

Calendar

The Calendar tool allows you to arrange and visualize your course events in multiple views and enables integration of course content with your Calendar. In addition, you can use **iCal*** to synchronize the D2L Calendar tool to your personal calendars (such as Outlook and Google Calendar, as well as iPhone, Android, and Blackberry).

There are two different types of events in the Calendar tool:

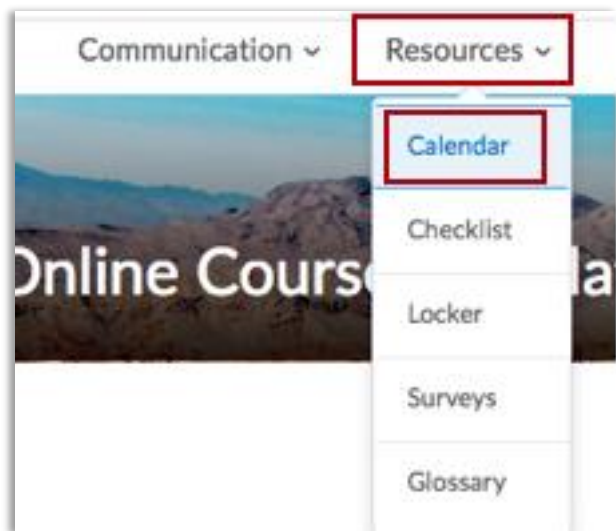
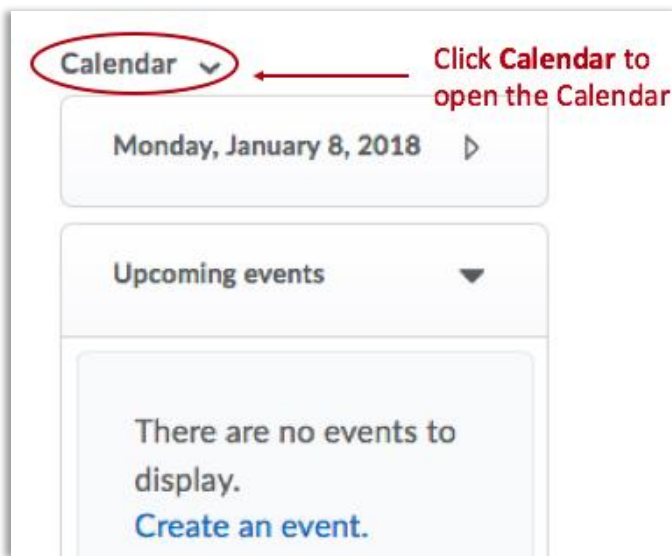
- Availability events - indicate availability and due dates of course objects – modules, assignments, quizzes, etc. - in the Calendar tool. You can set due dates for course objects, edit, and delete availability events directly from the Calendar tool.
- General (Content) events - events you create directly within the Calendar tool. You can create multiple events for the same course object, and include details of presenters, location, and seating chart for the event.

(*iCal is an internet standard for creating and sharing electronic calendaring, scheduling, and task information across different computers and devices.)

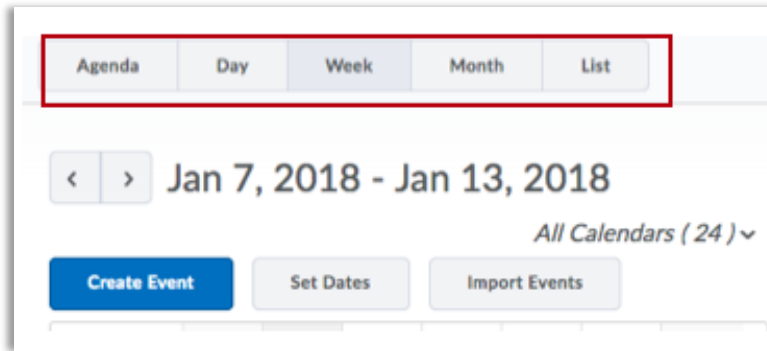
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Accessing Calendar

1. Log into D2L and enter your course.
2. In the Calendar widget on your course homepage, click the word **Calendar** to open the Calendar.
OR, navigate to the calendar using the Resources tab on the Nav bar.

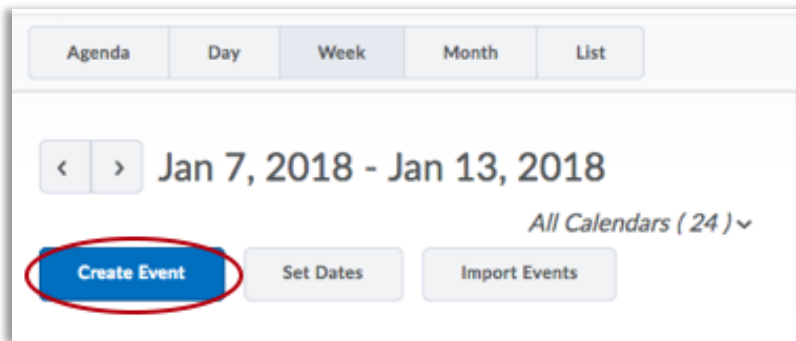


3. You can view the calendar by agenda, day, week, month, or list.

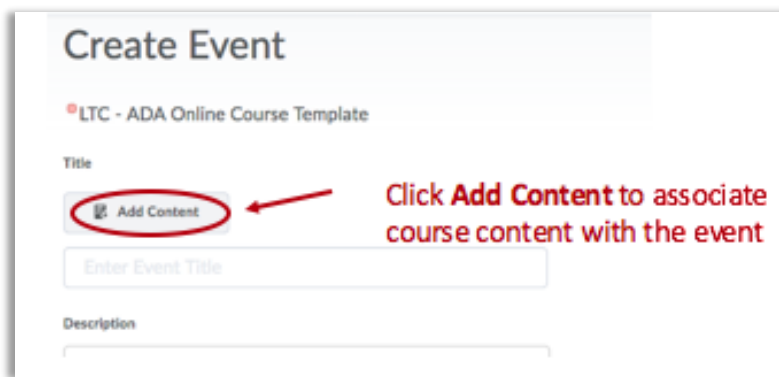


Creating Events

1. On the Calendar page, click on the “**Create Event**” button in the toolbar at the top.



2. Enter a **title** for your event and an optional description. Then set the **start** and **end dates** and **times** for the event. Once the desired information has been entered click the **Create** button at the bottom of the form.

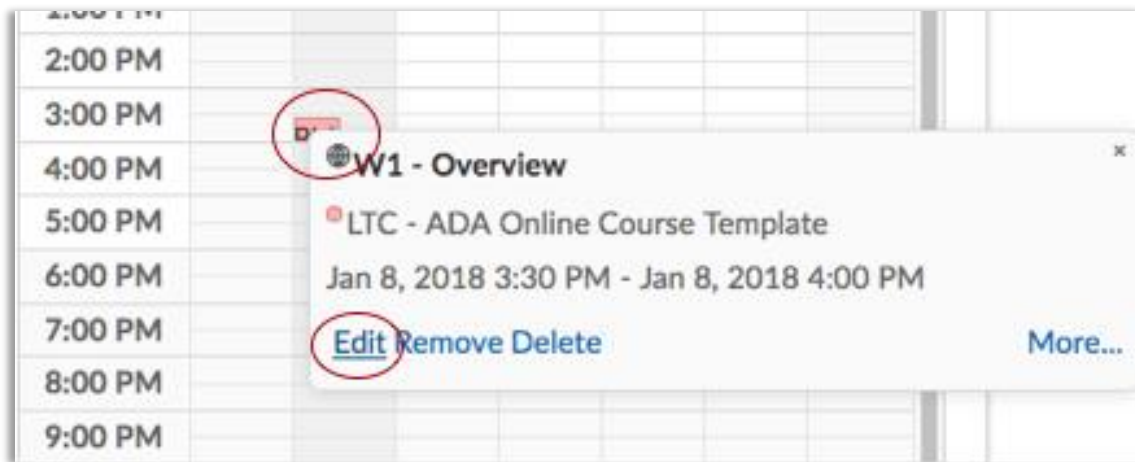


Optional: Select attendees or groups if applicable. Enter information about recurrence and restrictions. Enter any useful URLs in the description or custom location field. They will appear as clickable links in the event details view.

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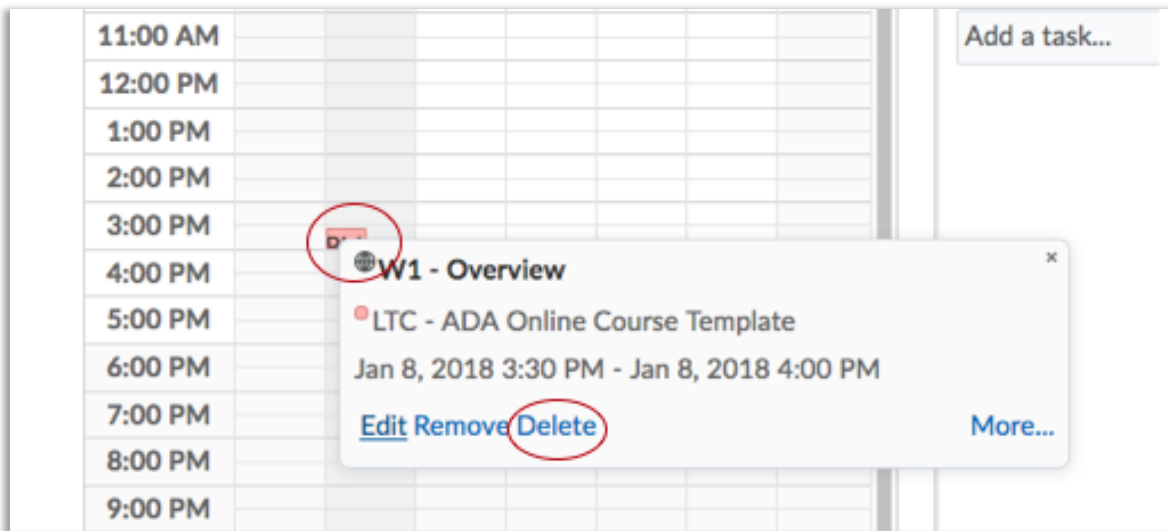
Editing Events

- Navigate to the event you want to edit and click on the **event**. A dialog box will appear. Select **Edit**.
- Make any necessary changes to the event's fields, then click **Save**.



Deleting Events

1. Navigate to the event you want to delete and click on the **event**. A dialog box will appear. Select **Delete**.

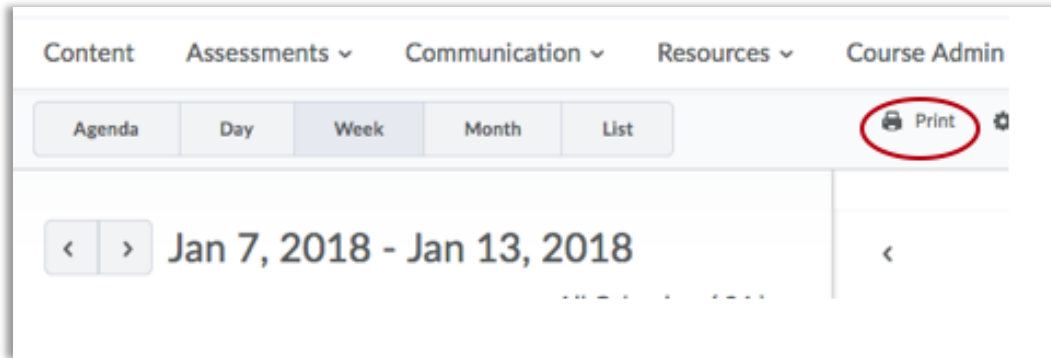


2. When prompted, either select **Yes** to confirm the delete or select **No** to cancel the delete.

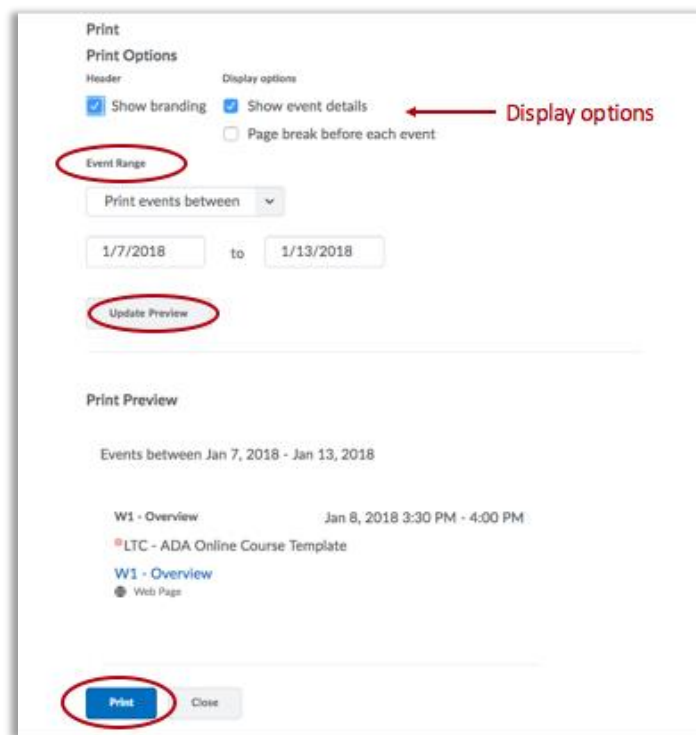
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Printing your Calendar

1. On the Calendar page, click the **Print** button in the toolbar at the top.



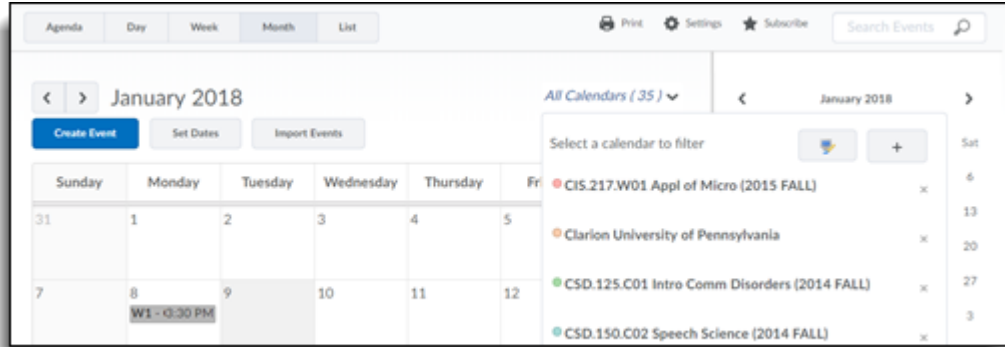
2. Change any display and event range options as desired; click update preview.
3. Click Print.



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Features

All Calendars – displays all course events on one calendar. Events are color coded within the calendar according to the color beside the course calendar in the “All Calendars” list. To filter events by course, click the “All Calendars” drop down and select a course to view only events associated with that specific course.

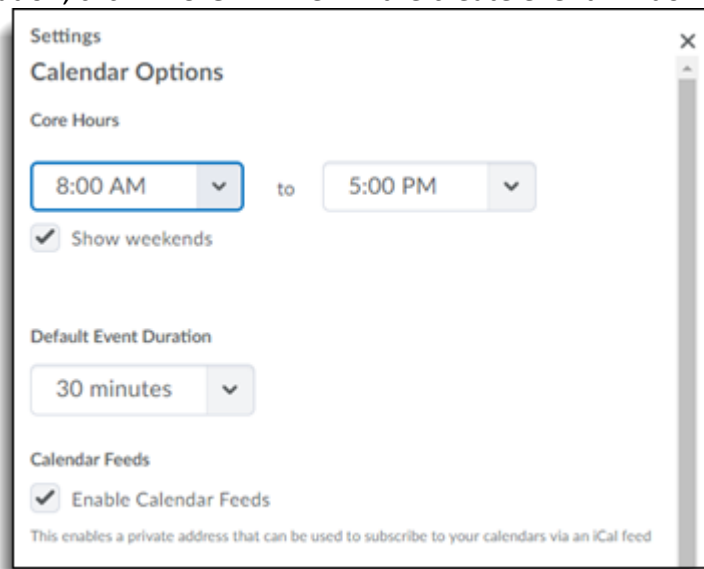


Settings

From the Calendar page, click on the Settings link in the upper right portion of the page to access the Calendar Options.

Change the Core Hours or the Default Event Duration, and enable or disable Calendar Feeds.

- Core Hours** - It is more important to set core hours if you are viewing your calendar on a smaller resolution screen. Core hours determine the minimum height of the day and week view, and the shaded areas of the calendar.
- Default Event Duration** – Setting a default event duration can save a step when creating course events. When creating a new event, the event duration will be automatically set for the minutes entered here.... To change the duration, click “more...” when in the create event window.



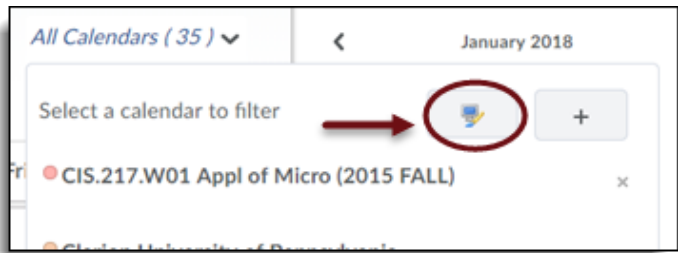
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Remove a Calendar from Your Display - Click the context menu (the down arrow) next to the “All Calendars” title (or course calendar) then click the “x” next to the Calendar you wish to remove from view. To add it back, click the “plus” icon and either choose it from the list, or, search for it by course name.

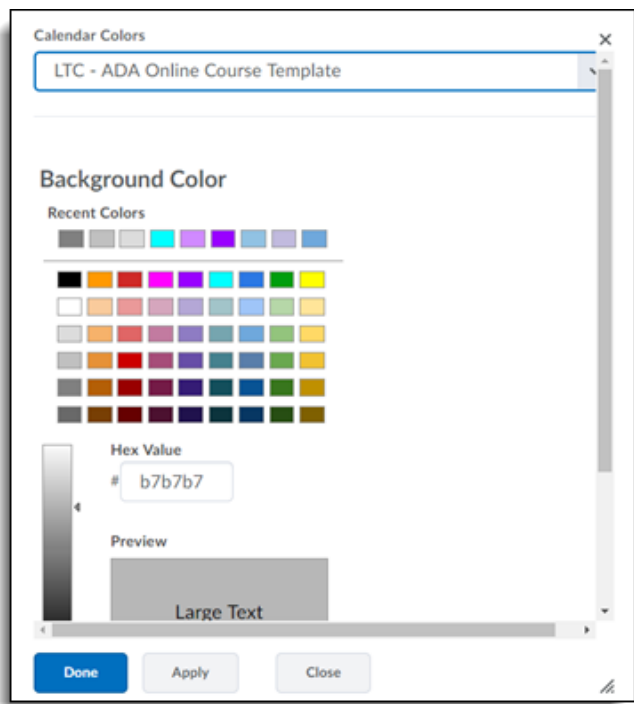


Change Calendar Colors – sets the color of events added to the calendar.

1. Click the context menu (down arrow) next to the Current Calendars name
2. Select the computer icon



3. Click the desired background color. Lighten or darken the color by moving the arrow on the side of the color bar up and down or enter a hexadecimal value code (find a hex value color chart on the Web which will provide many more color options). Click Done.



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Using iCal

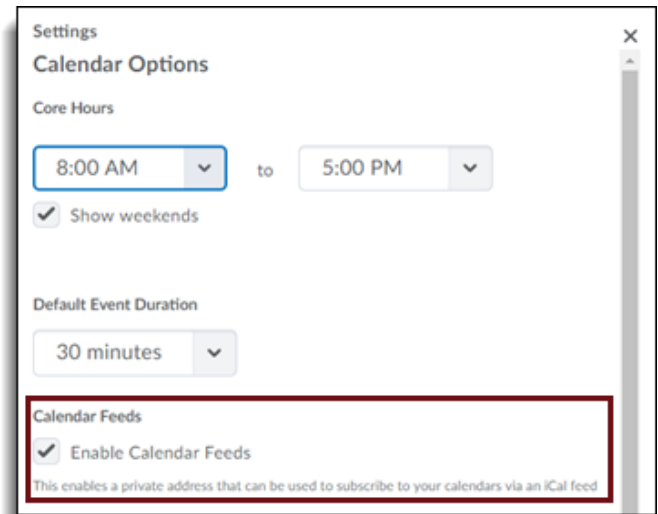
If you are interested in using iCal to keep track of your course calendars, this section will outline the steps necessary to set up and use iCal effectively.

Enable iCal feeds

1. Click Settings in the calendar views area.
2. Click the checkbox by Enable Calendar Feeds

Exporting an iCal file

Exporting iCal files allows you to export your calendar events as static events into external calendar tools such as Google Calendar® or Microsoft Outlook®. Your external calendar will not reflect changes to your Learning Suite calendar.



☐ Export all Calendars

1. Click Subscribe in the calendar views area.
2. Click the link, which downloads the iCal file to your desktop and imports it into your default calendar application.

☐ Export one Calendar

1. Click the context menu for the course name in the calendar management area, and select Subscribe.
2. Click the link, which downloads the iCal file to your desktop and imports it into your default calendar application.

Import Events from an External iCal File

1. Click the context menu for the course name in the calendar management area.
2. Select Import Events.
3. Click Browse on the Import Events page to search for the iCal file containing your events.
4. Click Open, and Import

Note: Refer to your device or application instructions for adding an iCal feed, as each application can have a different method for managing iCal feeds.

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