

## The Calendar Tool

The Calendar is a tool used to manage two event types. Personal events, which students will add and course events, which the instructor adds.

## Calendar and Events

Upcoming Calendar events are displayed in the Events widget on your course Home page (shown when you first access your course).

The screenshot shows a course page with a navigation bar at the top containing links for "Course Home", "Content", "Dropbox", "Discussions", "Calendar", "Email", and "Self Test". Below the navigation bar is a "How to Get Started" section with instructions. A red circle highlights the "Content" link in the navigation bar, and a red arrow points to it from the text below. Below this is a "Calendar Events" widget with a red border. The widget shows "Today" with "No events" and "Upcoming" with an event on "May 15, 2008" for "Assignment 2" at "9:00 AM". To the right of the widget is an "Instructor" section for "English 1010 Composition I" with "3 Credit Hours". A red box labeled "Calendar Events" has an arrow pointing to the widget.

## Accessing the Calendar Tool

To access the Calendar from the Course Home page click the button in the Calendar Events widget or click the Calendar link on the navigation bar.

The first screenshot shows the "Calendar Events" widget with a red box around the calendar icon and a red arrow pointing to it. The second screenshot shows the navigation bar with a red box around the "Calendar" link. The third screenshot shows the "How to Get Started" section with a red circle around the "Content" link in the navigation bar.

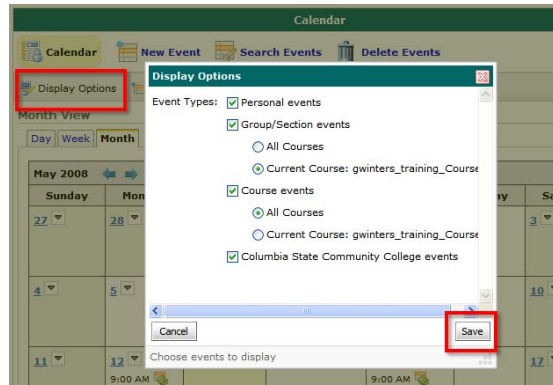
The main Calendar page displays

## Calendar Settings

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

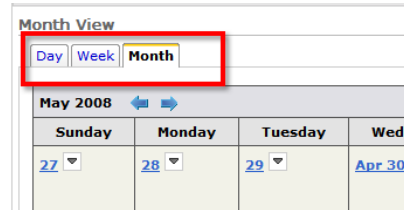
The screenshot shows the "Calendar Areas" sidebar on the left with "Calendar" and "Settings" highlighted. The main "Settings" page has a "Schedule Display Options" section with "Day View" and "Week View" options. The "Day View" section has two radio buttons: "Show 1 hour intervals for entire day" and "Show 1 hour intervals for specified time range only" (which is selected). Below this are "From" and "To" time selectors set to "8 AM" and "5 PM". The "Week View" section has two radio buttons: "Show 7 days week" (selected) and "Show only Monday through Friday". The "Schedule Access" section has three radio buttons: "Do not allow others to view my schedule" (selected), "Allow everyone to view my schedule", and "Only allow users in my courses to view my schedule". A red box with the text "Should always be set to 'Do not allow others to view my schedule'" has an arrow pointing to the selected option.

Display Options: Choose events to display. Select the desired options, then select Save.

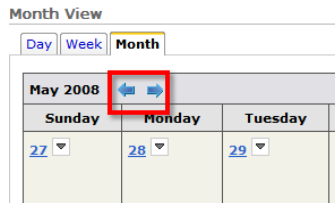


## Navigating in the Calendar

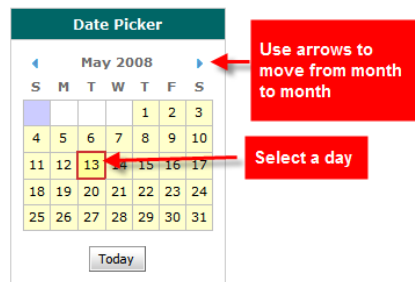
Select Day, Week, or Month view



Use the Arrow buttons to move from month to month.

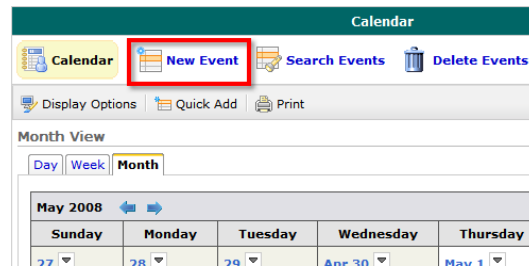


Click on a date or use the arrow buttons in the Date Picker area.

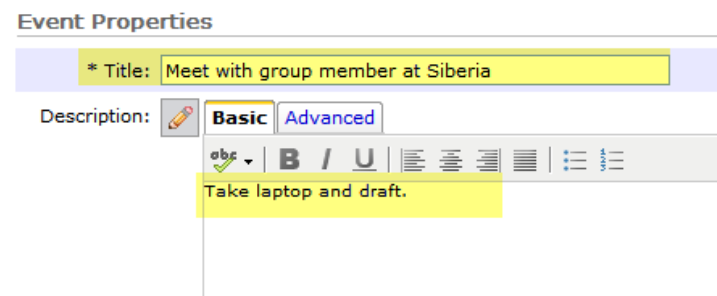


## Adding Personal Events

1. Click "New Event" on the calendar menu bar.



2. Add Data in the Event Properties dialogue box. \*The only item required is the title.



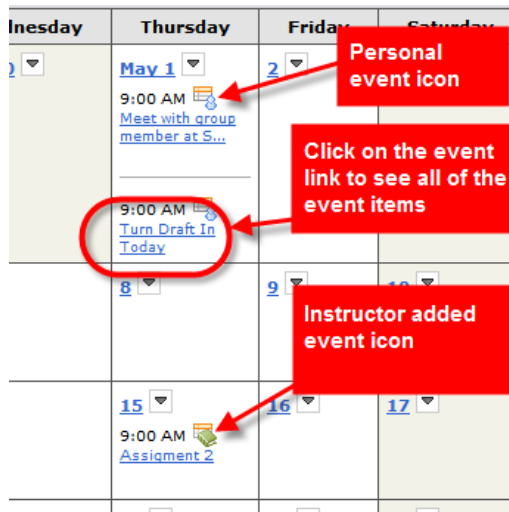
3. Click Save

## Calendar Icons

This icon indicates a personal event.

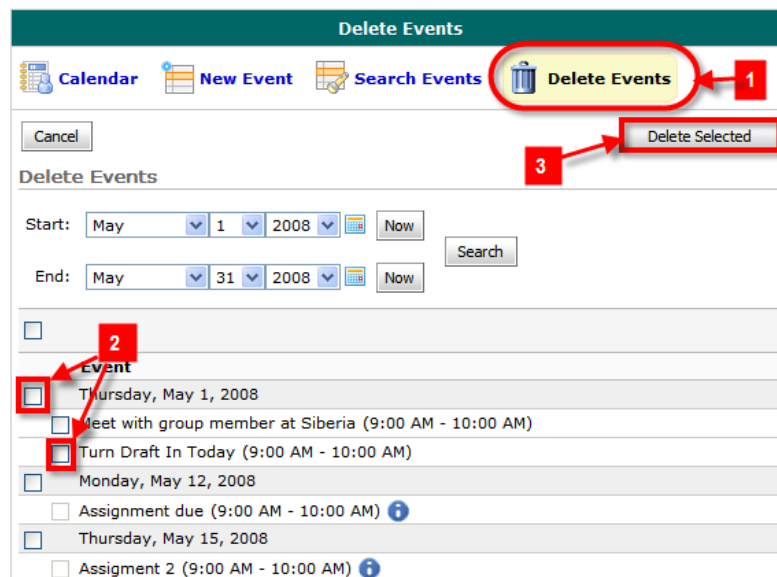
This icon indicates an instructor created event.

Click on the link to open the event



## Delete Events

1. Select Delete events from the calendar
2. Select the items to be deleted
3. Click "Delete Selected" and the calendar events will be removed.



## Printing your calendar

1. Select the dates / month to print
2. Click Print
3. A window will open showing the items to be printed.

