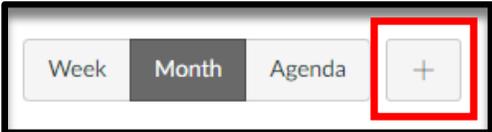


Adding a Calendar Entry

Click the Calendar icon:



Click the + sign:



Enter the Criteria for the Assignment and for location select the course you want to place it in. Click Submit.

A screenshot of a web form titled "Edit Event" with a close button (x) in the top right. The form has four tabs: "Event", "Assignment", "My To Do", and "Appointment Group". The "Assignment" tab is selected. The form fields are: "Title:" with a text input containing "Assignment 1"; "Due:" with a date input containing "Mar 19, 2022" and a calendar icon; "Calendar:" with a dropdown menu showing "OR 101 - Online/Evening"; "Group:" with a dropdown menu showing "Assignments"; and "Publish:" with a green checkmark icon and a vertical bar icon. At the bottom, there are two buttons: "More Options" and "Submit".