

Adding Calendar Entries

1. Click the **Teach** tab, and then the **Calendar** button or icon.
2. Click **Add Entry**.
3. Type the title for your new entry and optionally type a detailed description of your entry.
The title appears in the main Calendar screen when viewed by you and your students.

Add Entry

* Title:

Description: HTML Creator ☐ On ☒ Off

☐ Use HTML

4. In the **Dates** section, select the start and end dates and times for your entry.

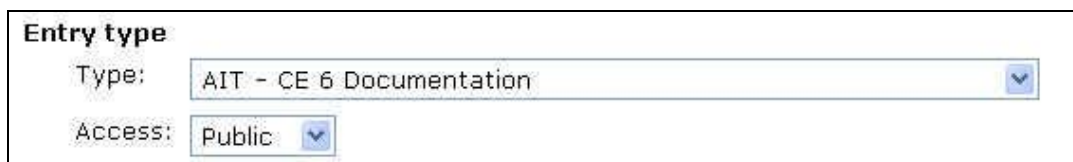
Dates

Start date:  March , 2006 : AM

End date:  March , 2006 : AM

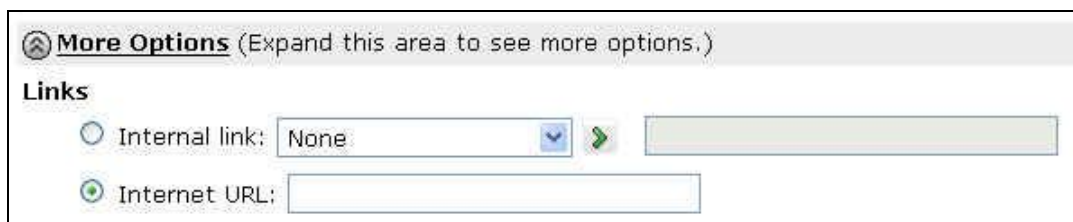
☐ This is an all-day event

5. In the **Entry Type** section, select the course (called type) and whether it is a private or public entry.



The screenshot shows a form titled "Entry type". It contains two dropdown menus. The first is labeled "Type:" and has "AIT - CE 6 Documentation" selected. The second is labeled "Access:" and has "Public" selected.

6. Click **More Options** to enter a hyperlink or to make your entry a recurring entry.
7. In the **Links** section, select the course link or type an Internet URL (Web address) that you want your users to go to when clicked.



The screenshot shows a form titled "More Options" with a sub-section "Links". There are two radio buttons: "Internal link:" and "Internet URL:". The "Internal link:" option is selected, and its dropdown menu shows "None". There is a green arrow button next to the dropdown. The "Internet URL:" option is not selected, and its text input field is empty.

8. In the **Recurrence** section, select if you want the entry to repeat, and then choose when you want it to repeat.



The screenshot shows a form titled "Recurrence". It has a checkbox "This entry repeats:" which is unchecked. Below it are two radio buttons: "Every day" and "Every week on these days:". The "Every week on these days:" option is selected. Below this are checkboxes for the days of the week: Sun, Mon, Tue, Wed, Thu, Fri, Sat. Below the checkboxes is a date picker labeled "Until:" showing "March 14, 2006". At the bottom are "Save" and "Cancel" buttons.

9. Click **Save**. The new entry is now added.