

Calendar

Instructors can use the calendar to post important course related events, such as assignment due dates, exams, or virtual classroom meetings. The dates and events that appear on the Course Calendar are visible to all students registered in the course. Users may also post events to their own personal calendar, which only they can view.

- You have the option of viewing only personal events, only course events, or all course events.
- Instructors may upload an entire semester's calendar by importing events.
- View Printable provides an attractive, printable view of the calendar.

Adding a Course Event

Course Events can be viewed by all class participants. Personal events may be viewed by only the individual creating the event.

1. From the Homepage click the Events button in the Events widget OR select Calendar from the Navigation Bar.
2. Click the Add Event link. The Add New Event page displays.
3. Add the Title for the event.
4. Choose the date for the event. The show more options link near the bottom right of the page will display the options to set an ending date and/or the time.
5. Type in a link if there is a corresponding website link for your event.
6. Choose Personal to create the event on your calendar only or select the course offering name to add the event to all course participants' calendars.
7. Add a description in the text box. Click the html editor icon to create quicklinks, images, or text formatting.
8. Click save.