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**

---

Revised: May 10, 2018
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.

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.

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.