# Create Calendar Events

The Calendar tool allows instructors to create calendar entries directly from the calendar tool and also displays entries that are created by selecting start and end dates for quizzes, assignments, discussions, etc. Students are allowed to view calendar entries, but they cannot create entries. We will refer to the two types of entries as "course tool events" and "calendar events."

* Course Tool Events: These are events that are created by setting start and/or end dates for quizzes, assignments, discussions, etc., then choosing the "Display in calendar" option. The due dates display in the calendar.
* Calendar Events: These are events you create within the Calendar tool.

## Create a Course Tool Event (Quizzes, Assignments, Discussions)

* Select Quizzes, Assignments, Discussions, Content, or a Grade Item from the appropriate group menus. Click on the title of the item for which you want to create a calendar entry.
* Click the Restrictions tab.
* Set start and/or end dates.
* Check the "Display in calendar" box.

## Create a Calendar Event

* Go to the course for which you want to create an event.
* From the Communication group, select Calendar.
* Click on Create Event.
* Click on Add Content if you wish to provide a link to specific course content from the calendar.
* Enter the title, description, date and time. Other options are available which are beyond the scope of this training.
* Click on Create.