**CREATING A CALENDAR EVENT**

1) Move the mouse pointer to the left of the screen and click on ‘Calendar’.



2) Move the mouse pointer over ‘add new’ and click on ‘Calendar Event’.



3) In the ‘Add Calendar Entry’ box type the ‘Title’ of the event, and the date that the written assignment is due or the date that students will sit the test/quiz.

4) In the empty box below the ‘Title’ type in a description of the event. This could be Topics to revise for; books to use; websites students need to use etc.



5) Attach a file if required (see document on ‘Attaching a file’).

6) Check all of the other classes that you want the event added to. All of the information

in the Calendar event must be the same information that you wish to be added to the other classes.



7) Press ‘Add to Class’ when complete and your calendar will be updated with the new event.