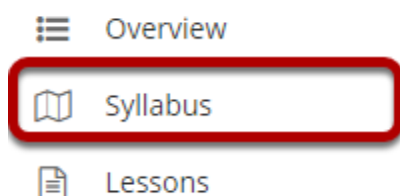# How do I add a syllabus item to the calendar?

Once you have added items to the Syllabus tool, you may add start and end times to them for informational purposes. The dates specified for an item do not control visibility of the item. However, the dates do control the display of items in the Calendar tool.
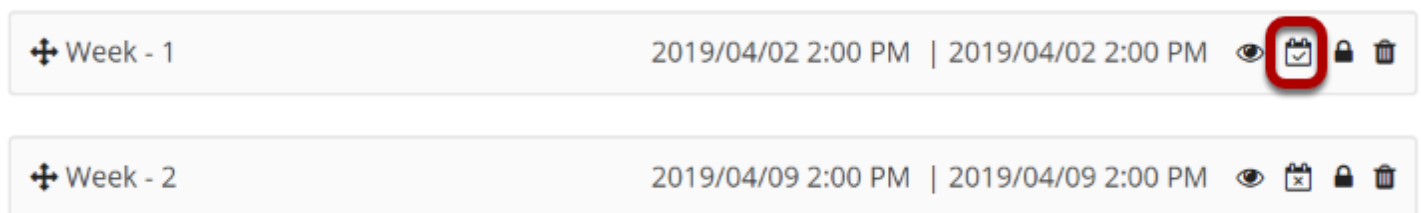
You must specify a start and/or end time for the item before you can add it to the calendar. For more information on how to specify start/end times, see How do I edit syllabus items?

Go to Syllabus.

Select the **Syllabus** tool from the Tool Menu of your site.

Add a Syllabus item to site Calendar.

Click the calendar icon next to the syllabus item to display the item in the site calendar. A calendar icon with a check mark indicates that the item is included in the Calendar. A calendar icon with an X indicates that the item is not included in the Calendar. In the above example, Week 1 is included in the Calendar, and Week 2 is not.

Note: You may also add items to the Calendar from the Edit screen.