**EDITING A CALENDAR EVENT**

1) From the ‘Calendar’ active sheet move the mouse pointer over ‘List view’ and click. List view is a good way of seeing all your calendar events for the Quarter in one page.



2) Find the Calendar event that you wish to edit. Move the mouse pointer to the right of the event and click on ‘Edit’.



3) Edit the information that you need to change. You can edit the title, the date and the description. You are also able to attach new files.

4) Make sure that the ‘Show

in class calendar’ box is

checked. Press ‘Save

entry’ and your calendar

event will be updated with

the changes that you have

made.



5) If you added one calendar event to more than one class, you will have to edit each calendar event separately. For example if you created a calendar event from your 8B1 class and added all of the other Grade 8 classes, when editing you will have to go to each Grade 8 class separately and make the required changes.