



## Delete a Range of Dates using the Calendar Tool

### Introduction

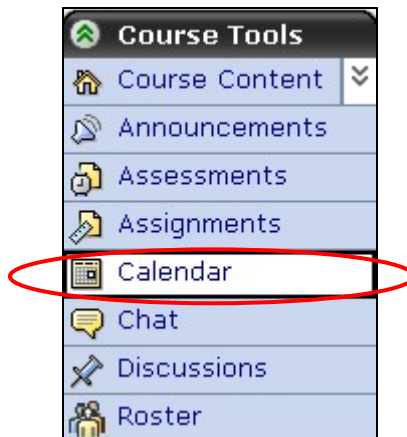
In this tutorial, you will learn how to delete entries you no longer want to appear in the course calendar using a specified date range.

### Delete a Range of Dates using the Calendar Tool

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



**Step 2:** Click **Calendar** from the *Course Tools* menu. The Calendar page will appear.




**Step 3:** Click **Delete a Range**. The Delete a Range of Entries page will appear.




**Step 4:** From the *Delete a range of Entries* Page, **either** enter a **Start** and **End** date in the field provided **or** click on the calendar icon to select your settings (as shown below).

**Delete a Range of Entries**

Delete all calendar entries falling on or between these dates:

\* Start Date:  9/1/2008

\* End Date:  12/20/2008



Calendar Selection window

**Step 5:** Click **Delete** to confirm.

**Step 6:** Click **OK**, to confirm changes.



## Conclusion

We hope this guide, *Delete a Range of Dates* was helpful.

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