## Adding an event to the Schedule

- Add the Schedule tool to your course site.
   Click Schedule (or the title you gave it) in the left menubar.
- 3. On the Schedule page, click Add.

	💈 Sch	edule						0	=
Home	Add M	lerge <u>Fields</u>	Permissions						
Schedule	Calend	ar by Week							
Resources									
Site Info	View	Calendar by	/ Week 🚩			Apr 13, 2008	3 - Apr 19, 2008 E	DT	
Section Info					< Prev	ious Week	Today N	lext Week >	
Help									
	Printable	e Version							
Users present:	<u>Earlier</u>								
Gina Faculty		Sun <u>13</u>	Mon <u>14</u>	Tue <u>15</u>	Wed <u>16</u>	Thu <u>17</u>	Fri <u>18</u>	Sat <u>19</u>	
	8 AM								
	-								
	9 AM								

## 4. Fill in the form.

\_

	💈 Schedule		0	
Home	New Event			
Schedule	To add a schedule item, complete t	the form and choose 'Save Event' at the bottom.		
Resources	Required items marked with *			
Site Info	Event			
Section Info	* Title			
Help	* Date	APR 💌 16 💌 2008 💌 🖽		
Users present:	* Start Time	- 💌 00 💌 am 💌 EDT		
Gina Pacuty	Duration	1 Hours 00 Minutes		
	End Time	- 💌 00 💌 am 💌 EDT		
	Message			
	🛛 🖃 Source 🕞 🖺 🖁 🐰 🗈	🛍 🛱 🔞 🖩 🖉 💖 🔛 🖙 🙀 👫 🖁 B I U 🗛 🛬 🤸	ײ	
	॑ ॑ ः ः ः । 📻 🚍 🚍	I 🗏 🌆 🖓 I 🍓 🥼 🕸 🖾 🖉 🗔 🚝 🥹 🦚		
	Style For	nat 🔹 🔻 Font 🔹 Size 🔍 👔		
				~
Done			2	

a. By default, your event will be visible to all users of your site. If you want specify a subgroup whose members will see the event the, click Display to selected groups.

Г	<ul> <li>Display to site</li> <li>Display to selected groups</li> </ul>		
	Frequency	Activity occurs once Frequency	
	Event Type	Activity	
	Event Location		

b. Groups you have already created will be listed for you to choose.

O Disp	play to site play to selected groups	
	Title	Description
	SMPL101 Spring 2008	SMPL101 Spring 2008 Lecture
	Discussion 1 SMPL101	Discussion 1 SMPL101 Spring 2008
	Discussion 2 SMPL101	Discussion 2 SMPL101 Spring 2008
requen	су	Activity occurs once Frequency
Event Ty	/pe	Activity
Event Lo	ocation	

c. By default, your event will be posted once. You can duplicate it by clicking Frequency and selecting how often you want the event to appear in the Schedule. Fill in any other appropriate information based on your choice, such as the starting and ending dates for a weekly event. When you have finished, click Save Frequency to return to the previous screen.

	Display to site
	O Display to selected groups
	Frequency Activity occurs once
	Frequency
	Event Type Activity
	Event Location
	💈 Schedule 🛛 🔮
Home	Frequency
Schedule	Required items marked with *
Resources	* Event Frequency
Site Info	
Section Info	The only occurrence is on APK 16, 2006
Help	Save Frequency Cancel
Users present:	

d. You can add files and web links (URL) to the event by clicking Add Attachment.

	<ul> <li>Display to site</li> <li>Display to selected service</li> </ul>		
	<ul> <li>Display to selected groups</li> </ul>		
ſ	Frequency	Every 1 week(s) Number of occurrences: 8 Times Frequency	
E	Event Type	Activity	
	Event Location		
Att No	attachments attachments Yet Add Attachments		

e. When you are satisfied with your event, click Save Event.

	<ul> <li>Display to site</li> </ul>		
	O Display to selected groups		
	Frequency	Every 1 week(s) Number of occurrences: 8 Times	
		Frequency	
	Event Type	Quiz	
	Event Location		
	In Class.		
At	tachments		
G	http://www.udel.edu (1 KB)		
_			
	Add/remove attachments		ſ
	Save Event Cancel		

5. On the Schedule, you can view the details of the event by clicking its title.

	💈 Sch	nedule						0	
Home	Add M	<u>1erge</u> <u>Fields</u>	Permissions						
Schedule	Calend	lar by Week							
Resources	ourerie 10								
Site Info	View	Calendar by	Week 🚩			Apr 13, 2008	8 - Apr 19, 2008 E	DT	
Section Info					< Prev	ious Week	Today N	lext Week >	L
Help	Printabl	e Version							
		<u>e version</u>							
Gina Faculty	Eartier					1			
		Sun <u>13</u>	Mon <u>14</u>	Tue <u>15</u>	Wed <u>16</u>	Thu <u>17</u>	Fri <u>18</u>	Sat <u>19</u>	
	8 AM								
							<b>O</b> Weekly		
	9 AM					•			
	10 AM								
	11 AM								

6. When viewing an event, you can navigate to other events or go back to the Schedule. If you have the required permissions, you will be able to edit or delete an event.

	💈 Schedule	0	
Home	Add Merge Fie	lds Permissions	ī
Schedule		Clast Fund	
Resources		Clast Event Go to Today Back to Calendar Next Event >	
Site Info	Weekly Quiz		
Section Info	Date	Apr 18, 2008	
Help	Timo:	9:20 pm 9:50 pm EDT	
	Time:	6.30 am - 6.37 am EDT	
Users present: Gina Faculty	Description	Please refer to the syllabus for complete details.	
	Attachments	http://www.udel.edu (1 KB)	
	Frequency	Every 1 week(s) , Number of occurrences: 8 Times	L
	Event Type	<b>Q</b> Quiz	
	Owner	Gina Faculty	
	Event Location	In Class.	
	Edit Delete	]	1