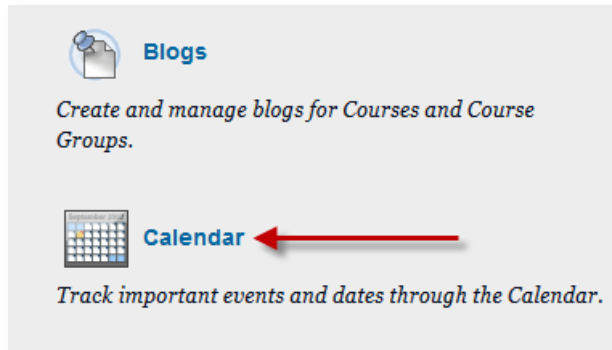


## Accessing the Calendar

Each course in eCampus has a Calendar tool that may or may not be made available to students. If it is, it can typically be accessed through the **Tools** link in the **Course Menu** on the left hand side of a course in eCampus.

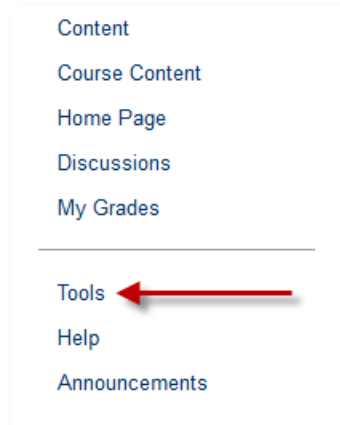
1. Click the **Tools** link in the **Course Menu**.
2. Click the **Calendar** link on the following page.



**Blogs**  
Create and manage blogs for Courses and Course Groups.

**Calendar** ←

Track important events and dates through the Calendar.



Content  
Course Content  
Home Page  
Discussions  
My Grades

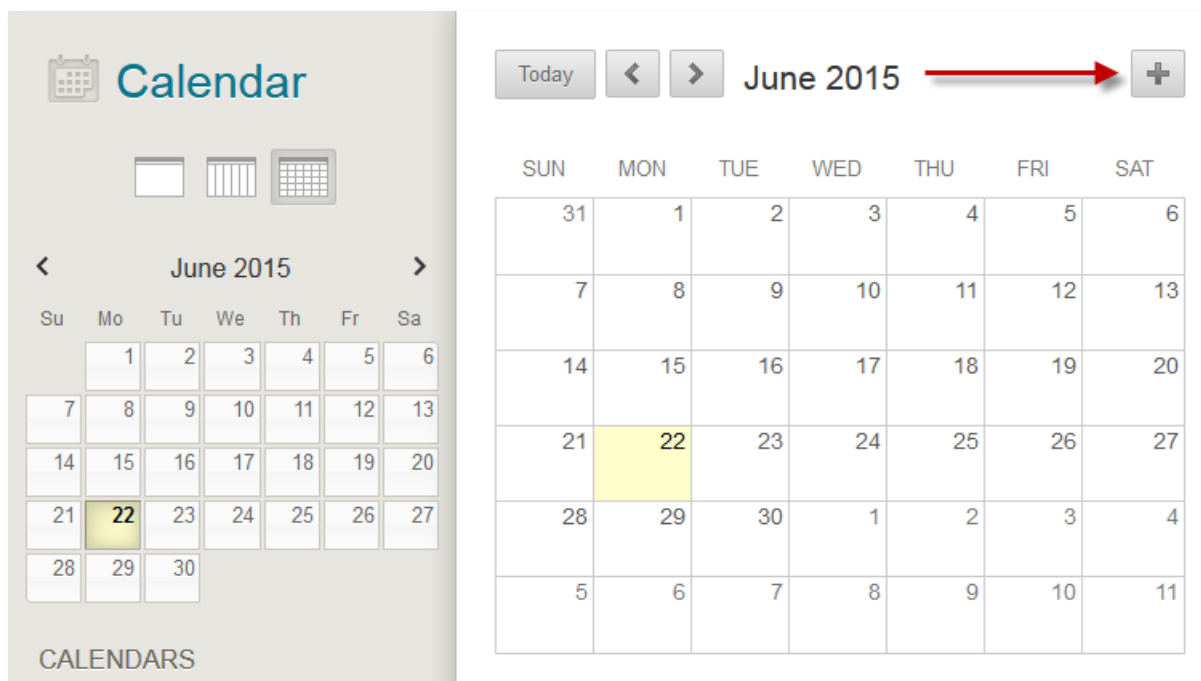
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**Tools** ←  
Help  
Announcements

## Creating Events in the Calendar

Users may create events in any eCampus calendar.

1. Click on the **plus sign** at the top right hand corner of the **Calendar**.



**Calendar**

Today < > June 2015 +

SUN	MON	TUE	WED	THU	FRI	SAT
31	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	1	2	3	4
5	6	7	8	9	10	11

CALENDARS

3. A window will appear. Enter the event details here and click Save.

**Create Event** [X]

[Title Field]

Calendar: [Personal v]

Starts: [06/22/2015 05:00 PM] Ends: [06/22/2015 05:30 PM]

All Day  Repeat

Event Description:  
[Text Area]

[Cancel] [Save]

4. The event will appear on the **Calendar** on the set date.

**Calendar**

Today < > Monday, Jun 22, 2015 +

Monday 6/22

All Day	
3pm	
4pm	
5pm	5:00 pm - 6:00 pm Test Event
6pm	
7pm	
8pm	

CALENDARS