Calendar

Recurring Events

When creating a new calendar event for a course, instructors can choose to create multiple copies of the event every day, week, or month.

When a course has enabled recurring (repeating) calendar events, an instructor can add the event details, select the course, then click the **More Options** button.

The repeat button appears as part of the new calendar event. By default, events are repeated every week.

- Weekly events are replicated on the day of the week of the first event. For instance, if an event is created on a Monday and repeats weekly, the next instance of the event will appear on the following Monday, regardless of the actual date.
- Monthly events are replicated on the day of the month of the first event. For instance, if an event is created on July 6 and repeats monthly, the next instance of the event will appear on August 6.

Users can also choose to select the Count option, which adds a number to the end of each event title (e.g. Event 1, Event 2, etc.)

Event Title

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HTML Editor

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☐ Use a different date for each section

| Sep 8, 2015 | 📅 | 12:00am | - | 12:00am |
Tue Sep 8, 2015   12:00am   12:00am

Location:

Address:

Repeat ☑ ←

Every [1] Week(s) ⬍

For [1] occurrence(s)

Count: ☐

Cancel   **Create Event**