Posting Important Dates in the Course Calendar

Instructors can use the calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all students registered in a specific course.

Suggested items to include in the calendar:
- Assignments Due
- Exams
- Guest Speakers

**Step 1:** Click on the **Course Calendar** link in **Course Tools** area of Control Panel.

**Step 2:** Click the **Add Event** or **Quick Jump** button.
1. Type the event name

2. Type a short description of the event

3. Type the times and date of the event

4. Click the Submit button to add your Course Calendar event.