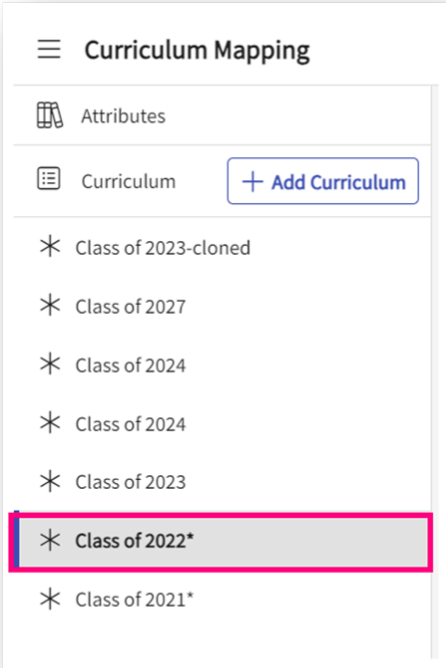


In the system, you can create your entire class schedule for each course and house the details in it. This is only for information purposes.

- [Adding Event Schedule](#)
- [Editing Event Schedule](#)
- [Deleting Event Schedule](#)

Steps:

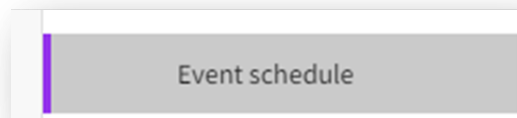
1. On the curriculum page, select Curriculum Grid.



2. 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	
Summer	
PT 561 B - EVIDENCE FOR PHYSICAL THERAPIST PRACTICE	
PT 509 - PHYSIOLOGY OF HUMAN DISEASES(CELLULAR AND SYSTEMS PHYSIOLOGY)	
PT 514L - MUSCULOSKELETAL ANATOMY	
Fall	
PT 530 B12 - SPECIAL TOPICS IN THERAPEUTIC EXERCISE	3
PT 534L - NEUROANATOMY (3 UNITS)	1
PT 549 - CLINICAL EXERCISE PHYSIOLOGY (DEMO)	1

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





Adding Event Schedule:

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

<div> <div>←</div> <div>PT 534L NEUROANATOMY (3 UNITS)</div> <div>Class of 2020 - PLAN Year 1 Fall 2019-2020</div> </div>										
<div> <div>Q Search</div> <div>Course information</div> <div>About</div> <div>Measures</div> <div>Resources</div> <div>Event schedule</div> </div>		<div> <div>Q Search events</div> <div>+ Add Event</div> </div>								
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	<div> <div></div> <div></div> </div>

- a. **Event Title:** This is a mandatory field where you can add the event name i.e lecture/topic/event label.
 - b. **Event Date:** On this field you can select a date from the calendar option. This is completely optional.
 - c. **Start Time:** You can add the start time of the event on this field.
 - d. **End Time:** You can add the end time of the event on this field.
 - e. **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.
 - f. **Event Location:** You can add the location of the event on this text box.
 - g. **Reference Material:** This text area allows you to add reference materials for the event.
 - h. **Attributes:** If you have activated any attribute for course event during mapping set up, that will show up in the drop-down menu. You can assign the attribute to a particular event.
 - i. **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

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.