



OwlMed: Adding a New Linked Event

Samantha Starr - 2025-09-02 - [OwlMed and Canvas](#)

How to Add a New Linked Event in OwlMed

Type	Small Group Set	Event Count
Anatomy Lab	Lab Groups	6
Anatomy Lab	Lab Groups	2
PBL Case 1	Small Groups	1

1. Linked Event: Click to see the Event screen of the first Event in the linked group.

2. Event Count: View a list of Linked Events

1. Each set of linked Events must have a **unique combination** of:
 1. Course
 2. Linked Event Name
 3. Event Type
2. Within any Course, each Event Group must have a **unique name + Event Type**. If you change the name or Event Type the System will check to see if the settings will be unique.

Create Linked Event

*** Linked Event Name:**

*** Event Type:**

Location:

All day

Start: Date Time Ex. 01:58 PM **End:** Date Time Ex. 01:58 PM

*** Small Group Set:**

Additional Details

3. Your Course **must** have at least one **Small Group Set** before you can create Linked Events in the Course.
 1. **Uniqueness:** Each Linked Event in a Course must have a unique Name and Small Group Set. If there is a conflict (i.e., duplicate records) the System will not let you save the new duplicate record.
4. Synchronize all settings within the linked event

Synchronize Linked Events in this Course

This option will synchronize the content and objectives of all linked events within the current course. This is a non-destructive synchronization, but new records may be created for events there are not currently properly synchronized.

Click **Yes** to continue.
 Click **No** to stop
