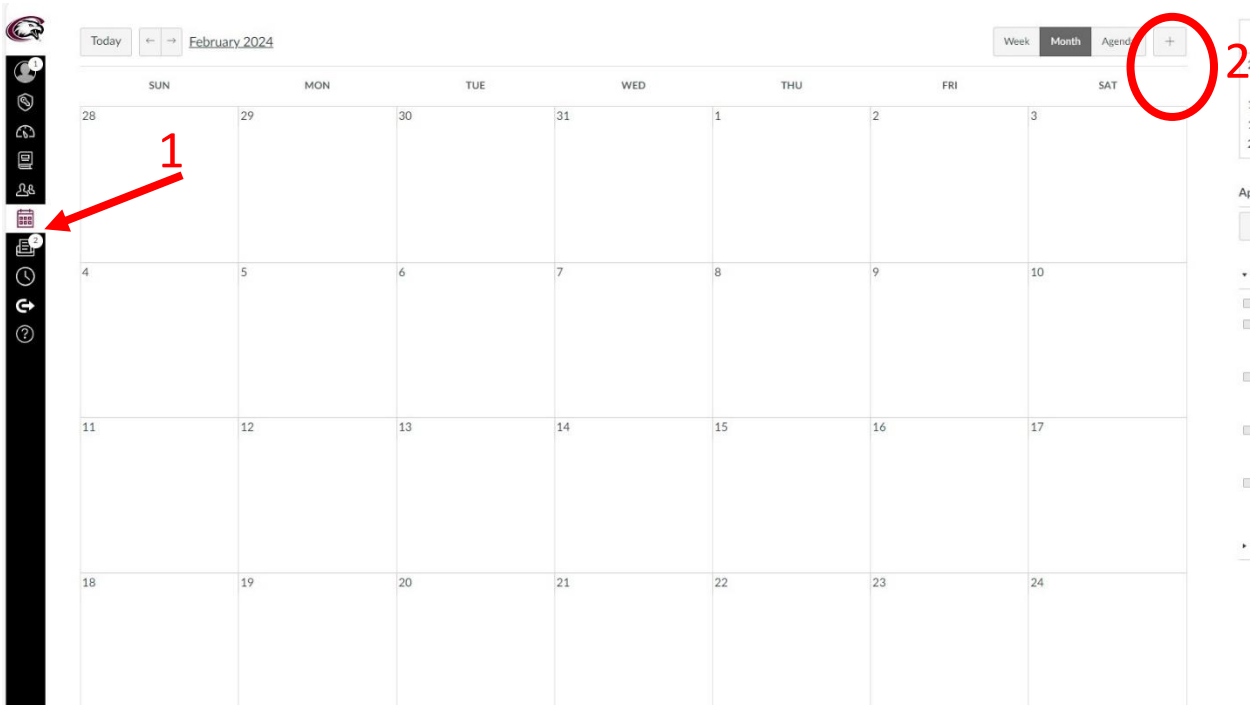


How to Add an Event to a Canvas Course Calendar

To add an event to a course calendar, first click on the Calendar icon on the left-hand side of the Canvas platform. Next, click on the + icon on the upper right-hand side of the calendar.



This will bring up an Edit Event pop-up screen. First, select the course from the drop-down menu under Calendar. Next, click on **More Options**.

The image shows the 'Edit Event' pop-up screen. At the top, there are tabs for 'Event', 'Assignment', 'My To Do', and 'Appointment Group'. Below the tabs, there are several input fields and dropdown menus: 'Title' (Input Event Title...), 'Date' (with a calendar icon), 'From' (Start Time) and 'To' (End Time) dropdowns, 'Frequency' (Does not repeat), 'Location' (Input Event Location...), and 'Calendar' (a dropdown menu). At the bottom, there are two buttons: 'More Options' and 'Submit'. A red arrow labeled '1' points to the 'Calendar' dropdown menu, and a red circle labeled '2' highlights the 'More Options' button.

Fill in the Event Title, the description, and the date for the first event. If the event is a repeating occurrence, click on the drop-down menu under Frequency.

Sandbox Course - Heather Crofutt > Calendar Events > New Calendar Event

Event Title: Initial Discussion Post

12pt Paragraph B I U A Color Background Color Link Unlink Image Video Audio Embed Embed Code

Submit your initial post before 5pm

6 words

Use a different date for each section

Start Time End Time

frequency: Does not repeat

Location

Address

Cancel Create Event

Unless the reoccurrence meets one of the static options, click on **Custom**.

Does not repeat

Daily

Weekly on Monday

Monthly on the last Monday

Annually on February 26

Every weekday (Monday to Friday)

Custom...

Does not repeat

Location

Choose the frequency the event should occur and click **Done**.

Custom Repeating Event

Repeat every: 2 Weeks

Repeats on: Su Mo Tu We Th Fr Sa

Ends: after 5 occurrences (max 400)

Cancel Done

Click on the **Create Event** button.

Calendar Events > New Calendar Event

Event Title
Initial Discussion Post

Edit View Insert Format Tools Table

12pt Paragraph B I U A [color] [background color] [text color] [font size] [bullet list] [numbered list] [link] [unlink] [undo] [redo]

Submit your initial post before 5pm

p

Use a different date for each section

Start Time End Time

Frequency
Does not repeat

Location

Address

Cancel Create Event

The event should be on the course calendar now.

| | | | | | | |
|-------------------------------------|---------------------|---|--|--------------|------------------------|----|
| 4 | 5 1p Advising HC | 6 9:53a Automatically Apply 0... | 7 3p READ/WRITE Chap. 4/4 ... | 8 Midterm | 9 00 Gradebook Quiz | 10 |
| 11 Initial Post Discussion 3 Due | 12 | 13 | 14 Portfolio Project 2/Self-Iden... | 15 | 16 | 17 |
| 18 Quiz 2: Southeast Asia | 19 | 20 | 21 3p READ/WRITE Chap.5/5 a... | 22 | 23 | 24 |
| 25 | 26 | 27 Kinsley's Initial Discussion R... | 28 3p Portfolio Project 3/Adver... | 29 | 1 | 2 |