

Placing a Calendar on your Web Site

1. Sign on to the **Web Server**.
2. Open up **NVU** web page editing program.
3. Open the file that you want to place the calendar on.
4. Open the calendar month you want to add to that page. This can be found in the **Calendar** folder inside the **Teacher** folder on the **Web Server**.
5. With the month that you have chosen open, click once on the border of the calendar. The table should become highlighted.
6. Go to the **Table** menu and pull down to **Select – Table**.
7. Go to **Edit** and **Copy**.
8. Close the calendar file.
9. In your file that you want to place the calendar, just click where you want to place the calendar.
10. Go to **Edit** and **Paste**.
11. Start adding assignments and other information by just clicking into the box for the date you want to edit.
12. When finished adding all of your information, just save the file and quit.

If you have multiple months on one page it would be good to use anchors on the page to make it easier for navigating on your site. Another way is to create another page that contains your previous month's assignments and one for current month's assignments.