

## About Calendar

Use the Calendar tool to arrange and visualize your course events in multiple views and enable integration of course content and your Calendar.

You can use iCal to synchronize the 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:

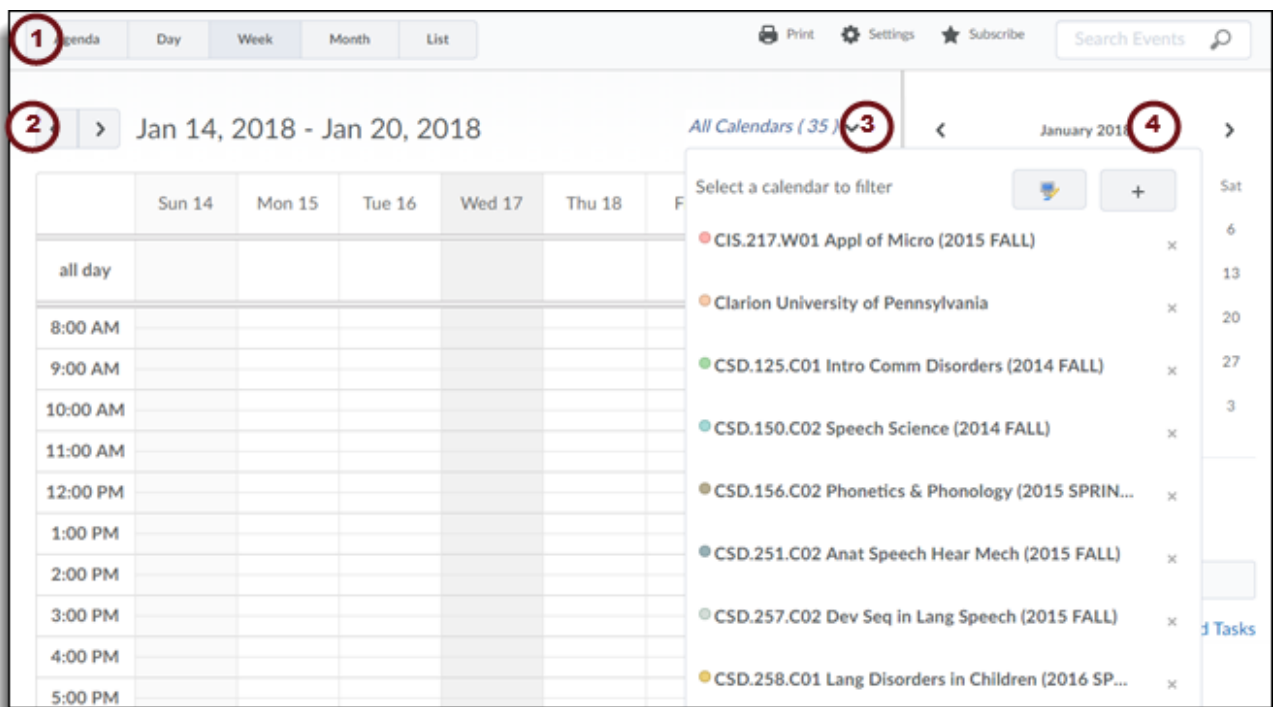
### 1. Availability events

- Availability events indicate the availability and due dates of course objects in the Calendar tool, but do not have to be created using the Calendar tool. Once you are enrolled in a course, all objects for that course that you enable to display in the calendar will be visible. You can set due dates for course objects, edit, and delete availability events directly from the Calendar tool.

### 2. General (Content) events

- These are events you create within the Calendar tool.

## Interface Overview



1. Use the calendar views area to toggle between different display layouts for events in the calendar content area. Use the Agenda view to 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. Use the Day, Week, and Month views to group your events in daily, weekly, or monthly increments. Use the List view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys. Finally, you can **Print**, adjust your calendar **Settings**, or **Browse** through your calendars.

2. Inside the calendar content area, you can browse through your calendar.
3. Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.
4. Use the mini calendar to navigate quickly to a specific day, week, or month. To view a specific day in detail, click the Day calendar view, then click on the day you wish to view in detail in the mini calendar. Your calendar content will load to the day selected in the mini calendar. To view a specific week in detail, click the Week calendar view, then click on any day in the week you wish to view in detail in the mini calendar. To view a specific month in detail, click the Month calendar view, then click on any day in that month you wish to view in detail in the mini calendar. To browse through the mini calendar's months, click the ◀ Show [Previous Month] and ▶ Show [Next Month] icons.

## Access the Calendar tool

Do one of the following:

1. Click Resources and select Calendar under the drop-down menu.
2. Click Calendar from the widget your instructor has placed in your course.

The screenshot displays the CLARION UNIVERSITY course interface for 'LTC - ADA Online Course Template'. At the top, the navigation bar includes 'Content', 'Assessments', 'Communication', 'Resources', 'Course Admin', 'D2L Help', and 'University Resources'. The 'Resources' menu is open, showing options: 'Calendar', 'Checklist', 'Locker', 'Surveys', and 'Glossary'. A red circle highlights the 'Calendar' option in the menu, with a red arrow pointing to it from the right. Below the navigation bar is a banner image with the text 'LTC - ADA Online Course Template'. Underneath the banner, there are 'Announcements' and 'Updates' sections. In the 'Announcements' section, a 'Welcome!' message is posted. In the 'Updates' section, it states 'There are no current updates for LTC - ADA Online Course Template'. At the bottom right, there is a 'Calendar' widget with a dropdown arrow. A red circle highlights the 'Calendar' dropdown, with a red arrow pointing to it from the left. The widget shows 'Wednesday, January 17, 2018' and 'Upcoming events'.