

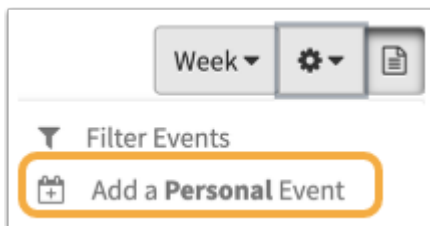


## OwlMed: Add Personal Events

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### 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 'Create Personal Event' form is displayed within a dark green header bar. It contains the following fields and sections:

- Event Name:** A text input field.
- Location:** A text input field.
- All day:** A toggle switch.
- Start:** A date and time selection field with a clock icon. Below it, an example shows 'Ex. 03:08 PM'.
- End:** A date and time selection field with a clock icon. Below it, an example shows 'Ex. 03:08 PM'.
- Additional Details:** A section with a blue header and an upward arrow. It contains an 'Event Description' field with a rich text editor toolbar. The toolbar includes icons for undo, redo, search, link, unlink, text color, background color, bold, italic, underline, strikethrough, font size, font face, text size, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and quote. Below the toolbar are dropdown menus for 'Font', 'Size', and 'Styles'.

A 'Save' button is located at the bottom left of the form.

- 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 for this event displays the following information:

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

- 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.