



Add a Calendar Entry

Introduction:

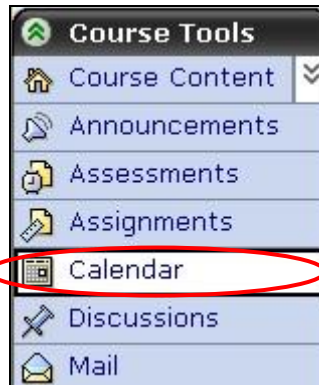
The calendar tool allows you to create and view dated reminders about events such as assignment deadlines, quizzes and other course related matters. Entries can be viewed for a day, week, or month. Individuals can access the Calendar from the My BHCC (Welcome) page or from the Course Tools menu in a course website.

Add a Calendar Entry

Step 1: To begin, click on the **Build** tab after you have logged into your course.



Step 2: Next, click **Calendar** from the *Course Tools* menu.



Step 3: Select the **day** in which you want to add a calendar entry. In this example, we will select Sunday, November 23.

November 2008							
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	26	27	28	29	30	31	1
View Week	2	3	4	5	6	7	8
View Week	9	10	11	12	13	14	15
View Week	16	17	18	19 Today	20	21	22
View Week	23	24	25	26	27	28	29
View Week	30	1	2	3	4	5	6

Entries in italic are private entries.

Step 4: Next, Click **Add Entry**



Step 5: Enter the **Title** of the entry in the field provided.

*Title:

Step 6: Enter a **Description** in the field provided (optional).

Description: Enable HTML Creator

Group Leaders please be sure to submit your group's final presentation by midnight tonight.

Use HTML

Step 7: Next, enter the desired **Date** and **Time** by either typing the information in the field or click on the calendar or clock icon to select your desired settings.

Dates

* Start Date:

Start Time:

Step 8: Select **Course** and **Public** (default settings) from the *Entry Type* area.

Entry Type

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access: Public (All course members can see this entry.)

Private (Only you can see this entry.)

Step 9: Click **Save** when finished.

Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.