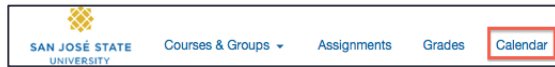


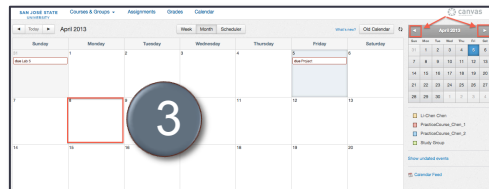
# Calendar: Adding An Event I

In **Calendar**, instructors and students can view the due date for all course events and assignments. **Calendar** will help instructors and students to keep track of upcoming activities, such as quizzes, exams, discussions, etc. In addition, instructors are able to change the assignment due date by dragging and dropping the activity to a different date. Canvas will send out notifications to notify students when the change has been made.

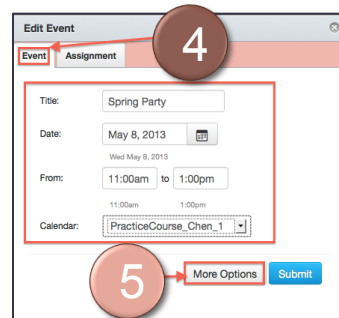
- 1 Click on the Calendar in the global navigation



- 2 Click on the arrow in the left top corner to navigate the month for your event
- 3 Click on the date for your event, you will see an event pop-up window



- 4 After click **Event** tab and fill out the information
- 5 Click on the **More Option** button

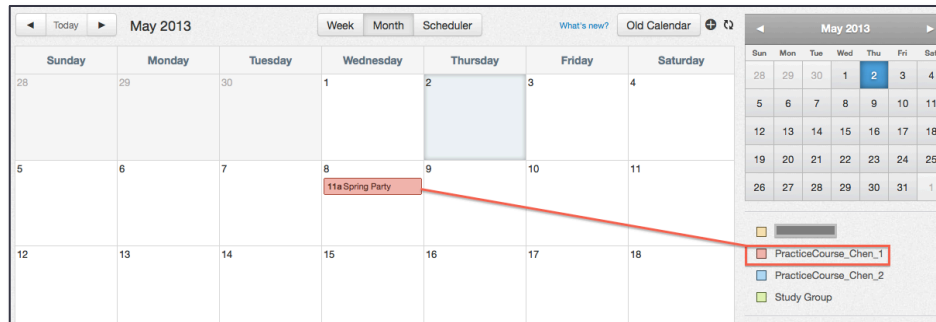


# Calendar: Adding An Event II

- 6 Add information to the event and Click the **Update Event** button

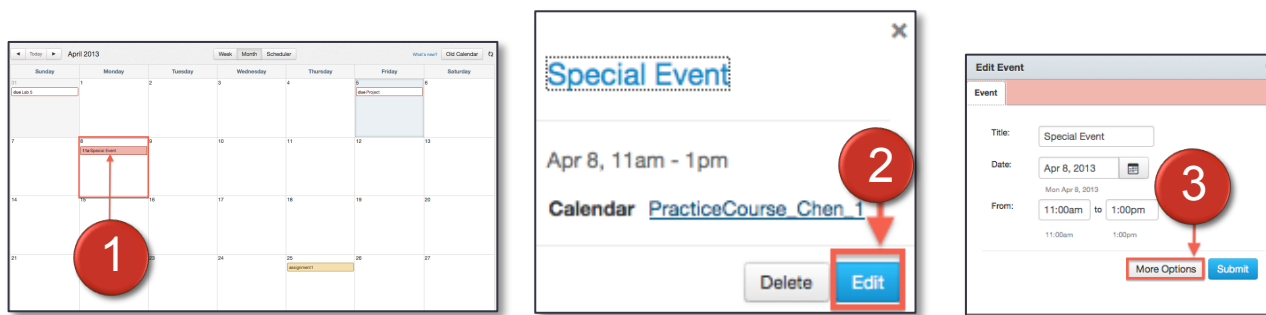
The screenshot shows a web form for creating a new calendar event. The event title is 'Spring Party'. Below the title is a rich text editor with a 'Select Text Color' tooltip. A checkbox labeled 'Use a different date for each section' is checked. The date is set to 'May 8, 2013' with a calendar icon. The time is set from '11:00AM' to '1:00PM'. At the bottom, there are 'Update Event' and 'Cancel' buttons. A red arrow points to the 'Update Event' button.

- 7 You will see the event has been added to the **Calendar**.



# Calendar: Editing An Event

- Step 1: Click on the event to edit, you will see a pop-up window with the event you are going to edit
- Step 2: Click on **Edit** button, you will see the **Edit Event** pop-up window
- Step 3: Click on the **More Options** button, you will be able to add information to the Calendar Event



- Step 4: Use the Rich Content Editor to add information
- Step 5: Click **Update Event** to update the event information, you will see the update event calendar

