

About Calendar

Use the Calendar tool to arrange and visualize your course events in multiple views and enable integration of course content and your Calendar.

You can use iCal to synchronize the Calendar tool to your personal calendars (such as Outlook and Google Calendar, as well as iPhone and Android).

There are two different types of events in the Calendar tool:

- **Availability events**

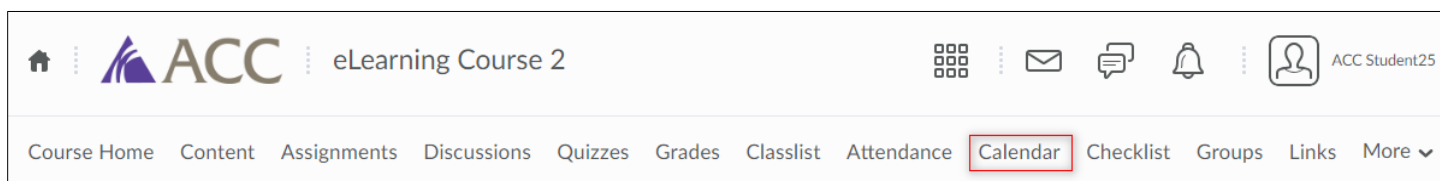
Availability events indicate the availability and due dates of course objects in the Calendar tool, but do not have to be created using the Calendar tool. Once you are enrolled in a course, all objects for that course that you enable to display in the calendar will be visible.

- **General (Content) events**

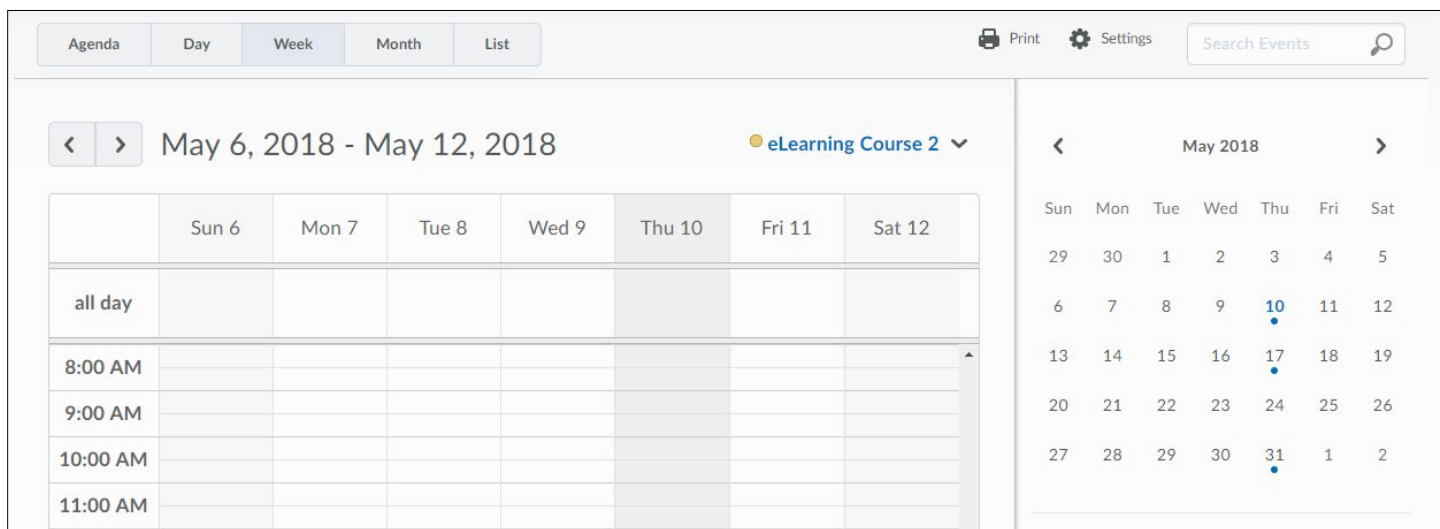
These are events you create within the Calendar tool.

Access the Calendar Tool

Select **Calendar** from the navigation bar.



Interface Overview



Use the calendar views area to toggle between different event display layouts in the calendar content area. Use the **Agenda** view to group your course events by **Date**, **Course**, or **Category** - events display in chronological order, and all-day events display at the top of each grouped listing.

The screenshot shows the 'Agenda' view of a calendar. At the top, there are navigation tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. To the right are 'Print', 'Settings', and a 'Search Events' field. Below the tabs, there are navigation arrows and the text 'Today and tomorrow'. A dropdown menu is open, showing 'eLearning Course 2' and three filter options: 'Date', 'Course', and 'Category'. The main content area shows the date 'Thursday, May 10, 2018' and an event titled 'Activity 2 - Strategies for Introducing a Problem - Due' at 3:07 PM. The event details include three tasks: 1. Re-read in Allyn and Bacon page 39, "Strategies for Introducing your problems to Targeted Readers." 2. Read paragraphs 1-2 of "Paintball: Promoter of Violence or Healthy Fun?" pp. 337-339. 3. Analyze the extent to which this introduction follows or varies what is suggested on p. 39 in *Allyn and Bacon*. A mini-calendar on the right shows the month of May 2018 with the 10th highlighted.

Use the **Day**, **Week**, and **Month** views to group your events in daily, weekly, or monthly increments. Use the List view to filter your events by **Assignments**, **Checklists**, **Discussions**, **Grades**, **Materials**, **Modules**, **Quizzes**, and **Surveys**. Finally, you can **Print**, adjust your calendar **Settings**, or **Browse** through your calendars.

Inside the calendar content area, you can browse through your calendar.

Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.

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Use the mini calendar to navigate quickly to a specific day, week, or month. To view a specific day in detail, select the **Day** calendar view, then select the day you wish to view in detail in the mini calendar. Your calendar content will load to the day selected in the mini calendar. To view a specific week in detail, select the **Week** calendar view, then select any day in the week you wish to view in detail in the mini calendar. To view a specific month in detail, select the **Month** calendar view, then select any day in that month you wish to view in

detail in the mini calendar. To browse through the mini calendar's months, select the Show [Previous Month] and Show [Next Month] icons.

Use the task pane to create, track, and maintain personal tasks.

The screenshot displays a calendar application interface. At the top, there are navigation tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List', with 'Day' selected. To the right are icons for 'Print', 'Settings', and a 'Search Events' search bar. Below the navigation, the current date is 'May 10, 2018', and the course name 'eLearning Course 2' is visible. The main calendar area shows a day view with time slots from 8:00 AM to 5:00 PM. A task titled 'Activity 2 - Strategies for Introducing a Problem - Due' is scheduled for 3:07 PM. On the right side, there is a mini calendar for May 2018, with the 10th highlighted. Below the mini calendar is a 'Tasks' section with a dropdown arrow and an 'Add a task...' input field.