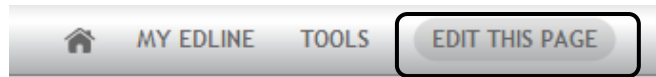
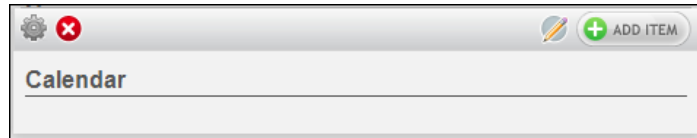


# Create a Calendar Item

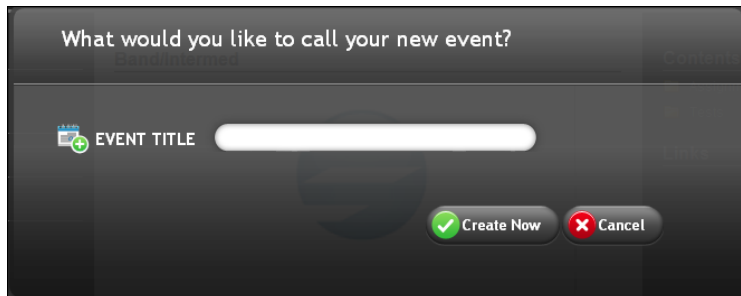
The **Calendar** box is where you will place important events pertaining to your class(es) that you want students and parents to see when they visit the class home page.



- Click on **Edit this Page**
- Hover your mouse over the Calendar section until it is selected. This is what you should see.



- Click **Add Item**
- Enter a title for your Event. Keep it brief as this is what will appear on the class page.
- Click **Create Now**

A form titled 'Title, Summary, and Date' with an information icon. It contains the following fields:

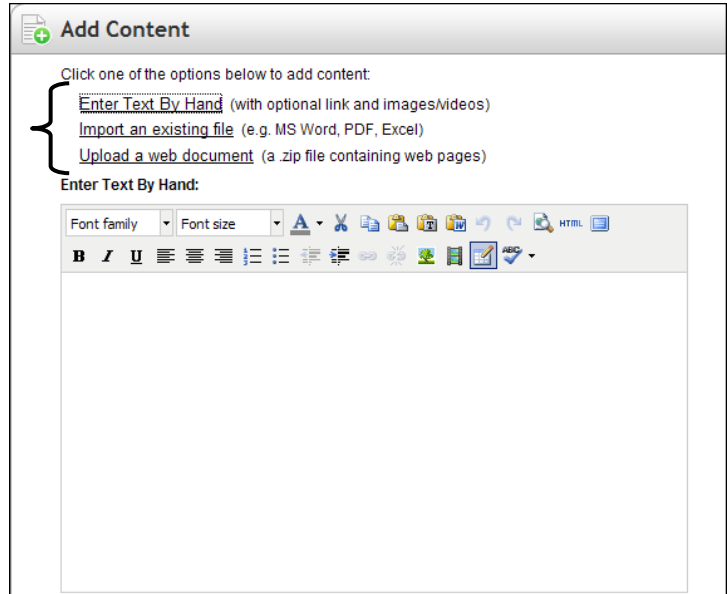
- 'This document is in Calendar'
- 'Last Modified: 12/12/11'
- 'Document Title: Chapter 1 Quiz'
- 'Category/Folder: Uncategorized Events' (dropdown menu) with a 'More Info' link.
- 'Document Summary:' (text area) with a note: '(This is displayed in the Calendar Box on the home page.)'
- 'This document occurs on a single day.'
- 'Calendar Date: 12/12/11' (calendar icon) with an example: 'example: 12/31/05'
- 'Event Recurrence...' button.

- Enter your **Title, Summary & Date** (Document Title (name of event), and Document Summary).
- **Calendar Date:** You must enter a date in order for this event to appear on the calendar.

## Add Content (Optional)

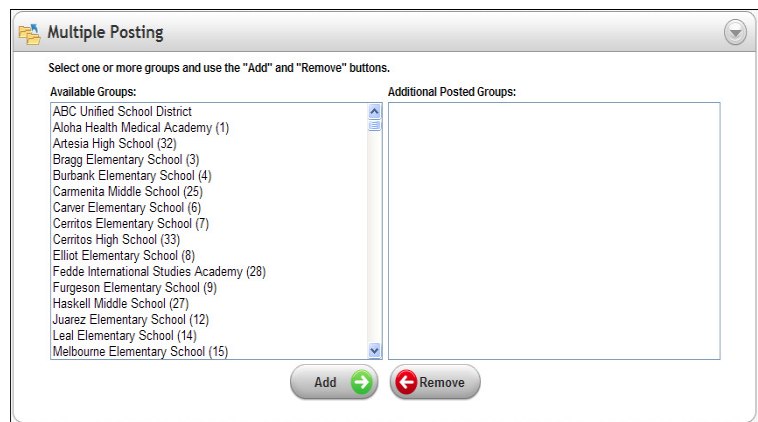
- If you wish to add additional text for this event click one of the 3 options for adding content. You can type it in and format the font, etc. using the toolbar. You can also import text from a Word document.

If you are entering additional text by hand, click inside the text box. The **Formatting** toolbar displays at the top of the screen. You have several options for entering the text for your news item. You can also add images, and tables to the text box. All of these options are found on the Formatting toolbar.



## Multiple Posting (Optional)

- If you want to post this calendar item to several classes, select the classes in the **Available Groups** box and click the **“Add”** button. (To select multiple classes all at once hold down the CTRL key as you select).

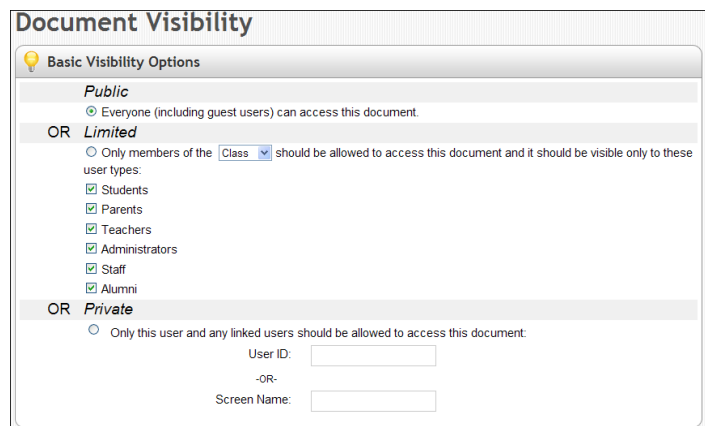


## Document Visibility (Optional)

- By default, this calendar item is visible to everyone, including guests, to the site. If you want to limit who should be able to see the event, select Document Visibility and click **“Change Visibility”**.

You can limit the visibility to selected groups (teachers, students, parents, etc. by placing or removing the check in the checkbox adjacent to that group.

- When finished, click **“Update”**
- Then click **“Save and Return”**.
- Click **“Done”** to return to the class homepage.



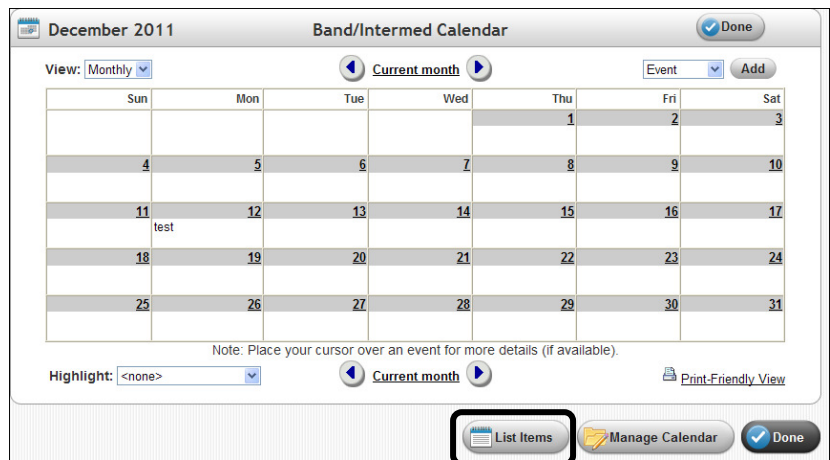
- At this point you can remain in Edit mode and continue editing other sections (Calendar, Links, etc. or you can click **Done** again to exit Edit mode.
- Click **“Save & Return”** OR to add an additional event, click **“Save and Add Another”**. Then repeat the above steps.



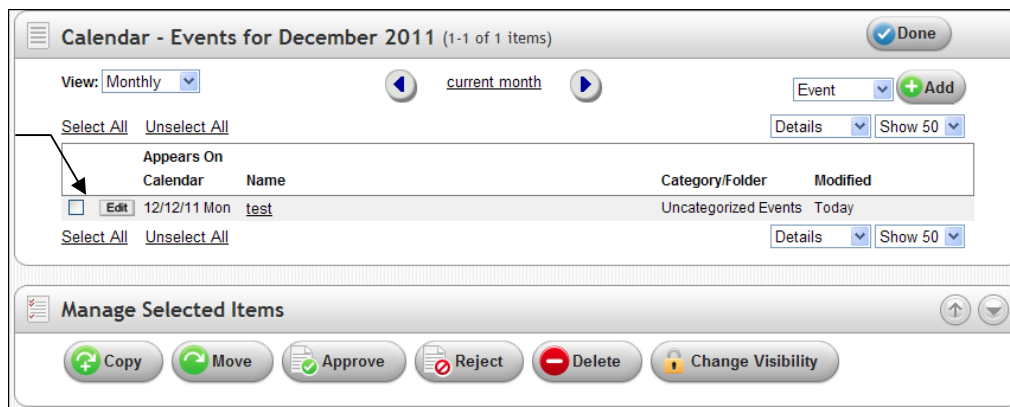
## Deleting/Editing a Calendar Item

In the My Classes shortcut box, click the class name to choose a class to update.

- Click on the word **Calendar**. The actual calendar appears. Use the arrows to move from month to month.
- To Delete or Edit items in the calendar, click on the **List Items** button at the bottom of the calendar. This displays all events in a list.



Click here to Delete or Edit an item



- To **Edit** an event, click the **Edit** button adjacent to that event. Make the changes, then click **Save**.
- To **Delete** an event, place a check in the check box adjacent to the event, then click the **Delete** button at the bottom of the screen.
- Click **“Done”** to return to the class home page