Instructors can use the Course Calendar to add reminders about important course related events such as assignment due dates, tests/exam deadlines, virtual office hours, guest speakers, etc. The dates and events that appear on the Calendar appear to all users in the Course.

**Creating a Course Event**

1. From the Control Panel, click **Course Calendar** in the Course Tools area.

   ![Control Panel](Image)

   **NOTE:** The calendar displays the current month by default. To view different days, you may use the forward/back arrows; select a different Calendar View or use the Jump to option.

2. Click **Create Course Event**.

3. In the Event Information section, enter an **Event Name** and **Event Description**. The maximum number of characters is 4000.
4. In the Starts field, enter the desired Date using mm/dd/yyyy format. Click in the field to select a date from the provided pop-up calendar window.

5. To enter the Event Start Time using the hour and minute sliders to select a time.

6. Click Done.