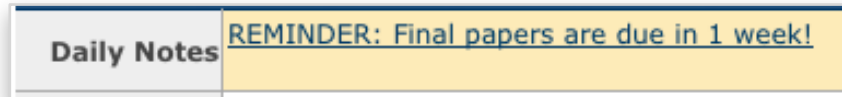


Dear Instructor,

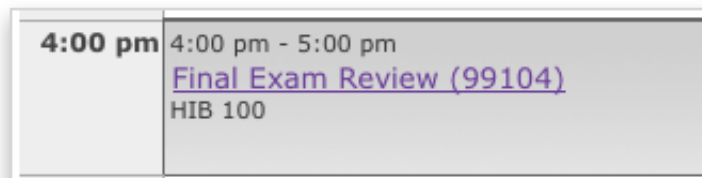
**Please consider using EEE Calendar for this course.**

Adding class events to EEE Calendar helps me keep tracks of important dates:

- Schedule daily reminders to advise students of important dates, such as assignment due dates.



- Post events for office hours, review sessions, and other events that are not automatically included (class meetings are automatically added)



EEE Calendar is easy to use. As an instructor, you can add events and daily reminders to the class calendar. Those events and reminders will automatically appear to students, assistants, and instructors for that class.

**?** **About Calendar**

<https://eee.uci.edu/help/calendar/>

If you need more assistance, the EEE team is ready to help!  
Just call (949) 824-2222 and ask for EEE help, or email [eee@uci.edu](mailto:eee@uci.edu).

Thank you for your time and consideration,

\_\_\_\_\_  
*(student signature)*

EEE is a partnership of the Division of Undergraduate Education, UCI Libraries, University Registrar, University Extension and Office of Information Technology

- Getting started guide – <https://eee.uci.edu/start/>
- Free workshops – <https://eee.uci.edu/workshops/>
- About EEE – <https://eee.uci.edu/about/>