



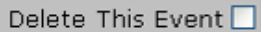
How do I delete events from the Katalyst events calendar?


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. To delete a single event, click on the event in the course calendar and then click on the **Edit** icon in the upper right hand corner. 



 Check the checkbox in the upper right hand corner of the event that says **Delete This Event**.

Then Click on the Save Icon. 

You can delete multiple events at one time by clicking on the **Show All**  button.

Click on the **Edit** icon in the upper right hand corner. 

Select the checkbox on the right hand side that says "Delete this Event" for each one you want to delete, then click on the Save Icon. 