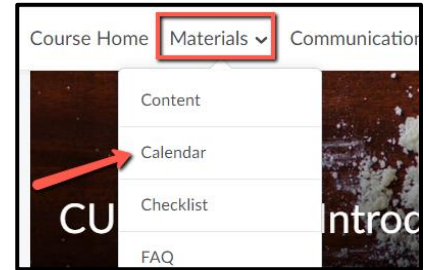




The Calendar Tool on D2L

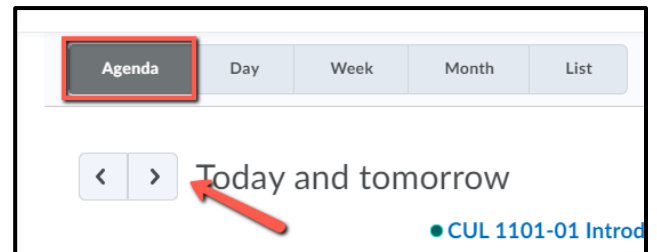
You can navigate to the Calendar Tool in the course navbar.
Go to **Materials** and then to **Calendar**.



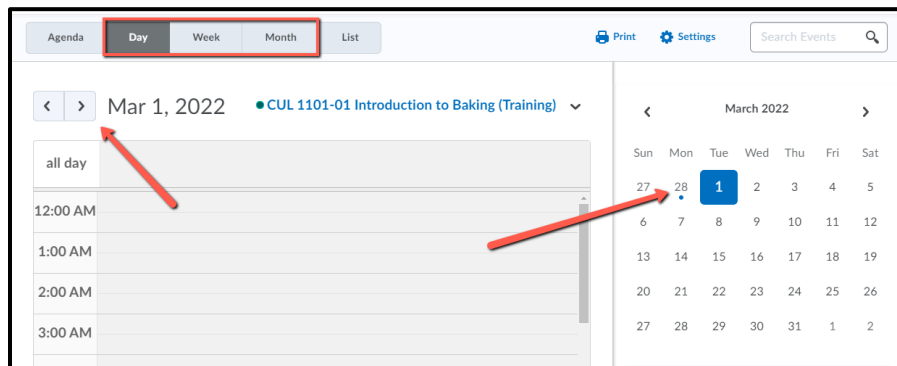
Navigating within the Calendar Tool:

- 1) At the top of the Calendar page, you will see a variety of viewing options:
 - a) **Agenda** - Group your course events by **Date**, **Course**, or **Category** - events display in chronological order, and all-day events display at the top of each grouped listing.

- i) The **arrows** at the top of the content section in the Agenda view allow you to switch between view – content due Today and Tomorrow, the Next 7 Days, or the Next 14 Days.



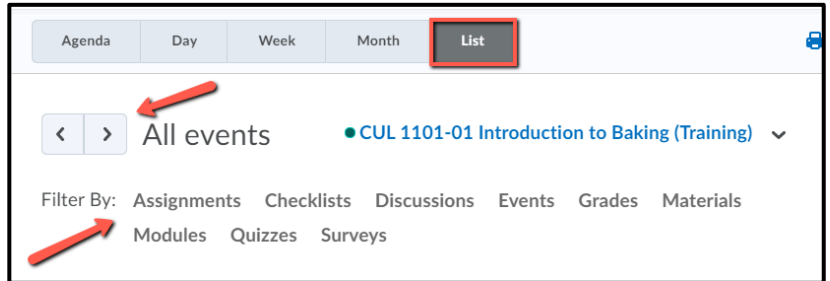
- b) **The Day, Week, and Month Options** – Group your events in daily, weekly, or monthly increments.
 - i) The **arrows** at the top of the content section in the Day/Week/Month view will allow you to click through from day to day. Use the **Today** button to navigate back to today's date.
 - ii) To navigate more quickly, you can also click on the dates in the **mini calendar** to navigate to a specific day, week, or month.



- c) **List** – Filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.

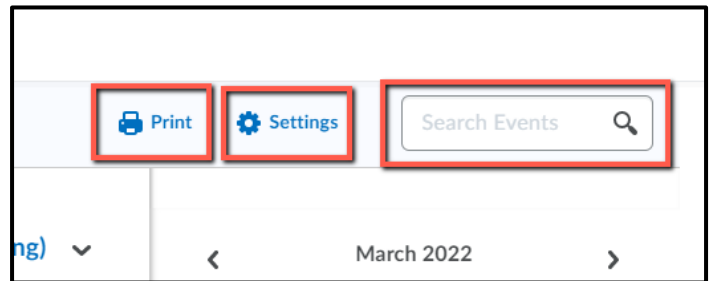


- i) The **arrows** at the top of the content section in the List view allow you to toggle between viewing Past Events and All Events.
- ii) Under **Filter By:** select the name of the grouping that you would like to filter by.



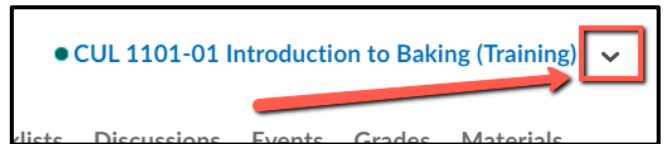
2) Additionally, at the top of the Calendar page, there are a number of additional options:

- a) **Print** – Here, you can choose to print all events, or only events within a certain date range.
- b) **Settings** – In this area you can set Core Hours, enable Calendar Feeds, and change various task options.
- c) The **Search Events** Bar – Use this tool to search for specific tasks.



Navigating Course Calendars:

1) The course list dropdown menu in the Calendar function will allow you to filter by course.



- a) You can add course calendars:
 - i) Select the **dropdown arrow** next to the course name.
 - ii) Click the **plus sign** in the upper right-hand corner.
 - iii) Select your desired courses, then click **add**.



- b) You can remove course calendars by:
 - i) Select the **dropdown arrow** next to the course name.
 - ii) Find the course you would like to remove, then click the **X** icon to the right of the course title.



- c) You can change calendar colors by:
 - i) Select the **dropdown arrow** next to the course name.
 - ii) Select the **paintbrush icon**.
 - iii) Use the dropdown menu to select your desired course, and select your desired color.
 - iv) Click **Apply**, and **Done**.





Creating Tasks: Tasks are separate from Calendar events – they will not show up on your D2L calendar. However, they are a good way to make and keep a to-do list for yourself.

- 1) Under the mini calendar, there is a Task section. You can add a task by typing in the task name in the **Add a Task...** blank, then hitting the **enter** key on your keyboard.
- 2) Add a due date and details to your task by clicking the arrow to the right of the task name. Click the save icon once you are finished to save your edits.
- 3) To mark a task “complete,” click on the checkbox to the left of the task title.
- 4) To view previously completed tasks, click the **View Completed Tasks** link below the Add a Task box

