

Course Calendar

1. Select **Course Calendar** from the **Course Tools** area.
2. Click **Create Course Event** button.
3. Type in the **Event Name** and **Description**.
4. Select the **Event Date, Start Time,** and **End Time**.
5. Click **Submit**

Course Calendar from My Dashboards

The Course Calendar from the My Dashboards page allows users to quickly access a month, week, or day in the Calendar for all of the courses they are enrolled in.