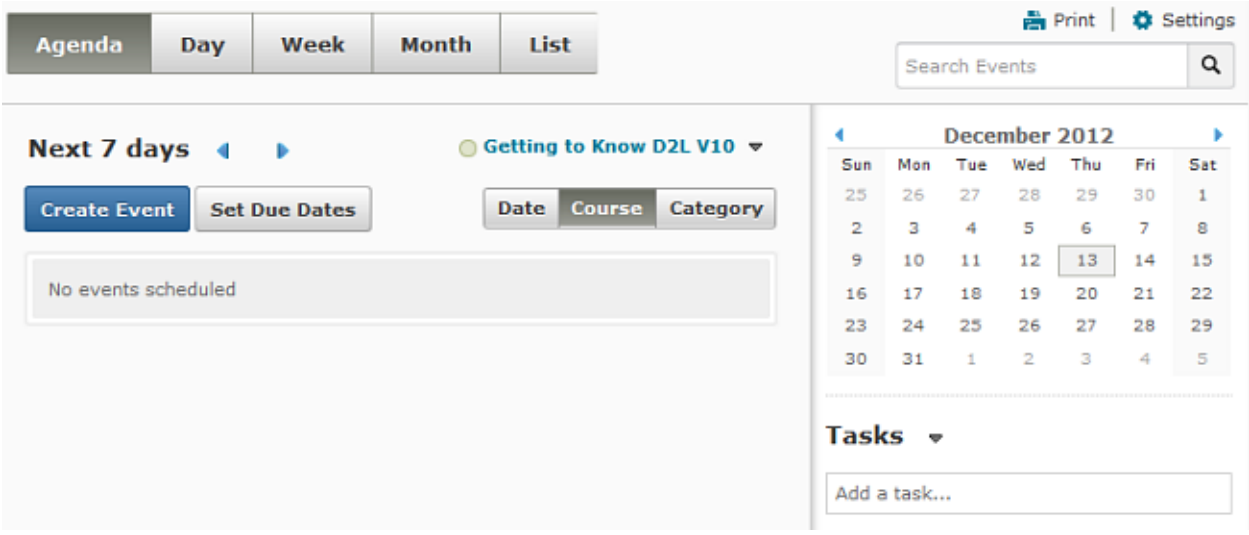
Using the Calendar

The Calendar acts as a course schedule providing a central location for an instructor to record course events. The Calendar and the Events widget are linked. Items on the Calendar appear in the Events widget and the Calendar can be accessed through the Events widget if the widget is displayed.

Accessing the Calendar

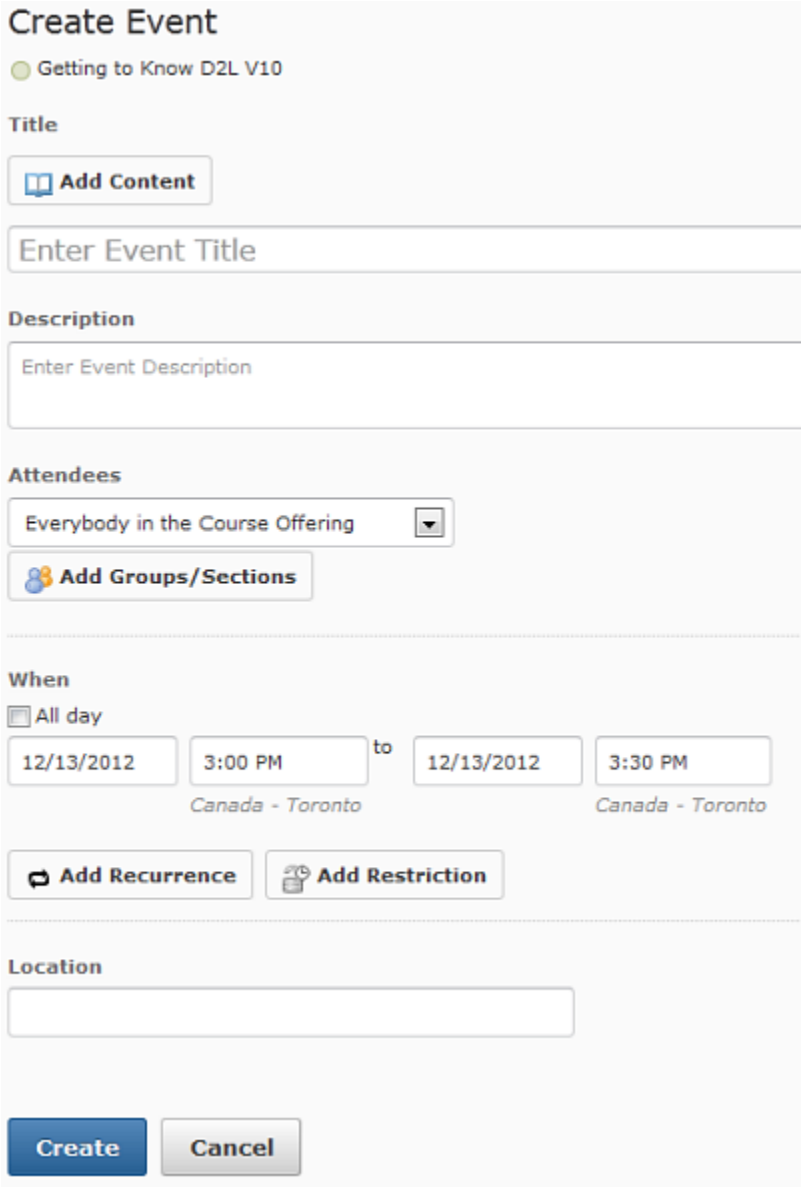
From the Course Home page, on the Navigation bar, click on the **Go to Calendar** icon located in the drop-down menu beside the Calendar. The Calendar appears.



Adding an Event

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

1. Access the Calendar.
2. Click on the **Create Event** button. 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. To include a link with your event, in the description or custom location field.
5. Instructors can restrict the event to certain groups or sections by selecting certain groups or sections from the **Attendees** pull-down menu and clicking **Add Groups/Sections**.
6. To specify the event date in the Date and Time section use the Start and End drop-down menus.
7. Add a recurrence by selecting the **Add Recurrence** button and choosing how often the event should repeat.
8. To have the event display on the instructor's Calendar, click **Add Restriction** and select to have the event hidden.

Instructors can also set restrictions to keep the event hidden until a certain time by selecting the appropriate restriction and filling out the subsequent information.

9. Click on the **Create** button. The event is added.

Viewing Events

The Calendar allows you to view the details of Calendar events by the current day, week, month, agenda, or list view. The default display is the Agenda view for the next seven days. Dates containing events are linked in the calendar.

1. From the Course Home page click on the **Calendar** drop-down menu and select **Go to Calendar**. The Calendar appears.
2. From the Date Picker widget select a date
3. To view the event within the context of its week or month, select the Week or Month tab. The events for that week or month are displayed respectively.

Searching for an Event

The Calendar allows you to search for upcoming events.

1. From the Course Home page click on the **Calendar** drop-down menu and select **Go to Calendar**. The Calendar appears.
2. Click on the **Search Events** field and type the title of the event or a keyword.
3. Click on the **Search** button. The date and event information appear in the Calendar window.

Deleting an Event

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

1. From the Course Home page click on the **Calendar** drop-down menu and select **Go to Calendar**. The Calendar appears.
2. Click on the **Delete Event** button from the context menu of the desired event.
3. A confirmation dialog box appears. Click **Yes**, the event is deleted.