




How do I edit an event after I've already created it?

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. Navigate through the calendar until you find the event you wish to edit.

You will **not** be able to edit individual events if you click on the Show All  button. If you have clicked the Show All button, click on the back button in your browser to go back to the Events Calendar and navigate to the event you want to edit.

Click on the event itself that you wish to edit, not the date. Once the event has opened, Click on the edit icon. 

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