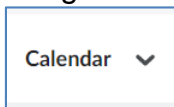


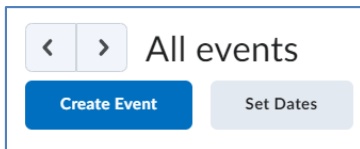
Creating a Brightspace Calendar Event

When creating gradable activities or adding availability dates to Brightspace pages, modules/folders, etc., dates can be automatically added to the Brightspace calendar. If you need to add additional events, such as office hours or discussion due dates, you can add individual events to your Brightspace calendar.

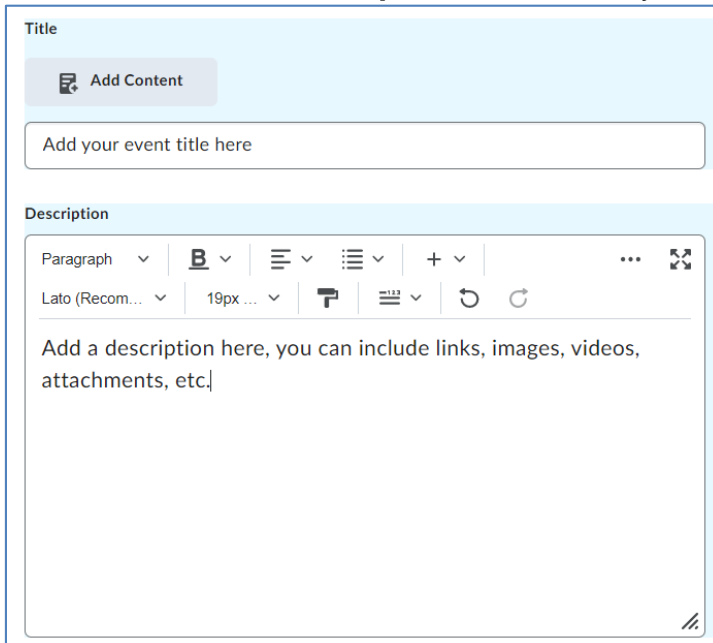
1. From the **Course Home Page**, select the **Calendar Link** from the Calendar Widget



2. Click the **Create Event** button



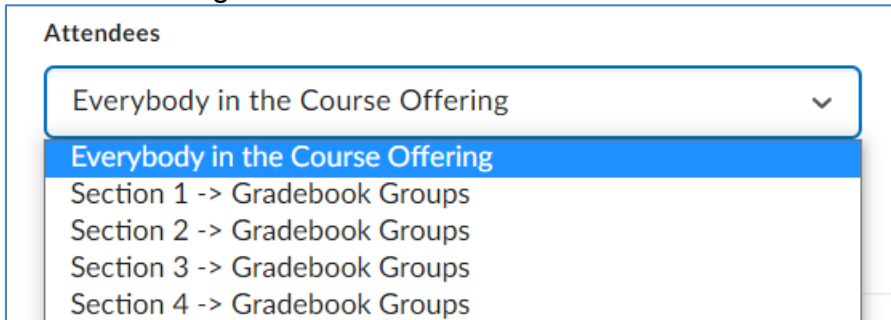
3. Enter the **Title** and **Description** of the event you are creating



The screenshot shows a form for creating a calendar event. It has two main sections: 'Title' and 'Description'. The 'Title' section has a light blue header, an 'Add Content' button with a plus icon, and a text input field with the placeholder 'Add your event title here'. The 'Description' section has a light blue header, a rich text editor toolbar with options for Paragraph, Bold, Text color, List, and more, and a text area with the placeholder 'Add a description here, you can include links, images, videos, attachments, etc.'.

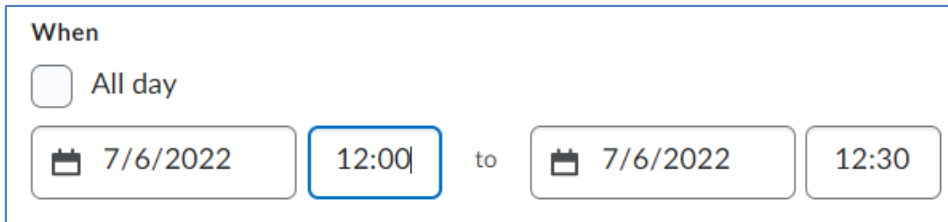
SUNY DLE Brightspace Guides

4. Select **Attendees**, choose from a specific group or select “Everybody in the Course Offering”



A screenshot of the 'Attendees' dropdown menu. The menu is titled 'Attendees' and shows a list of options. The first option, 'Everybody in the Course Offering', is highlighted in blue. Below it are four other options: 'Section 1 -> Gradebook Groups', 'Section 2 -> Gradebook Groups', 'Section 3 -> Gradebook Groups', and 'Section 4 -> Gradebook Groups'.

5. Set the **Date** and **Time** for your event



A screenshot of the 'When' section of the event form. It includes an 'All day' checkbox which is unchecked. Below this are two date and time input fields. The first field shows a calendar icon, the date '7/6/2022', and a time of '12:00'. The second field shows a calendar icon, the date '7/6/2022', and a time of '12:30'. The word 'to' is placed between the two date fields.

6. **Add Recurrence** and/or **Add Restriction**, as appropriate
7. Click **Create** and your event is added to the Brightspace Calendar



A screenshot of the bottom of the event form, showing two buttons: a blue 'Create' button and a grey 'Cancel' button.