




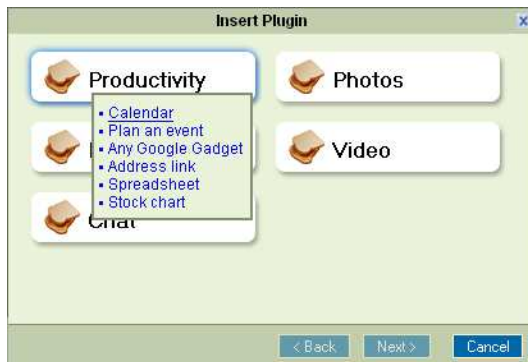
**pbwiki**  
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## How to create a classroom calendar and add events to the calendar

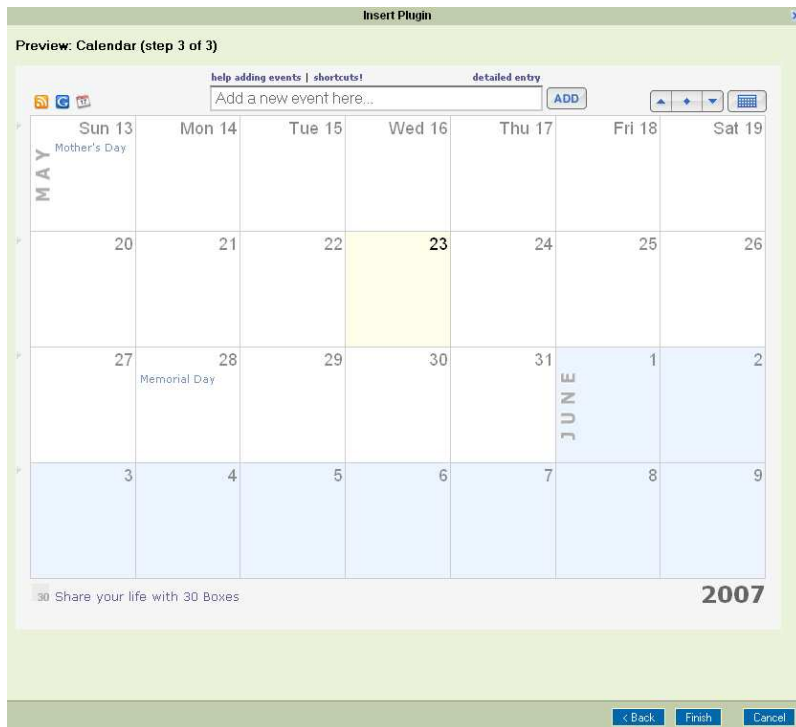
You can insert a calendar anywhere on your wiki. Use it by yourself or as a shared calendar for other contributors to your wiki.

In this example, we will drop the calendar on the FrontPage of your wiki.

1. Go to the front page of your wiki. (<http://yourwiki.pbwiki.com/>)
2. Click on the **Edit Page** button at the top of your wiki 
3. Click on the **Insert Plugin** button 
4. Mouse over **Productivity** and select **Calendar**



5. In **Configure: Calendar (step 2 of 3)** click **Next**
6. In **Preview: Calendar (step 3 of 3)** click **Finish**

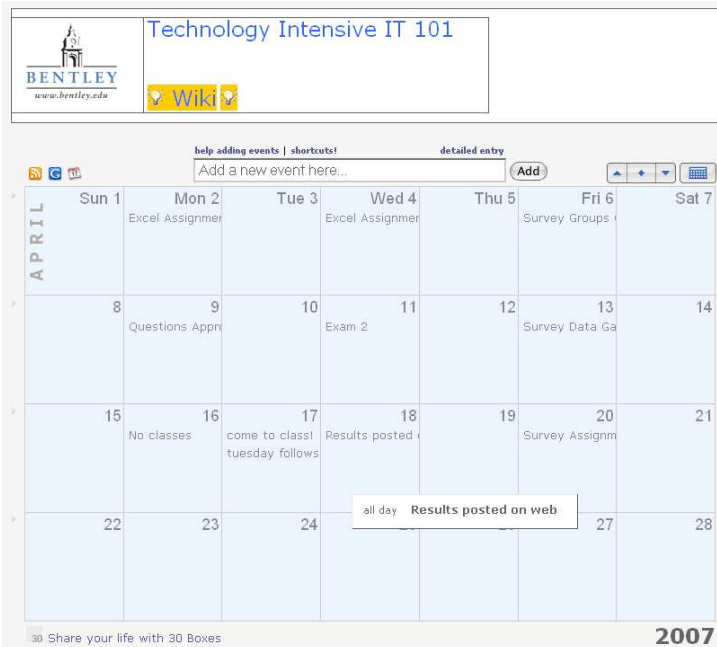


7. You will now see a Calendar plugin dropped into the editing interface.



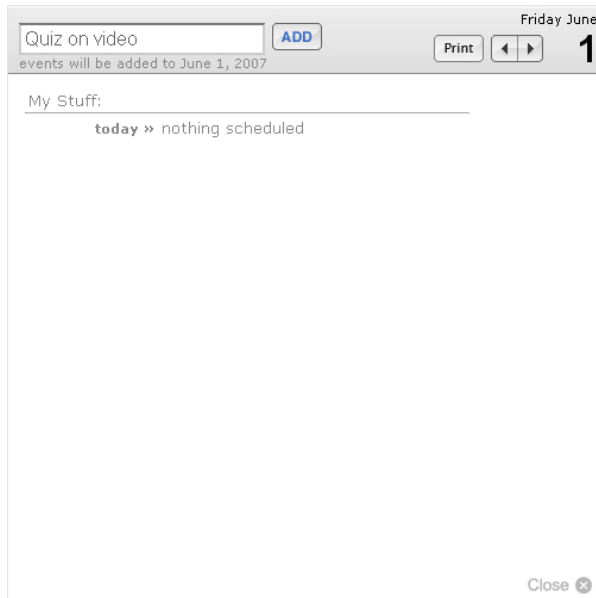
Feel free to drag the Calendar plugin to the area where you want it to appear on your page. When you're done, click the save button in the bottom left hand corner.

8. You will return back to viewing mode with the Calendar plugin now in place.



(Bentley college example with the Calendar plugin on the FrontPage)

9. Select the date that you wish to add an event by clicking on the day in the calendar. A detailed entry of that day will appear.



Type the name of the event in the text box. Click on the **Add** button when complete.

*Hint: You can add the time of the event and it will appear in your calendar. Ex. 4PM Quiz on video*

10. Now, mouse-over the new event you added. You will see a **trash bin** and an **Edit** link appear.



Click **Edit**

11. Add the applicable details to your event and click on **Update Event**

A screenshot of a form titled "Editing 'Quiz on video'". The form contains the following fields: "Event:" with the value "Quiz on video"; "Start:" with "Date:" set to "6/1/2007" and "Time:" set to "4PM"; "End:" with "Date:" set to "6/1/2007" and "Time:" set to an empty field; "Repeats:" with the text "Does not repeat" and a "Show Options" link; "Notes:" with the text "This is a quiz on the earth video was saw last week"; "Tags:" with an empty field and suggestions "work travel personal"; "Extras:" with a checked "Private" checkbox. At the bottom, there are "Update Event" and "Cancel" buttons. A "Close" button with an 'x' icon is at the bottom right.

12. You're finished! You have now successfully added a Calendar plugin to your wiki and created an event in your Calendar.