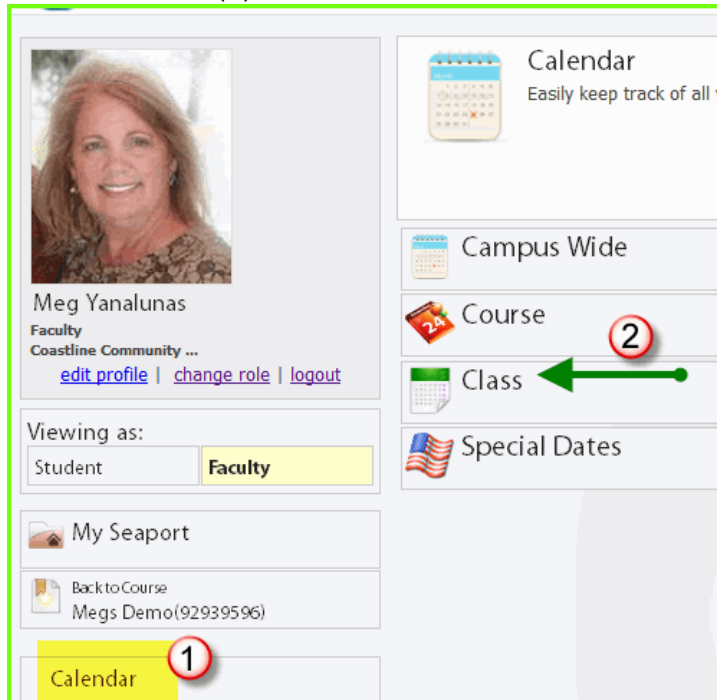


# Seaport

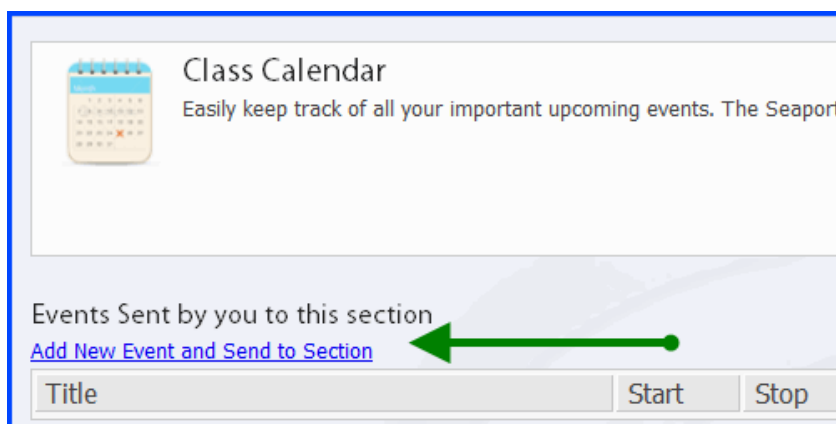
## How Do I Add Events to the Calendar?

Your course calendar is primarily populated by any assessments that have dates linked to them. You may wish to add events to the calendar manually which is detailed below.

1. Login to your course
2. Click on the Calendar (1)
3. Click on Class (2)

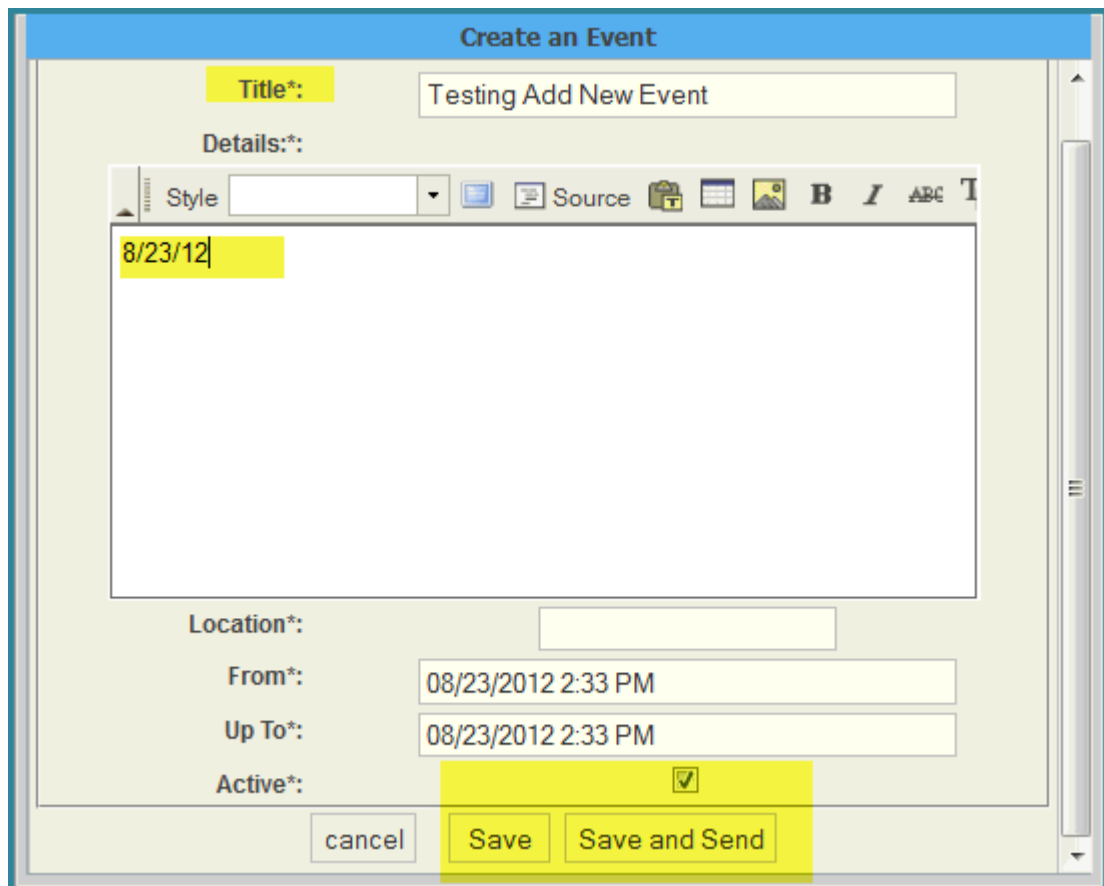


4. Click on Add New Event link



# Seaport

5. Complete the dialogue box that appears and when finished select Save or Save and Send. Note that you can create events but not make them visible right away by de-selecting Active.



The screenshot shows a 'Create an Event' dialog box with the following fields and options:

- Title\*:** Testing Add New Event
- Details\*:** A rich text editor containing the date '8/23/12'.
- Location\*:** An empty text field.
- From\*:** 08/23/2012 2:33 PM
- Up To\*:** 08/23/2012 2:33 PM
- Active\*:**
- Buttons:** cancel, Save, Save and Send

6. Make the changes you want and then click **Save Object** to save the changes you have made.