

## Edit Calendar Events

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An instructor can edit course events on the course calendar. Changes made to course events show on both the instructor and student calendars. It is also possible to change dates for several content items at once by using the Course Scheduler.

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ Click the event that is to be modified.
- ❖ The **Edit Event** window will display.
- ❖ Make the necessary changes.
- ❖ Click **Save Changes**.