Create a Course Event (link to URL) in Course Calendar

This documentation shows how to link to a URL in the course calendar.

Go to the Course Menu

1. Select Calendar (if available)
2. When the Course Calendar screen appears, select "Create Course Event."

Create Course Event

1. Under "Event Information," provide an event name.
2. Skip down to edit the Event Date and Event Time.
3. Return to the description field under "Event Information" and write "This is the link" or "Please visit..."
this link."
4. Highlight the word "link."
5. Select the blue Hyperlink button from the Event Description Menu.

Hyperlink "link"

1. An "Insert Link" window will appear.
1. Paste the name of the website into the URL line. (Remove the additional "http://" should it appear.)
2. Be sure to open the link in a new window.
3. Select "Submit."
4. The new event appears on your calendar.