



Black Hills State University Instructional Design

Calendar

- Click 'Calendar' from the dropdown menu of 'Resources' to go to the Calendar page
- Click 'Create Event' to go to 'Create Event' page

The 'Create Event' button is highlighted with a red border.

- Provide the information required
- Click 'Create' for it to be displayed in the Calendar

The 'Add Content' section includes a text input field for 'Enter Event Title' and a rich text editor for 'Description'. The rich text editor has a toolbar with icons for video, image, link, paragraph, bold, italic, and underline. Red arrows point to the 'Enter Event Title' field and the paragraph dropdown menu.

The 'When' section includes a checkbox for 'All day', date and time pickers for start and end times, and buttons for 'Add Recurrence' and 'Add Restriction'. The 'Location' section includes a text input field and a 'Manage Locations' link. The 'Create' button is highlighted with a red border. Red arrows point to the 'All day' checkbox, the end time picker, the 'Add Recurrence' and 'Add Restriction' buttons, the location input field, and the 'Create' button.