

# Calendar

The Calendar tool allows instructors to manage course-related or personal events. Instructors can view dates posted for courses, such as project due dates, office hours, and exam information, or you can add personal events to track group meetings, milestones, and deadlines.

Instructors can choose to share personal events with other users, groups, sections or org units and view events that others have shared with you.

Course-related events are automatically shared with all users in the org unit (course) in which you create the event. Users can view course events that you post through the Calendar tool. Instructors can create course-related events in other tools and set them to appear in Calendar. This works with:

- Checklist
- Content
- Discussions
- Dropbox
- Grades
- Quizzes
- Surveys

## Access the Calendar tool

**There are two ways to access the Calendar tool:**

1. Click the Calendar link on the navigation bar.
2. Click the Opens the Calendar tool icon in the Calendar widget on a course homepage.

**From the main Calendar page instructors can:**

- See a single day, week, or a month at a time.
- Use the Day, Week, and Month tabs across the top of the page to change the calendar display. You can also click the date in the monthly and weekly view to switch to the day view.
- View the events for a specific day clicking a specific date on the Date Picker widget and also on the Calendar Grid.

## Add an event using Create Event

1. Access the calendar from: Calendar navbar link or Calendar widget.

2. Using the calendar menu, select the course you wish to create the event in.
3. Click Create Event in the calendar content area
4. Click Add Content on the Create Event page if you want to associate course content with the event.
5. Type a title for the event in the Title field.
6. If desired, add a description by clicking inside the Description field.
7. You can either open the event up to the entire course offering or select a specific group to see the event. You can also add other groups or sections to the event.
8. If desired, add a link in the Description or Location field.
9. Select a Start and End date/time for the event.
10. You can add Recurrences and Restrictions by clicking on the Recurrences or Restrictions buttons and entering the appropriate information.
11. Click on the Create button.

## Quick Create an Event

1. Access the calendar from: Calendar navbar link or Calendar widget.
2. Click on a course in the calendar menu to set it as the current calendar.
3. Be in the Calendar Day View and click on a specific time interval.
4. Enter a title and select the attendees.
5. Click Create

## Change Calendar Settings

From the Settings page, instructors can set personal display properties for a calendar and choose which users can view your calendar.

1. From the Calendar Area, click Settings.
2. Change the settings you want
3. Click on the Save button.

## Edit an event

1. In the day, week, or month view, select the event and then click Edit. In the Agenda view, click the drop-down menu beside the event name and select Edit Event. In List view, click the right-facing arrow, click the drop-down menu and select Edit Event.
2. Make the changes you want to the event's fields.
3. Click on the Save button.

## Print your calendar

1. On the Calendar page, select the day, week, or monthly view depending what you want to print.
2. Navigate to the day, week, or month you want to print
3. Click Print.
4. In the pop-up window, click Print again.

## Print an event

1. On the Calendar page, click the link for the event.
2. Click Print.
3. In the pop-up window, click Print again.

## Delete an event

- In Agenda view, click the drop-down menu by the event name and select Delete Event.
- In the Day, Week, and Month view, click the event and then click Delete.
- In the List view, click the event. Click the drop-down menu by the event name and select Delete Event.

## Search your calendar

1. Click on the Search Events field at the top of the calendar area. Type in the key words for your search and click on the Search button.
2. To narrow a search, you can choose to Filter By:
  - Assignments
  - Checklists
  - Discussions
  - Grades
  - Materials
  - Modules
  - Quizzes
  - Surveys

From the search results you can view events, edit or delete events depending on permissions and whether you created the event.