FOR STUDENTS:

What is CALENDAR?

The Calendar provides a central location to record course and institution related events.

- Accessing the Calendar
- Adding an Event
- Viewing Events
- Searching for an Event
- Deleting an Event

Accessing the Calendar Tool

1. From the Course Home page, use the widget at the left with the heading Calendar. The Calendar appears. The dropdown arrow must be facing down to view today’s events.

2. From the Calendar widget, click the solid arrow to go to a full size view of the complete calendar of events.
Adding an Event

The Calendar allows you to add public events along with details about them.

**Note:** You cannot create personal events in the Calendar, but you can create private tasks that have due dates associated with them using the Tasks widget to the right of the calendar.

1. Access the Calendar.
2. Click **Create Event**. The Create Event pane appears.
3. In the Title text box, type the desired event title.
4. In the Description text box, type a description for your event.
5. In the When section, click on the box to enter a date or time and use the drop-down menu that appears.
6. To have the event repeated at regular intervals, click Add Recurrence.
7. Enter the Recurrence information in the box that appears.
8. Make the desired selection and click Create.

Note: You cannot delete a single instance of a repeated event. The event either appears at the chosen interval every time, or all instances of the event are deleted.

Viewing Events

The Calendar allows you to view the details of scheduled events by the current day, week, or month. The default display is the Day view for the current date. Dates containing events are linked in the calendar.

1. Access the Calendar
2. From the Date Picker widget on the right, select a date.

3. To view the event within the context of its week or month, select Week or Month tab. The events for that week or month are displayed.

Hint: To view a different month, use the arrows on the Date Picker widget.

Searching for an Event

The Calendar allows you to search for upcoming events.

1. Access the Calendar.
2. Type the title of the event or a keyword in the Search Bar.
3. Click the Search Button.

The date and event information appear in the Schedule window.
Deleting an Event

If an event is cancelled, or you no longer need to attend, you can delete it from your Calendar.

*Note:* You can only delete events that you have created. You cannot delete events created by your instructor.

1. Access the Calendar.
2. Locate and click on the Event you wish to delete, then click **Delete**.

![Meeting with Instructor](image)

3. In the pop up box, click on the appropriate radio button, then click **Delete**.