

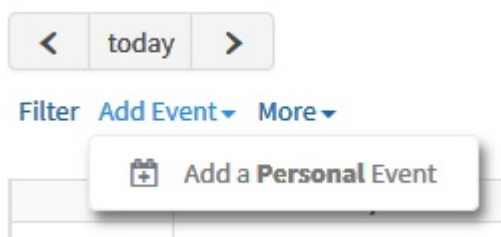


OwlMed: Add Personal Events

Christine Clevenger - 2024-01-18 - OwlMed and Canvas

OwlMed: Adding Personal Events

The Calendar can also be used to keep track of your personal events, study group sessions, appointments and more. Utilize the calendar to manage your time by adding Personal Events.

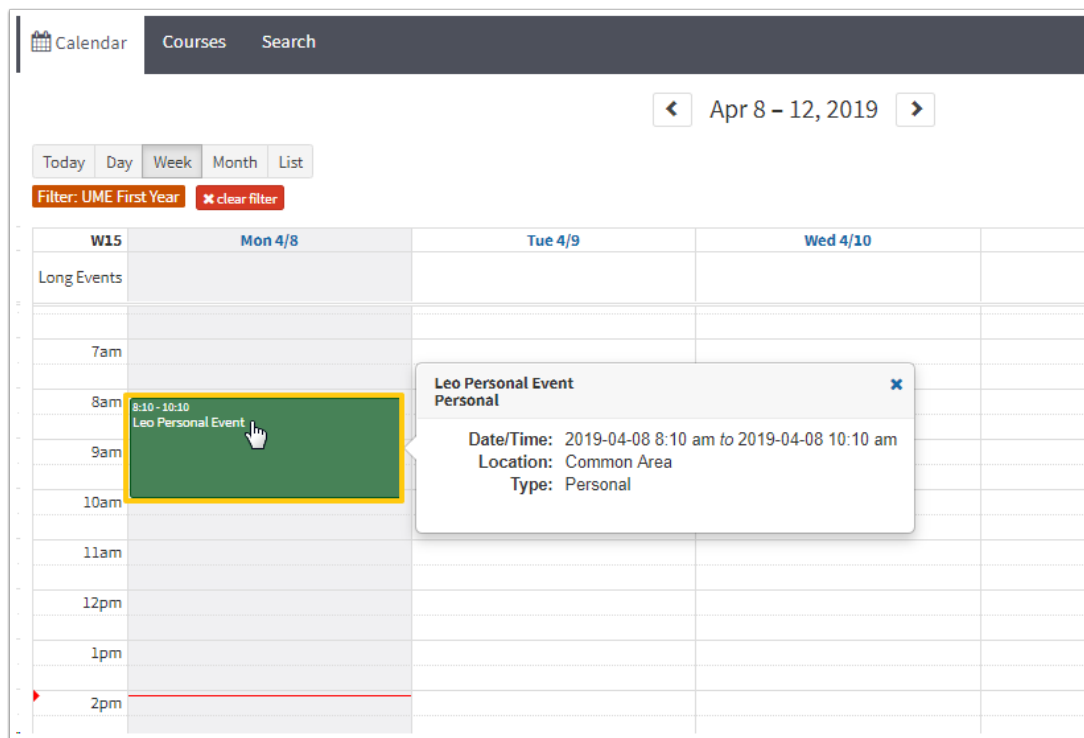


Add your own Personal Events to your calendar.

The screenshot displays the 'Personal Event (New Record)' form. The form includes the following fields and options:

- Course Name:** PERSONAL EVENTS COM 2018/2019
- Event Description:** Leo Personal Event *
- Location:** Common Area
- Event Date:** 2019-4-8 *
- From Time:** 08:10 AM *
- To Time:** 10:10 AM *
- Detailed Notes:** A rich text editor with a toolbar containing icons for Source, Bold (B), Italic (I), Underline (U), Text Color (X_c), Background Color (X^d), Insert Link (Ω), Bulleted List, Numbered List, Indent Left, Indent Right, Link, Unlink, Text Color (A), and Background Color (A).
- Size:** - | ?
- Save Personal Event:** A green button at the bottom of the form, highlighted by a mouse cursor.
- Deleted:** No (with a dropdown arrow)

Once the Personal Event has been saved, you can also invite others from your institution to the Event. Click on the Event which now appears on the Calendar.



Once you are on the Personal Event page, complete the following steps to invite others to your event:

Click on **People**, then **Groups**

The **Assign Groups to a Personal Event Screen** will allow you to select the Users you wish to invite.

Click on the **Users** you would like to add to the Event from the **Available Groups** column. Once Users have been added to the **Assigned Groups** column, they will receive information about the Personal Event you created and invited them to join.