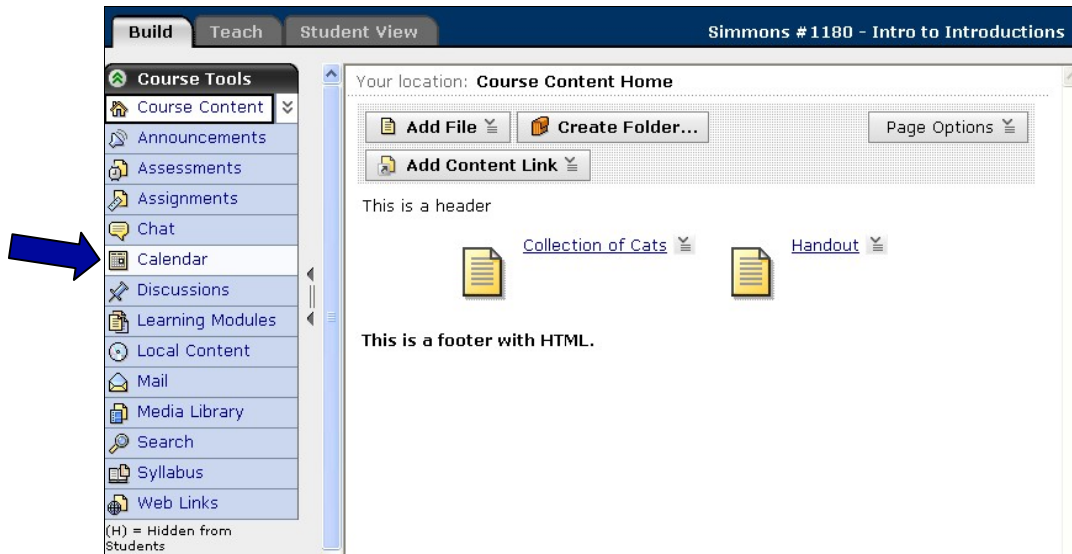
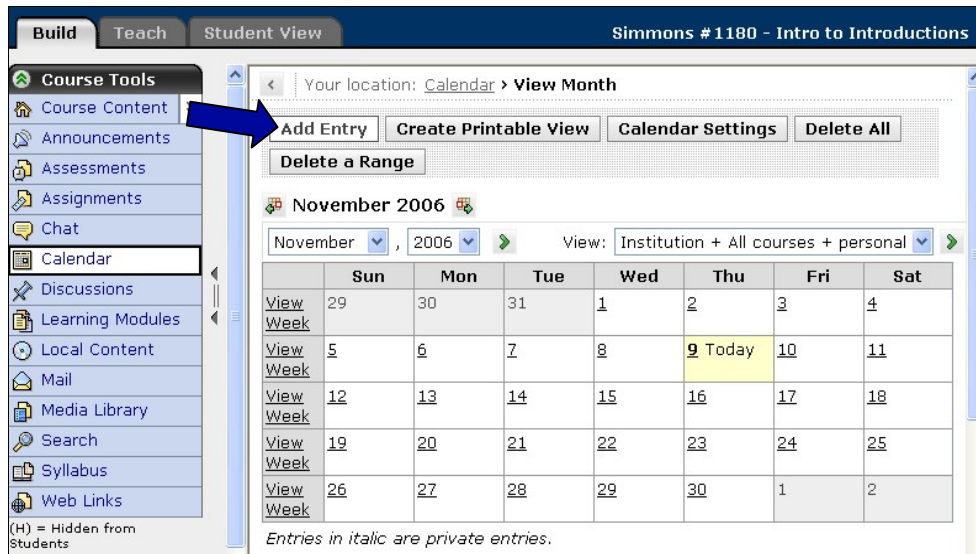


# How to Add a Calendar Entry

1. On the **Build** tab, select the **Calendar** link.

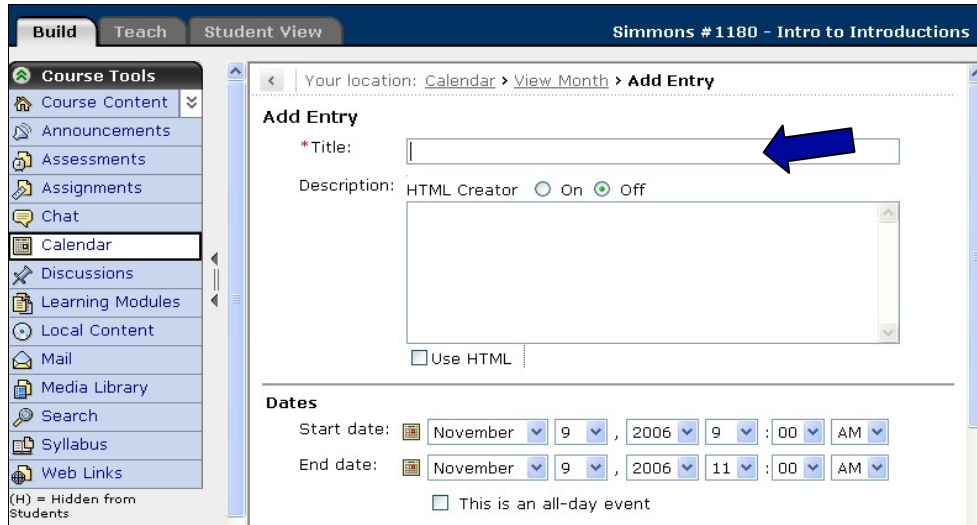


2. Select the **Add Entry** link.



# How to Add a Calendar Entry

3. Enter a Title.



Build Teach Student View Simmons #1180 - Intro to Introductions

Your location: Calendar > View Month > Add Entry

**Add Entry**

\*Title:

Description: HTML Creator  On  Off

Use HTML

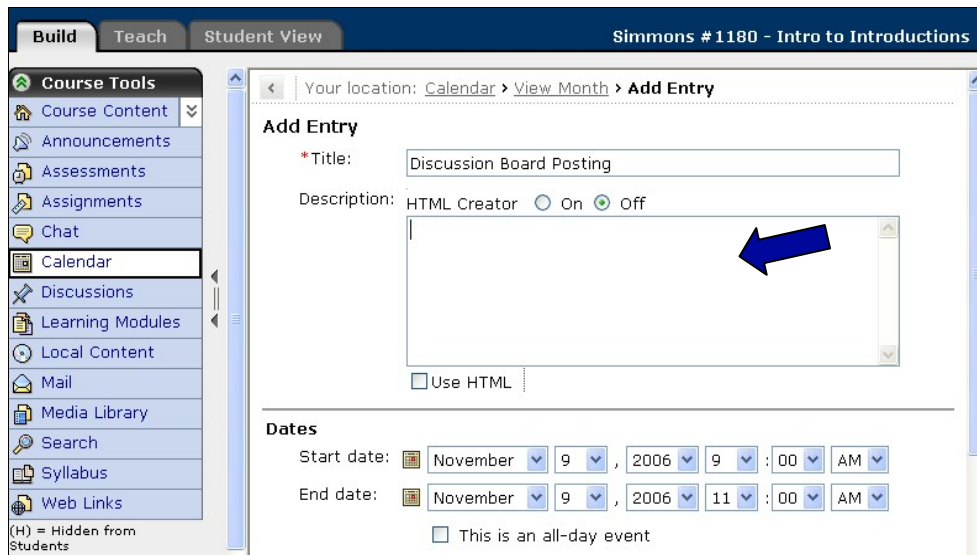
**Dates**

Start date: November 9, 2006 9:00 AM

End date: November 9, 2006 11:00 AM

This is an all-day event

4. Enter the content of your message in the **Description** field.



Build Teach Student View Simmons #1180 - Intro to Introductions

Your location: Calendar > View Month > Add Entry

**Add Entry**

\*Title: Discussion Board Posting

Description: HTML Creator  On  Off

Use HTML

**Dates**

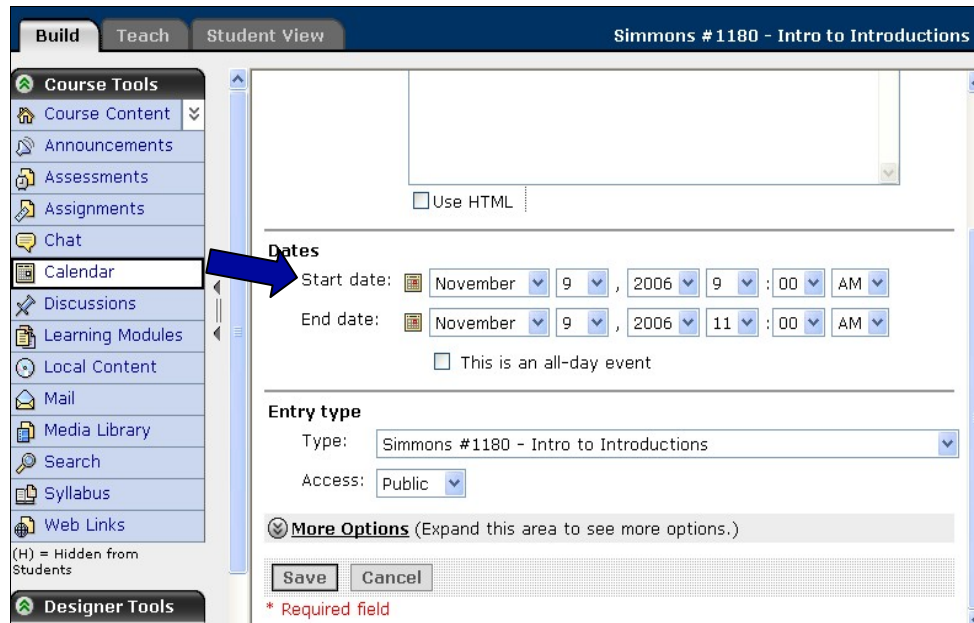
Start date: November 9, 2006 9:00 AM

End date: November 9, 2006 11:00 AM

This is an all-day event

# How to Add a Calendar Entry

5. Select the **Start date**.



The screenshot shows the 'Build' tab of the course management system. The 'Course Tools' sidebar on the left has 'Calendar' selected, indicated by a blue arrow. The main content area shows the 'Dates' section with the following fields:

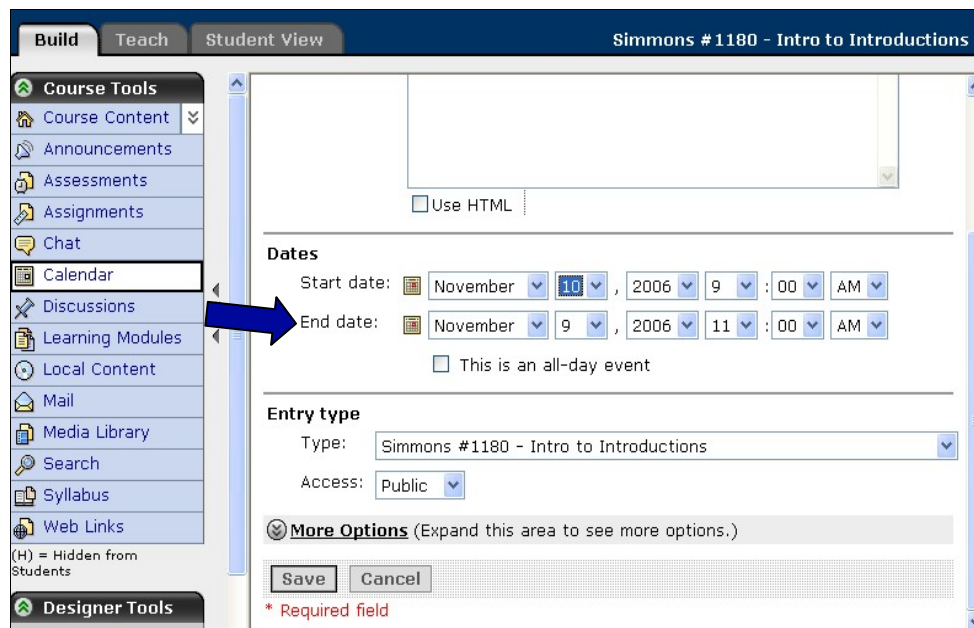
- Start date: November 9, 2006, 9:00 AM
- End date: November 9, 2006, 11:00 AM
- This is an all-day event

The 'Entry type' section shows:

- Type: Simmons #1180 - Intro to Introductions
- Access: Public

At the bottom, there are 'Save' and 'Cancel' buttons, and a red asterisk indicating a required field.

6. Select the **End date**.



The screenshot shows the 'Build' tab of the course management system. The 'Course Tools' sidebar on the left has 'Calendar' selected, indicated by a blue arrow. The main content area shows the 'Dates' section with the following fields:

- Start date: November 10, 2006, 9:00 AM
- End date: November 9, 2006, 11:00 AM
- This is an all-day event

The 'Entry type' section shows:

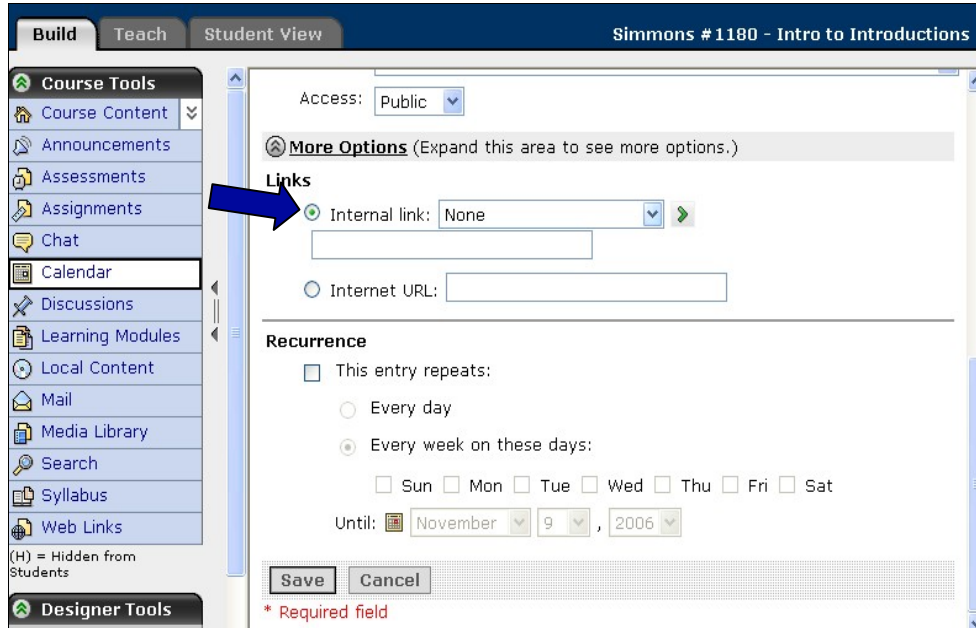
- Type: Simmons #1180 - Intro to Introductions
- Access: Public

At the bottom, there are 'Save' and 'Cancel' buttons, and a red asterisk indicating a required field.

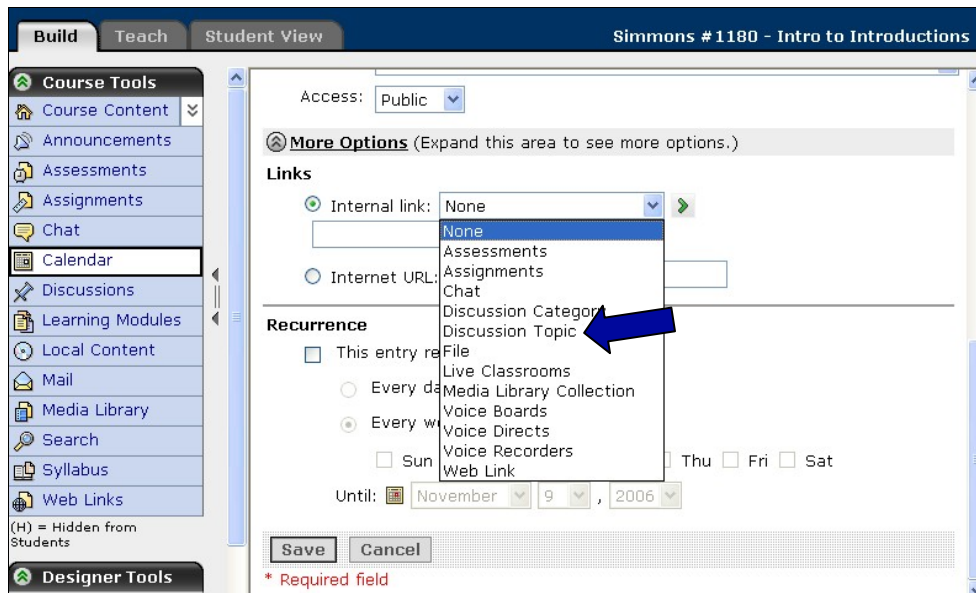
# How to Add a Calendar Entry

7. Select the **Internal link** radio button to link the calendar to an internal tool, or select **Internet URL** to link to an external webpage.

For this example, select the **Internal link** radio button and click the drop-down arrow beside it.



8. Select the **Discussion Topic** item.



# How to Add a Calendar Entry

9. You can have the calendar entry repeat on certain days for a certain range of days. You may select specific days.

The screenshot shows the 'Calendar' tool interface. The 'Recurrence' section is expanded, showing the following options:

- This entry repeats:
- Every day
- Every week on these days:
  - Sun  Mon  Tue  Wed  Thu  Fri  Sat

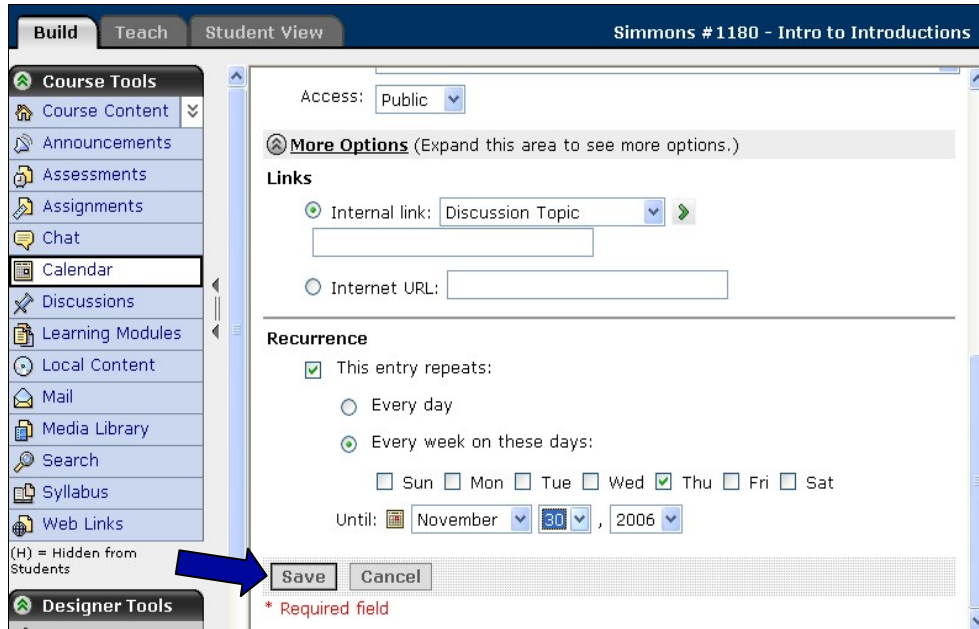
The 'Until' field is set to 'November 9, 2006'. A blue arrow points to the year '2006' in the 'Until' field.

10. Select when the entry will stop.

The screenshot shows the same 'Calendar' tool interface. The 'Recurrence' section is expanded, and the 'Until' field is now highlighted with a blue arrow. The 'Until' field is set to 'November 9, 2006'. The 'Every week on these days' section is also visible, with 'Thu' selected.

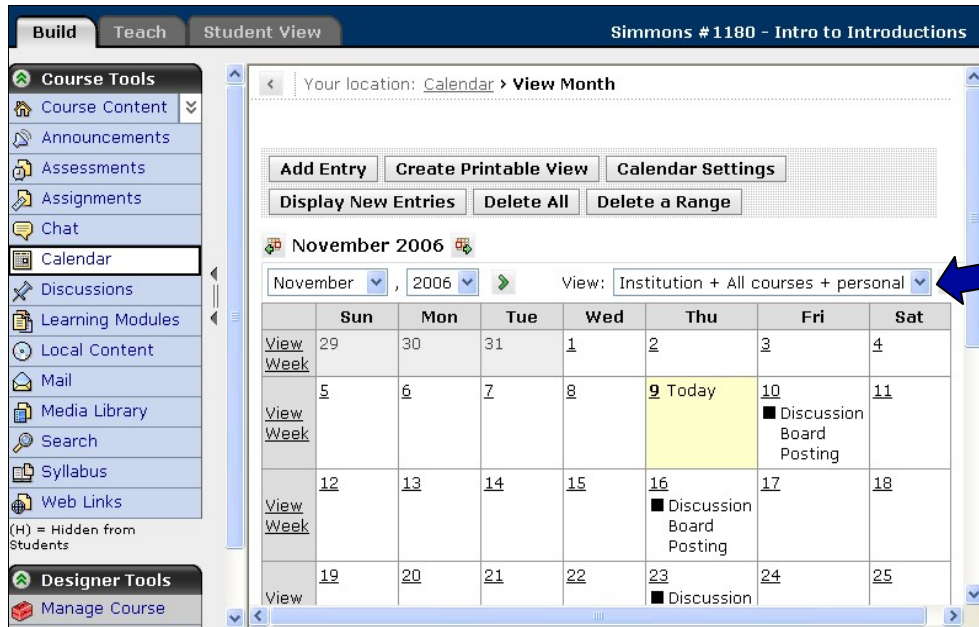
# How to Add a Calendar Entry

- Click the **Save** button.



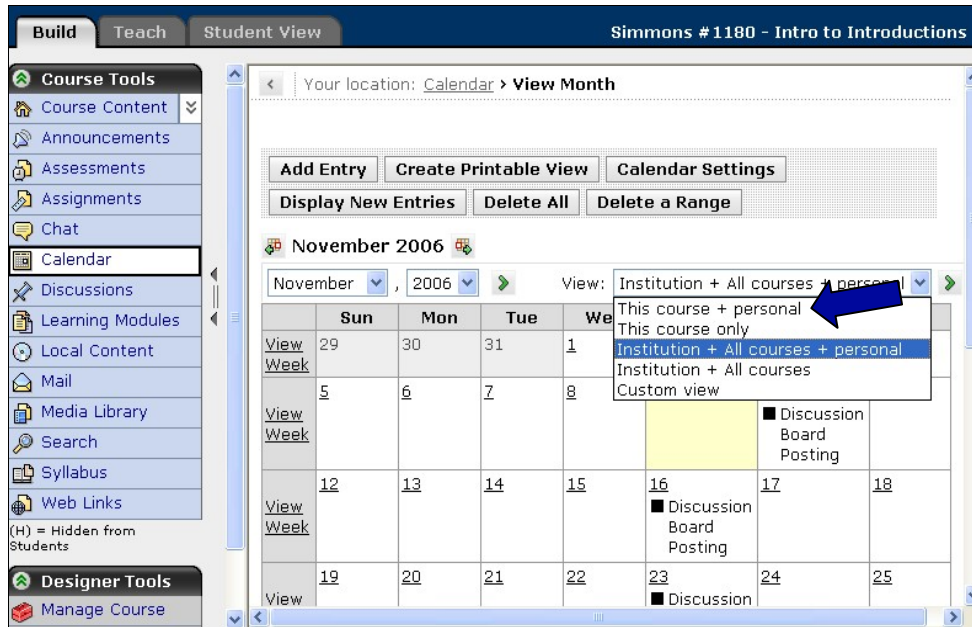
- You may also limit the calendar entries shown.

Select the drop-down menu beside **View**.



# How to Add a Calendar Entry

13. Select the **This course + personal** item to only show this course, plus any personal entries.



14. Click the **green >** symbol to apply your changes.

