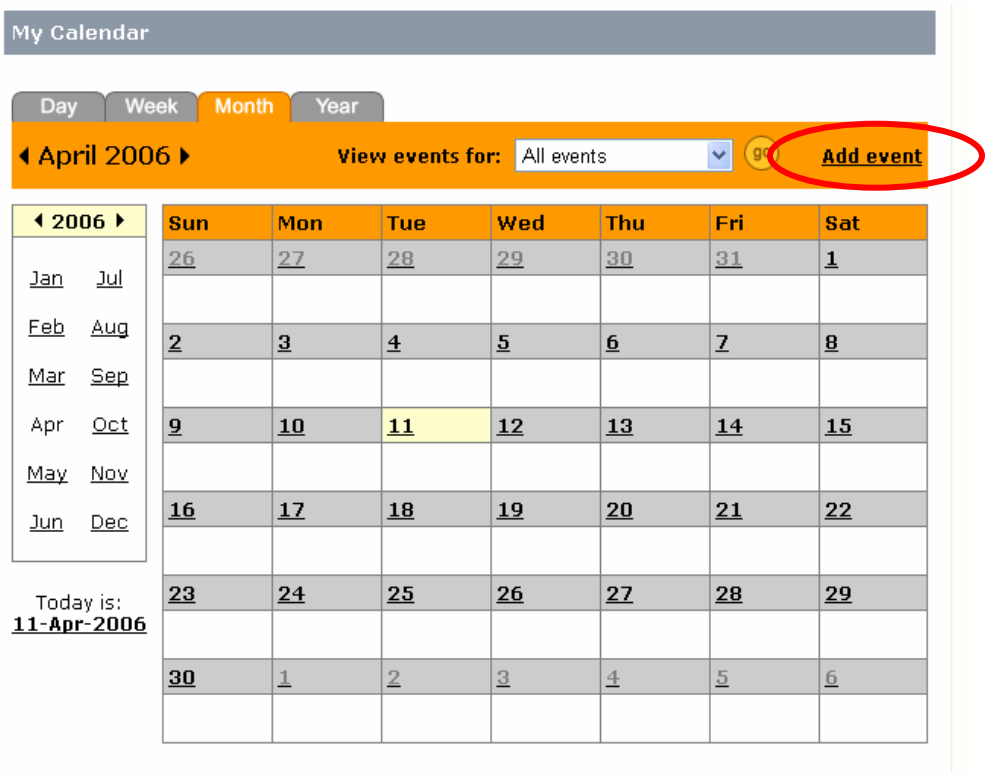
CALENDAR SETUP

In **Instructor Zone**, click on the **Classes** tab, and then click on the **Calendar** subtab.

Click on **ADD EVENT**



Fill in each section. When you are finished, scroll to the bottom of the screen and click on DONE.

Section 1: Event Information

Enter a title and notes for your event.

Title

Notes

Section 2: Date and Time

Specify a start time and duration for your event.

Event date April 11 2006

☑ This event does not have a start time or duration. Example: birthday reminder.

Start time 8 :00 AM

Duration 0 hours 30 minutes

Section 3: Class pages

Select the class page(s) on which this event should display. If you do not assign this event to a class page, then it will be a private event that only you can view.

- ☐ valastroaccounting1
- ☐ valastrobasicpage
- ☐ valastrobcis1
- ☐ valastrobcis2
- ☐ valastrobcisonepage

Section 4: Repeating Events

If this event repeats, choose the frequency at which it repeats and the expiration.

Frequency

- (●) Do not repeat this event
- ( ) Daily
  - Repeat every [1] day(s)
- ( ) Weekly
  - Repeat every [1] week(s) on:
  - [ ] Sunday [ ] Monday [x] Tuesday [ ] Wednesday
  - [ ] Thursday [ ] Friday [ ] Saturday
- ( ) Monthly
  - (●) Repeat on day [11] of every [1] month(s)
  - ( ) Repeat on [2nd] [Tuesday] of every [1] month(s)
- ( ) Yearly
  - (●) Repeat on every [April] [11]
  - ( ) Repeat on [2nd] [Tuesday] of [April]

Expiration

- (●) No end date
- ( ) Repeat event until [May] [11] [2006]

[Done] [Cancel]

To edit or delete an event, click on the event link and make changes as needed or scroll to bottom and delete as needed.