## Adding an event to course calendar

1) In course main page, locate or add the calendar block as below



2) Click the month for the event to be added, the following screen will be shown

July 2021 August 2021 September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	2	3	4	5	6	7
3	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3) Click "New event" at top right corner, then input the name of the event and the corresponding date and time of the event in the dialog shown below

Event title	0
Date	1
Type of event	Course 🗢
Course	× SOUL4567-1545-6543AW Food and Nutrition Basics / 食物及營養學概論
	Search 🔻
Show more	
There are required fiel	lds in this form marked \rm 0 .

4) Click "Save". The event is added to the course calendar.