




How to add events to a course calendar in Katalyst

Navigate to your course by expanding the **Personal** section and clicking on **My Courses**.



Click on the course number of the course you want to edit.

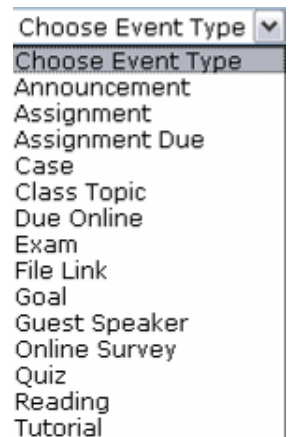
Click on the **Events**  tab. You can see a list of all events that are currently on your course calendar by clicking on the Show All  button. If you have clicked the Show All button, click on the back button in our browser to go back to the Events Calendar to add a new event.

Click on the **Add Item**  button in the top right corner of the calendar shown.



Type in the sort order for the Event for this course. This will determine where on the Course File List your attachment will be located.

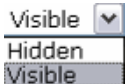
Choose the date for the event to occur by browsing to the correct month on the small calendar and clicking on the date you want the event to occur.






If you are teaching more than one section you will see a **Duplicate Event In** section. Select the checkbox next to each section in which you want the event to appear.

Select the type of Event from the drop down menu.

Type the subject and body of the event that you want to show up in your course events calendar.

 Enter a URL if needed and choose whether or not you want the course event to be visible.

Once you have finished, you will need to Save the Event to your Course Calendar by clicking on the Save button located in the upper right hand corner of window. 

If you have files that you would like to attach to the Course Event, click on the Event in the calendar, Click on the edit icon.  Click on the **Browse** button next to the Attachment field. Once you have selected the file from your computer and click on **Open**, click on the **Attach** button next to the **Browse** button. 

Once you have attached the files, you should see something like this at the bottom of your Add An Event page.

Filename	MIME Type	Size
<input type="checkbox"/> How to add events to a course calendar in Katalyst.doc	application/octet-stream	1277.5KB
Remove Selected		Total Size: 1277.5kb

You can now add more attachments in the same method or even remove the attachments you have added by selected the checkbox next to the attachment listed and selecting Remove Selected.

Once you have finished, you will need to Save the Event to your Course Calendar by clicking on the Save button located in the upper right hand corner of window. 