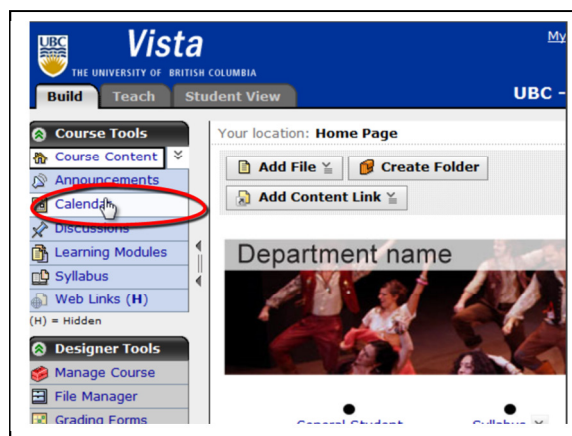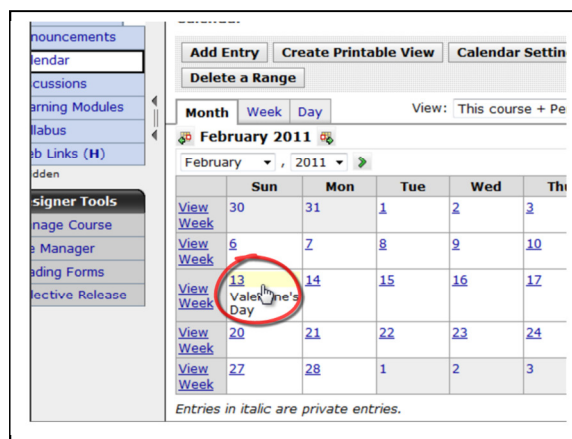# USING THE CALENDAR TOOL
Modifying an Entry

1. Switch to the Teach or Build tab
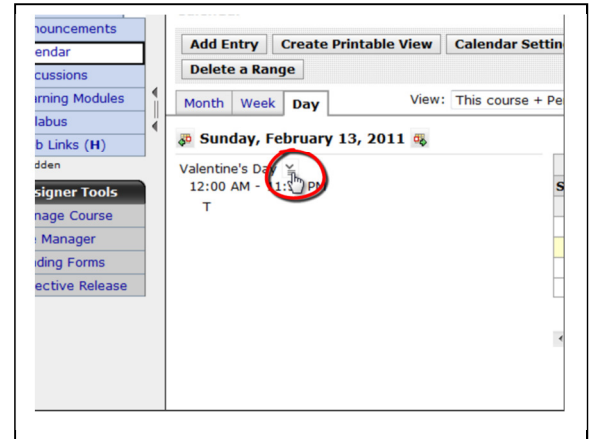   *(In this example, I will be using the Build view)*

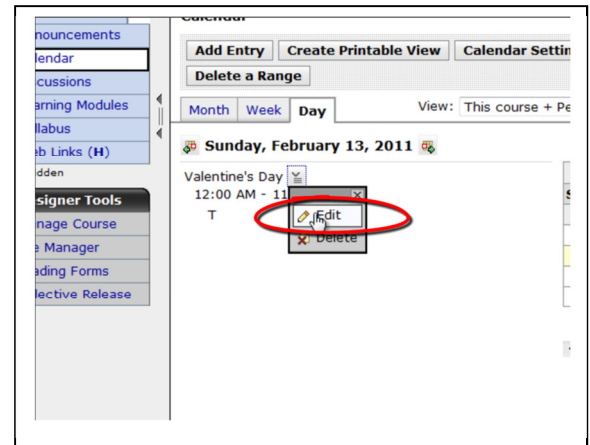2. Click the "Calendar" link in the Course Tools menu

3. Click on the date you want to make changes to.

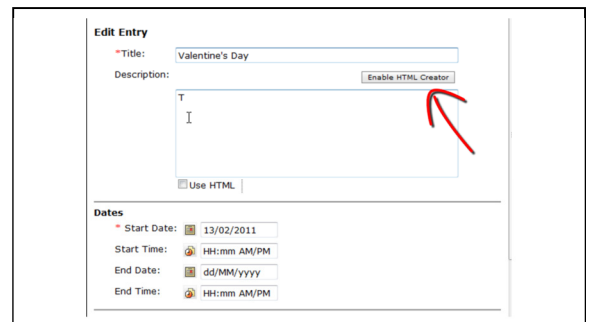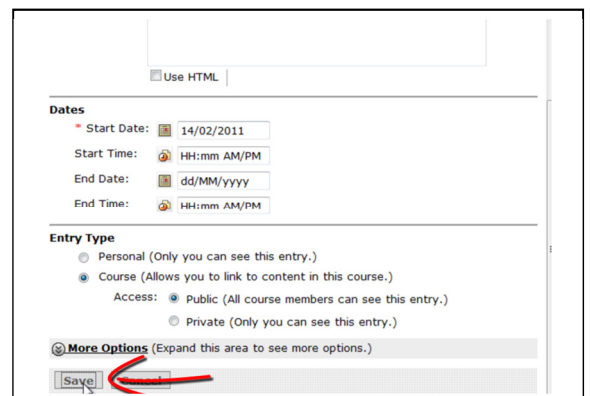4. Click on the "arrow" button to view more options.

5. Click "Edit."

6. Make any changes required in the title, description, and dates.

   Click "Enable HTML Creator" if you would like to use the WYSIWYG editor. This editor allows you to change font colour, add images, links, and much more.

7. Click "Save when you have finished making the changes.

☺*Make sure to check the calendar again to ensure the changes have been made.*