Editing / Deleting a Calendar Event

The following instructions are for calendar events that are not tied to Assignments or other items with To-Do deadlines (like student-editable Pages).

If you want to edit / delete a calendar entry for an Assignment or To-Do item, we recommend that you go to the assigned activity and modify the item directly.

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ℹ️ **This article will address the following information:**

Editing a Calendar Event

1. In the left side global navigation bar, click on the "**Calendar**" tool.

2. Make sure that your course calendar is selected in the list of "**Calendars**" along the right-hand side.
    a. Selected calendars will have a color-coded box next to it that identifies items belonging to that calendar.
    b. If a course calendar is not currently visible, click on the **box next to the course calendar** until you see a color associated with it.

3. If necessary, navigate to the month / day that the event is scheduled. If the event is in the past, you can use any of the **calendar navigation tools** to move to other months.

4. Click on the **calendar event** you want to edit.
5. In the event pop-up box, click on the "**Edit**" button.

6. In the editing pop-up you can edit some basic details for your event, like the "**Title**," "**Date**," "**From**," "**Location**," and "**Calendar**" the event is associated with.
   a. When done making your changes, click the "**Submit**" button.

7. If there are components of the event that you are not able to edit from this editing pop-up box, click the" **More Options**" button to view the entire event to make changes.
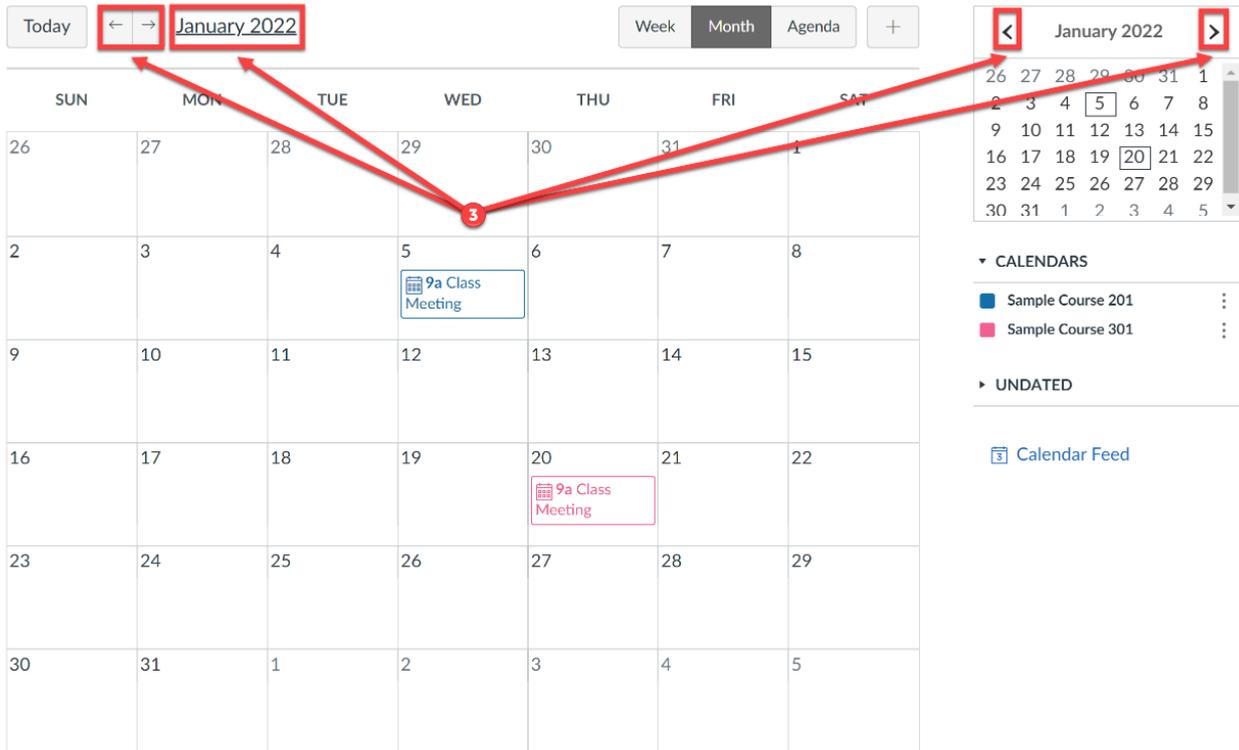
Deleting a Calendar Event

1. In the left side global navigation bar, click on the "**Calendar**" tool.

2. Make sure that your course calendar is selected in the list of "**Calendars**" along the right-hand side.
   a. Selected calendars will have a color-coded box next to it that identifies items belonging to that calendar.
   b. If a course calendar is not currently visible, click on the **box next to the course calendar** until you see a color associated with it.

3. If necessary, navigate to the month / day that the event is scheduled. If the event is in the past, you can use any of the **calendar navigation tools** to move to other months.

4. Click on the **calendar event** you want to remove.
5. In the event pop-up, click on the "**Delete**" button.
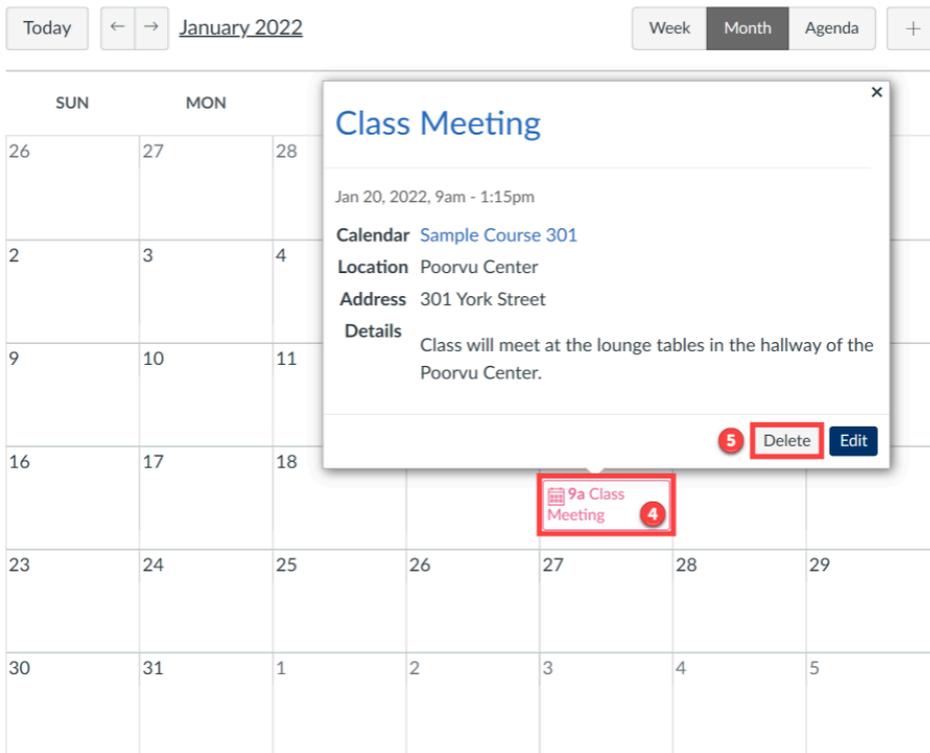
6. In the **"Confirm Deletion"** pop-up box that opens, click **"Delete"** to finalize removing the event from the Calendar.

Confirm Deletion   ✕

Are you sure you want to delete this event?

                                              6

                        Cancel   Delete

💡 For more help, please contact canvas@yale.edu.