

The Calendar is a tool used to view dates that your instructor posts. Please keep in mind that not all instructors use the Calendar tool. Some post their course dates in the News or Content tool.

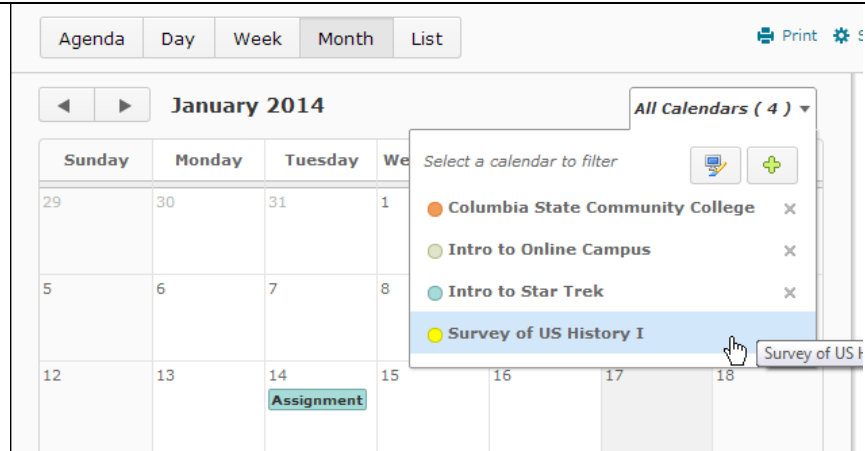
You can access the calendar tool from the MyHome page or on the toolbar of your course homepage.



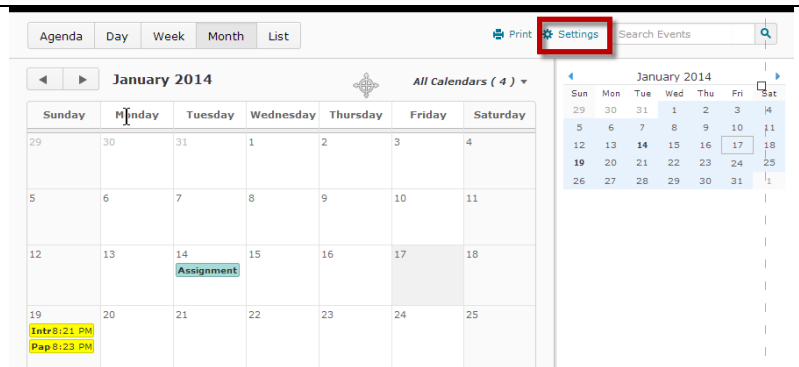
Setting your active course calendar

You can switch your current org unit by changing your active course calendar. Select a course from the calendar menu to activate it.

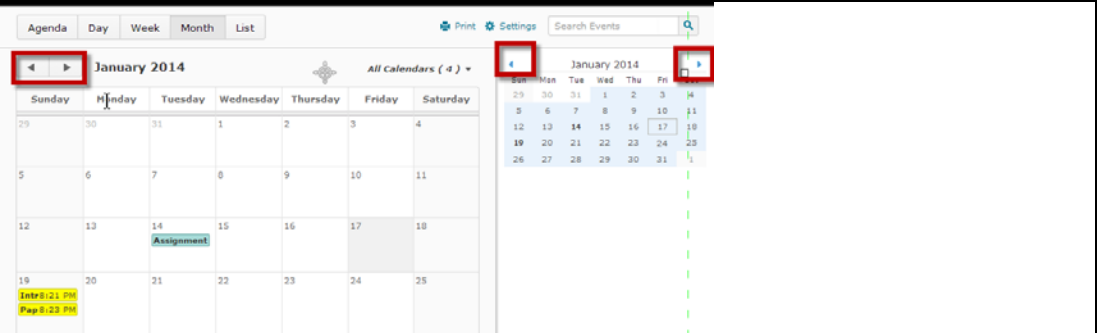
Any event instructors create, and any schedule you view, applies to the course and is viewable in the calendar content area



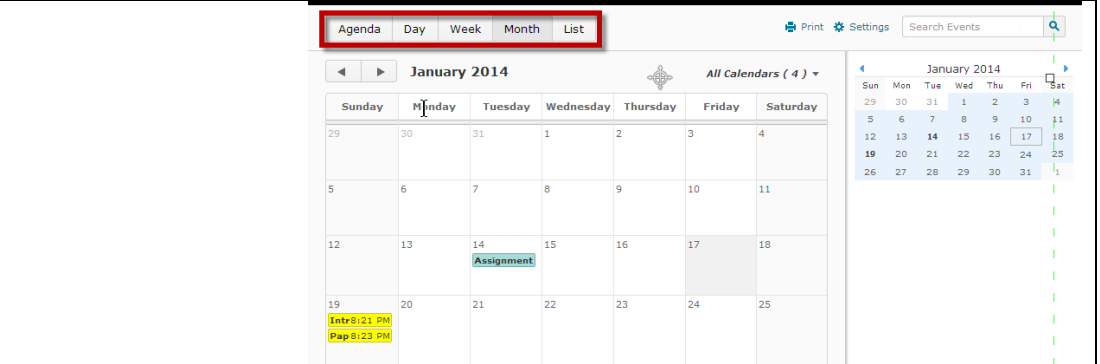
Settings: Use this page to control your Schedule's settings. Select the desired options and then select Save



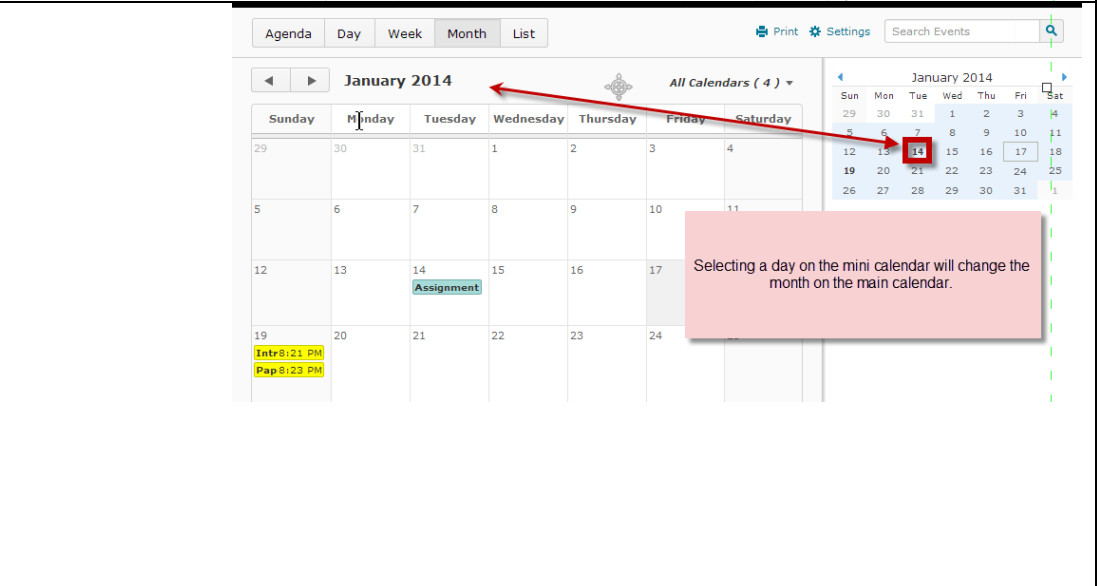
Use the navigation arrows above the main view or the arrows above the mini calendar to move from month to month



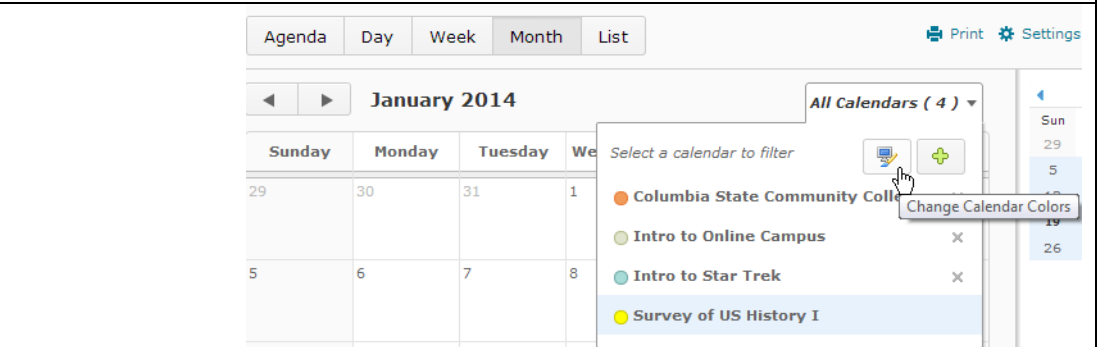
Select the view type: Agenda, Day, Week, Month, or List.



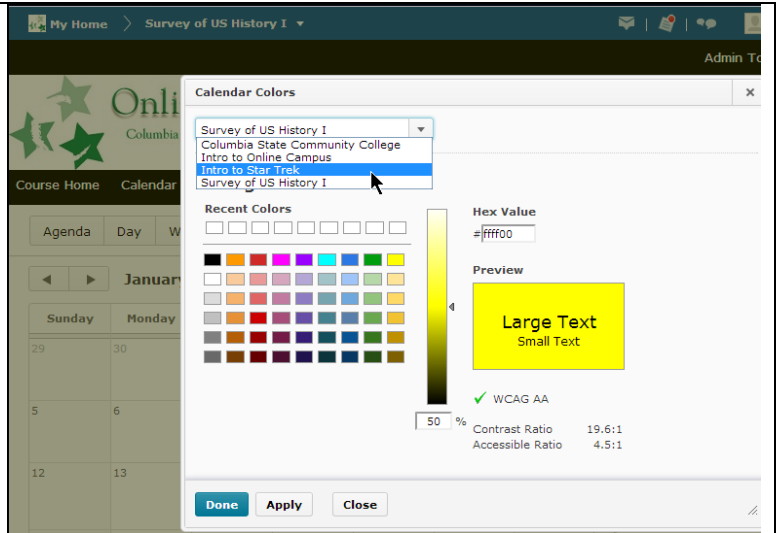
Use the mini calendar to change the month on the main calendar.



1. Click the Change Calendar Colors icon from the calendar menu area.
2. Select the course you want to change the color for from the drop-down list in Calendar Colors. Click the desired calendar color. Lighten or darken the color by moving the arrow on the side of the color bar up and down.



3. Click Done.



1. Select the display options and Event Range
2. Click Print
  - a. A window will open showing the items to be printed.
3. Click Save

