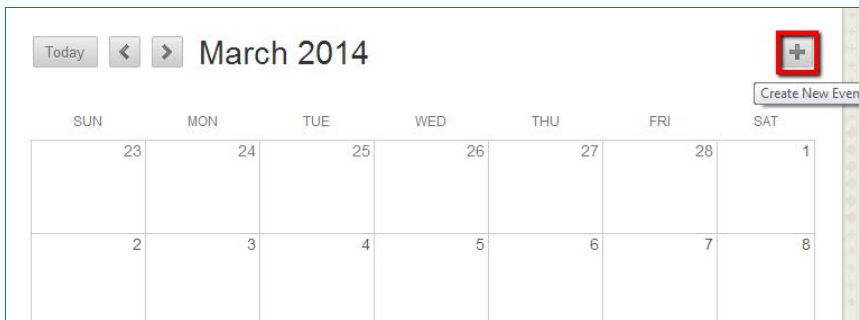


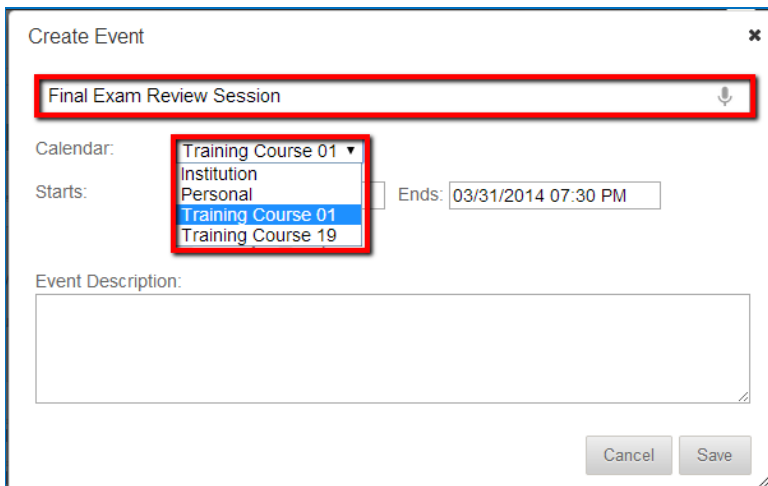
## Adding an Event

To add an event to the Calendar:

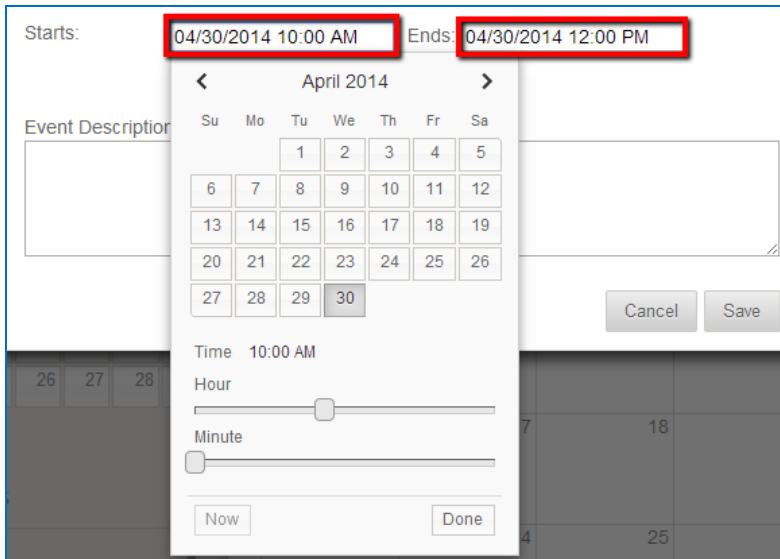
1. On the calendar, click the plus icon (+) to create a new event. You can also click inside a date to create an event.



2. Type the new Event Name. Select a calendar to associate the event to, such as your Personal calendar. Most Instructors will not have permission to add events to the Institutional calendar.



3. Click the Start and End date fields to select the beginning and ending times from the calendar control.



4. Type the Event Description. There is a 4,000-character limit for event descriptions.

Event Description:

Bring your notes and texts. Prepare some questions in advance.

5. Click **Save** to finish posting the event.

