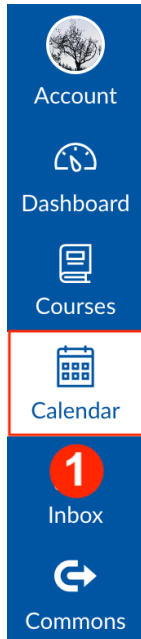


Calendar

- Step 1: Choose “Calendar” on the main navigation bar.



- Step 2: Click on the date you like at add an event.

2

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Example Assigr	1	2	3	4

- Step 3: Choose either this is an event or an assignment.
- Step 4: Fill out the information of this event.
- Step 5: Click “Submit”.

The screenshot shows the 'Edit Event' form with the following elements and callouts:

- 3**: A red circle highlights the 'Event' and 'Assignment' tabs at the top.
- 4**: A red circle highlights the main form fields: Title, Date (2018-07-25), From, Location, and Calendar (Canvas Guides - Faculty).
- 5**: A red circle highlights the 'Submit' button at the bottom right.

- Step 6: You can always go back to edit or delete the event by clicking the event itself.

