

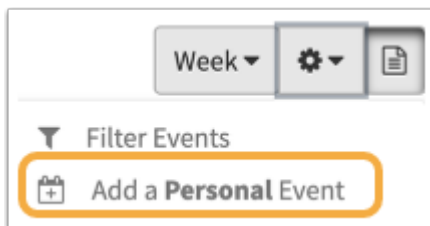


OwlMed: Add Personal Events

Christine Clevenger - 2024-06-18 - 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.

Create Personal Event

* Event Name:

Location:

All day

* Start: Date Time --:-- Ex. 03:08 PM

* End: Date Time --:-- Ex. 03:08 PM

Additional Details

Event Description:

Rich text editor toolbar with icons for undo, redo, search, bold, italic, underline, strikethrough, font color, background color, link, unlink, list, indent, outdent, text color, text background color, and quote. Below the toolbar are fields for Font, Size, and Styles.

- 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.

The screenshot shows the LEO calendar interface. At the top, there is a navigation bar with the LEO logo, a 'Calendar' icon, and links for 'Courses' and 'Search'. Below this, there are navigation buttons for '<', '>', and 'Today', along with the date range 'Dec 18 - 22, 2023'. The main calendar grid shows days from 'W 51' to 'Thu 12/21'. The time slots range from 10am to 8pm. A 'Study Session' event is scheduled for Monday, December 18, from 4:15 pm to 6:00 pm. A pop-up window is open over this event, displaying the following information:

Study Session	
Type	Personal
Date/Time	2023-12-18 @ 4:15 pm to 2023-12-18 @ 6:00 pm

- 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.