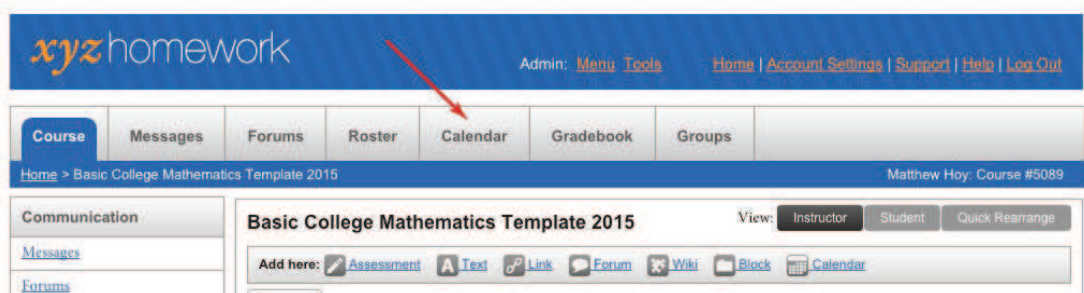


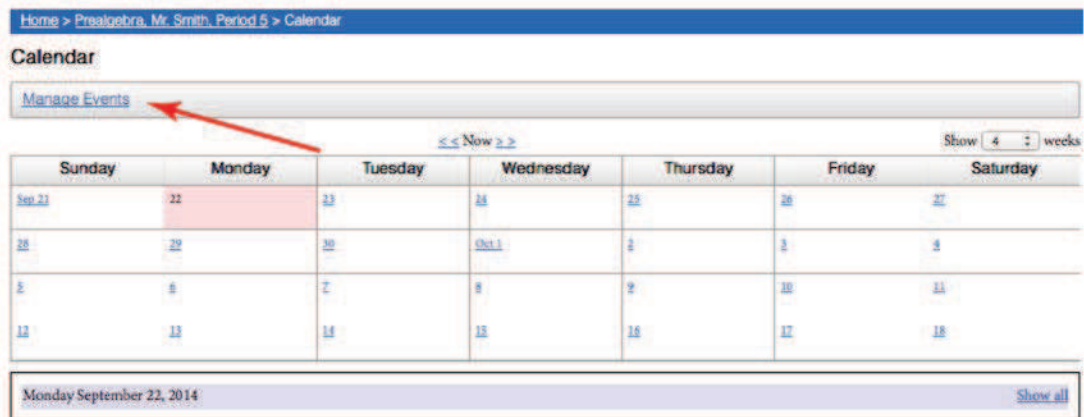
How to: Place items on the calendar...

Note that all assignments in the homework system automatically place an indicator on the calendar on the "Available Until" date on the assignment's settings screen. This indicator is visible to students as soon as the "Available After" date and time has passed.

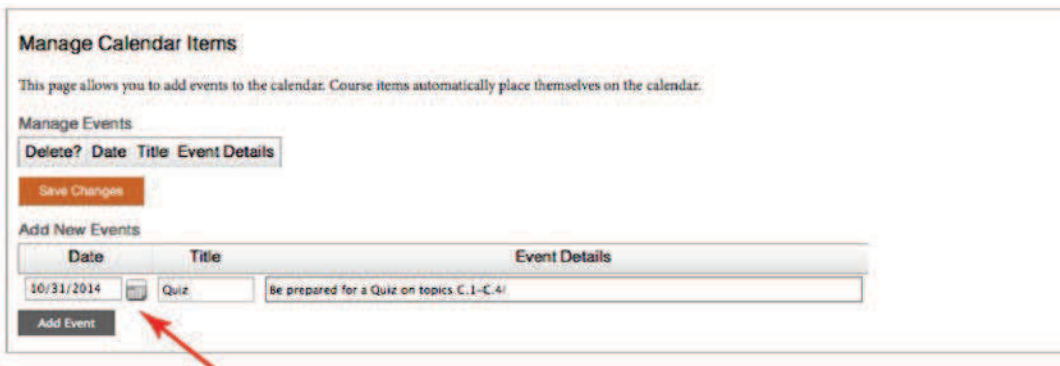
1. Click on "Calendar" icon at the top of the home page.



2. Click on the "Manage Events" link.



3. Set the date for the event using the calendar icon.



4. Under "Title" type in a brief word or two that will appear on the calendar (e.g. "Quiz," "Test," "Alert!")

5. Under "Event Details" enter additional text. This will appear below the calendar when the student selects the date.
6. Click the "Add Event" button to save the event to the calendar. (Note: You can add multiple notes to the calendar by repeating steps 3-5.)
7. When a student now clicks on the selected date on the calendar, this is what they will see:

[Manage Events](#)

[<<](#) [Now](#) [>>](#)

Show 4 weeks

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 19	20	21	22	23	24	25
26	27	28	29	30	31 Quiz	Nov 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Friday October 31, 2014 [Show all](#)

Quiz Be prepared for a Quiz on topics C.1-C.4!