

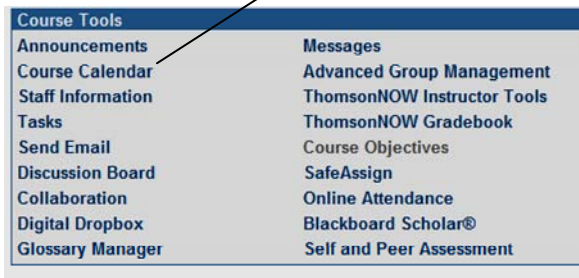
Posting Important Dates in the Course Calendar

Instructors can use the calendar to indicate important course related events. The dates and events that appear on the Course Calendar are for all students registered in a specific course.

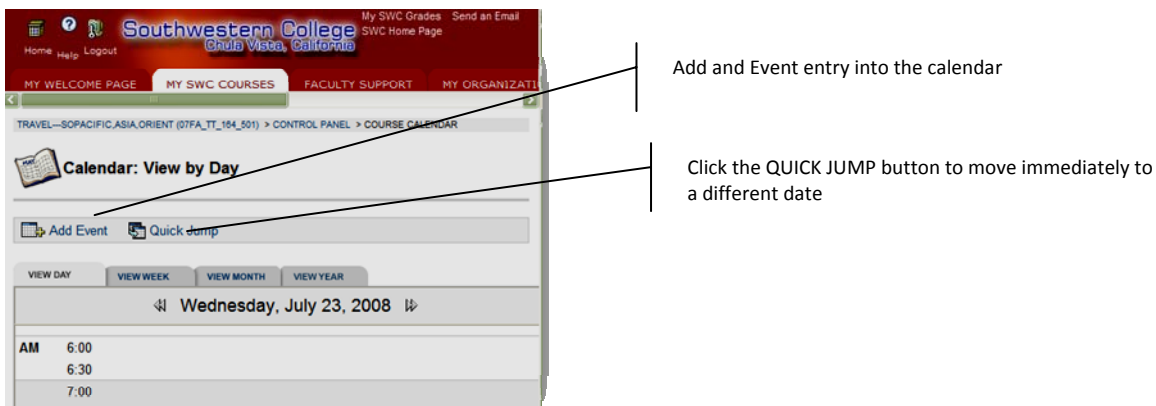
Suggested items to include in the calendar:

- Assignments Due
- Exams
- Guest Speakers

Step 1: Click on the **Course Calendar** link in *Course Tools* area of Control Panel.



Step 2: Click the **Add Event** or **Quick Jump** button.



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TRAVEL--SOPACIFIC.ASIA.ORIENT (07FA_TT_164_501) > CONTROL PANEL > COURSE CALENDAR > ADD EVENT

Add Calendar Event

1 Event Information

Event Name

Description

Normal 3 Times New Roman B I U S X

Path: body

2 Event Time

Date Jul 23 2008

Start Time 05 00 PM

End Time 05 00 PM

3 Submit

Required Field

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

1 Type the **event name**

Type a short description of the event

2 Type the times and date of the event

3 Click the **Submit** button to add your Course Calendar event.