

In the system, you can create your entire class schedule for each course and house the details in it. This is only for information purposes.

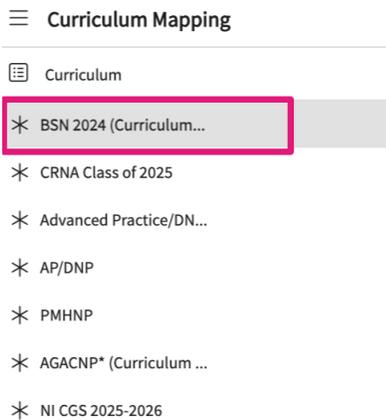
- [Adding Event Schedule](#)
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## Steps:

1. Select Curriculum Mapping on your left menu or dashboard



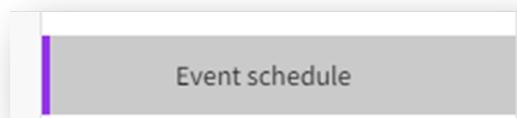
2. Select Curriculum Grid from the left ribbon.



3. You will see a list of all the curriculum grids created so far and then you can click on the grid and select the course for which you want to add/delete event schedules.

2019-2020   Year 1	
<b>Summer</b>	
PT 561 B - EVIDENCE FOR PHYSICAL THERAPIST PRACTICE	
PT 509 - PHYSIOLOGY OF HUMAN DISEASES(CELLULAR AND SYSTEMS PHYSIOLOGY)	
PT 514L - MUSCULOSKELETAL ANATOMY	
<b>Fall</b>	
PT 530 B12 - SPECIAL TOPICS IN THERAPEUTIC EXERCISE	3
PT 534L - NEUROANATOMY (3 UNITS)	1
PT 549 - CLINICAL EXERCISE PHYSIOLOGY (DEMO)	1

4. When you are inside of a course, on the left-hand menu under course information, you will find "Event schedule" tab.



## Adding Event Schedule:

1. On the event schedule tab, you will find the "Add Event" button on the right-hand side. This will allow you to add events.
2. You will find the following fields when you click on "Add Event":

PT 534L NEUROANATOMY (3 UNITS)										
Class of 2020 - PLAN   Year 1   Fall   2019-2020										
DATE	TIME	TITLE	FACULTY	LOCATION	REFERENCE MATERIAL	DOCUMENTS	LAST UPDATED ON	LAST UPDATED BY	ATTRIBUTES	ACTION
February 4, 2020	12:00 PM - 1:00 PM	Anatomy	Dr. Warner Kent				May 4, 2022	Chandani Parikh	Instructional Methods(CAPTE 6I) Team Based Learning Small Groups	

1. **Event Title:** This is a mandatory field where you can add the event name i.e lecture/topic/event label.
2. **Event Date:** On this field you can select a date from the calendar option. This is completely optional.
3. **Start Time:** You can add the start time of the event on this field.

4. **End Time:** You can add the end time of the event on this field.
  5. **Event Faculty:** On this drop-down, you will find a list of faculties assigned to this particular course. You can select the faculty who will be teaching that particular event.
  6. **Event Location:** You can add the location of the event in this text box.
  7. **Reference Material:** This text area allows you to add reference materials for the event.
  8. **Attributes:** If you have activated any attribute for course event during the mapping set up, that will show up in the drop-down menu. You can assign the attribute to a particular event.
  9. **Upload:** You can also upload a document related to the event. It will appear on the "resource library" page under course documents.
3. Once the information has been added, it will create the data in a tabular format that can be later edited or deleted.

DATE	TIME	TITLE	FACULTY	LOCATION	REFERENCE MATERIAL	DOCUMENTS	LAST UPDATED ON	LAST UPDATED BY	ATTRIBUTES	ACTION
February 4, 2020	12:00 PM - 1:00 PM	Anatomy	Dr. Warner Kent			-	May 4, 2022	Chandani Parikh	Instructional Methods(CAPTE 6I) Team Based Learning Small Groups	 

## Editing Event Schedule:

Click on the "pencil" icon for the event you wish to edit, drawer will pop up and edit the fields

DATE	TIME	TITLE	FACULTY	LOCATION	REFERENCE MATERIAL	DOCUMENTS	LAST UPDATED ON	LAST UPDATED BY	ATTRIBUTES	ACTION
February 4, 2020	12:00 PM - 1:00 PM	Anatomy	Dr. Warner Kent			-	May 4, 2022	Chandani Parikh	Instructional Methods(CAPTE 6I) Team Based Learning Small Groups	 

## Deleting Event Schedule:

Click on the "trash" icon for the event you wish to remove, and all the information associated to that event will be deleted.

DATE	TIME	TITLE	FACULTY	LOCATION	REFERENCE MATERIAL	DOCUMENTS	LAST UPDATED ON	LAST UPDATED BY	ATTRIBUTES	ACTION
February 4, 2020	12:00 PM - 1:00 PM	Anatomy	Dr. Warner Kent			-	May 4, 2022	Chandani Parikh	Instructional Methods(CAPTE 6I) Team Based Learning Small Groups	