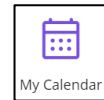


STEP 1: Open My Calendar

After logging into CTLS, click **My Calendar** on the left navigation bar.

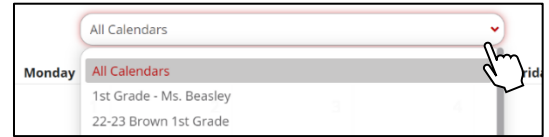


STEP 2: Select Calendar

Once the calendar opens, it will default to All Calendars.

To show a single class, click on the caret to the right of **All Calendars** and select the class or classes to be viewed.

Note: You can click to highlight more than one class to view multiple at a time.

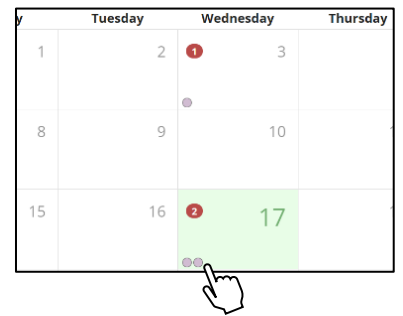


STEP 3: View Events & Assignments

If there is an event or assignment due, you will see a number icon on that date.

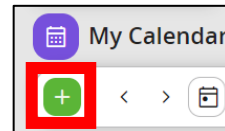
Note: The number in the icon shows the number of events or assignments on that day.

Click the **date** to view additional information about the event or assignment.



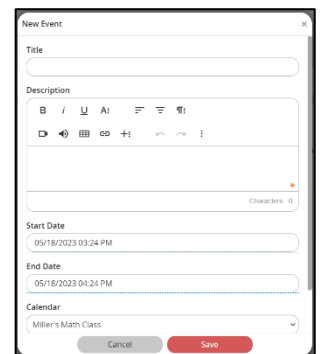
STEP 4: Add Calendar Events

To add an event, click on the **green plus** in the top left-hand corner.



Add a title, description, date and calendar name in the New Event window.

Click **Save**.



STEP 5: View Calendar Events

Once saved, the event will show in your calendar, and in your My Upcoming Events widget on your dashboard.

