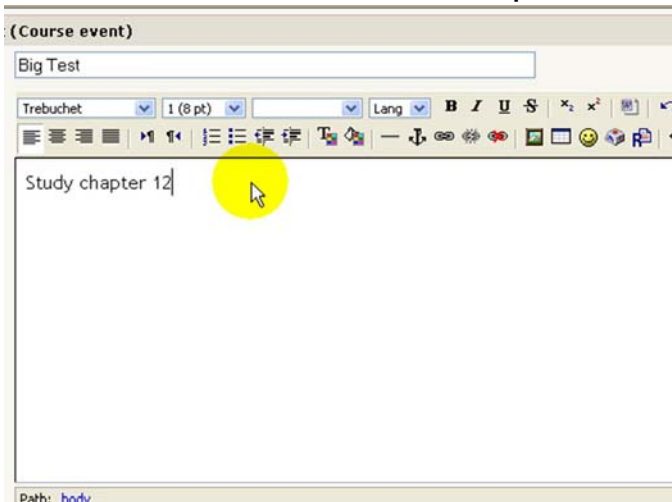1. Click on the month in your calendar block and select "**New Event**" or select "**New Event**" under the Upcoming Events block
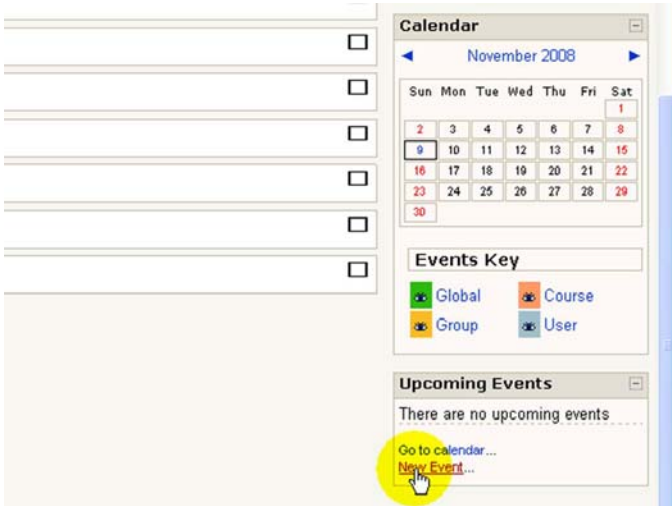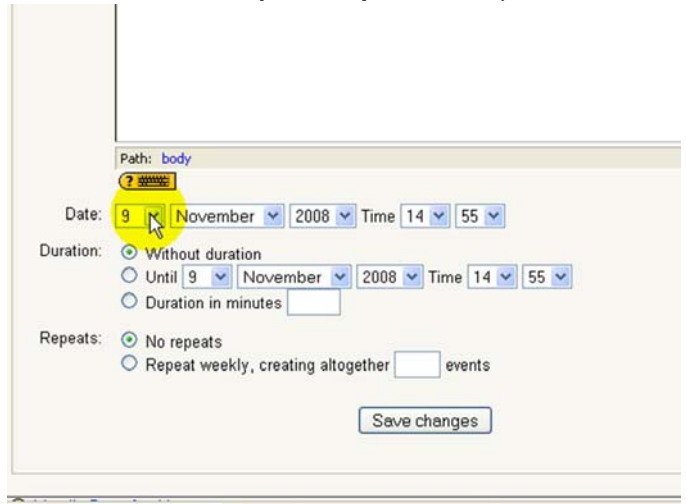
2. Choose to make a "**Course Event**"

3. Write the title and a description.

4. Select the date, and time (you can make it repeat if you want)

5. Hit "**Save changes**"