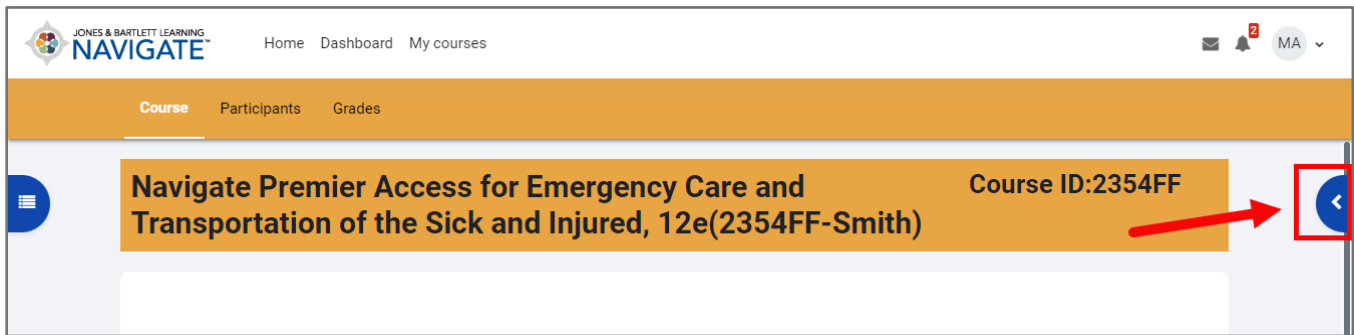


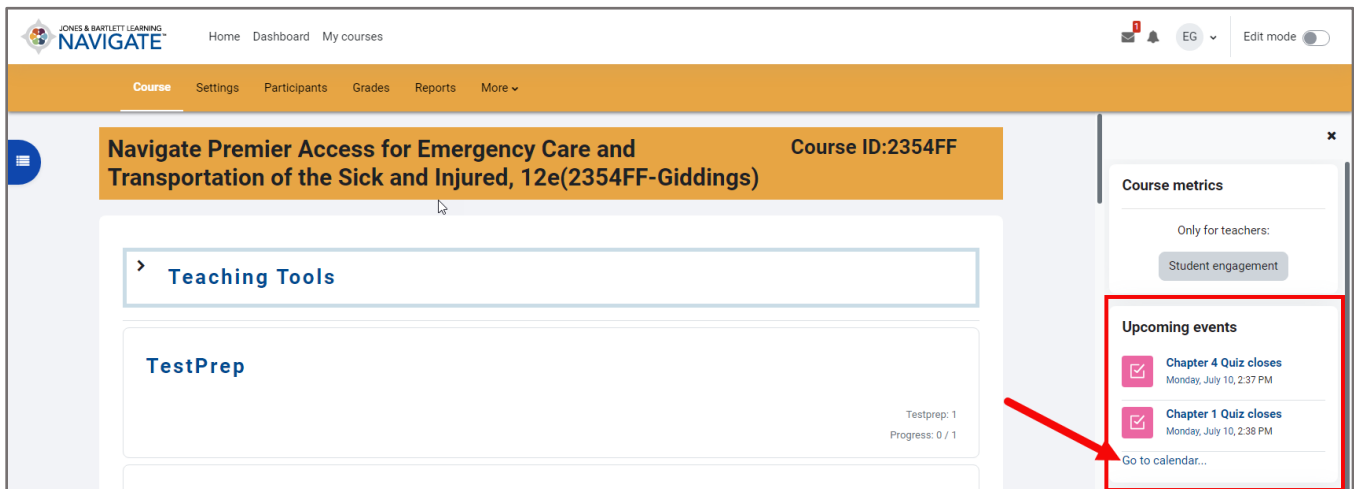
## How to Use the Course Calendar

*This document contains instructions on how to use your course Calendar to create, track, and manage course events, reminders, and assignments.*

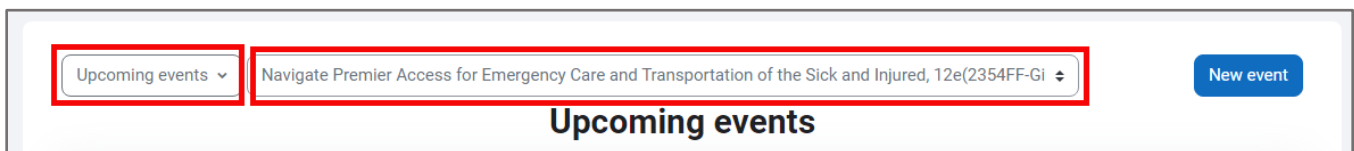
1. On the course homepage, open the **Block Drawer** on the right side of the page (if it's not already open).



2. After opening the block drawer, find the **Upcoming Events** block and select **Go to calendar**.

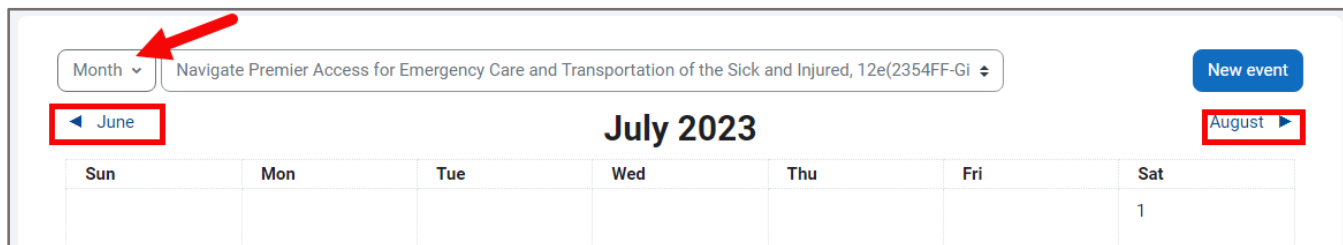


3. From the course calendar page, you can select the view from the view dropdown, as well as switch to a different course calendar if you are enrolled in multiple courses

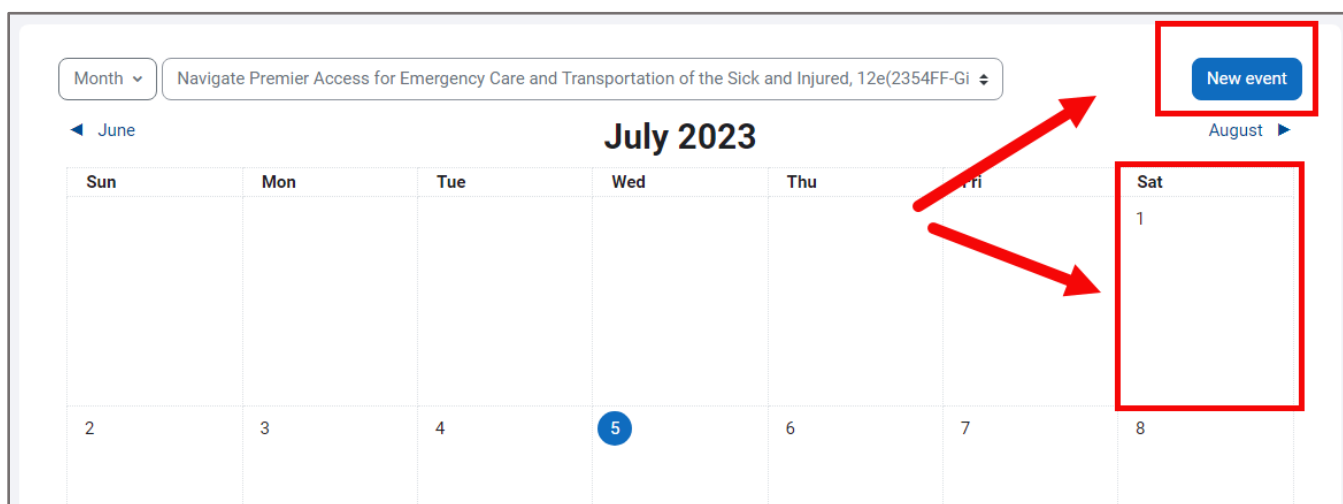


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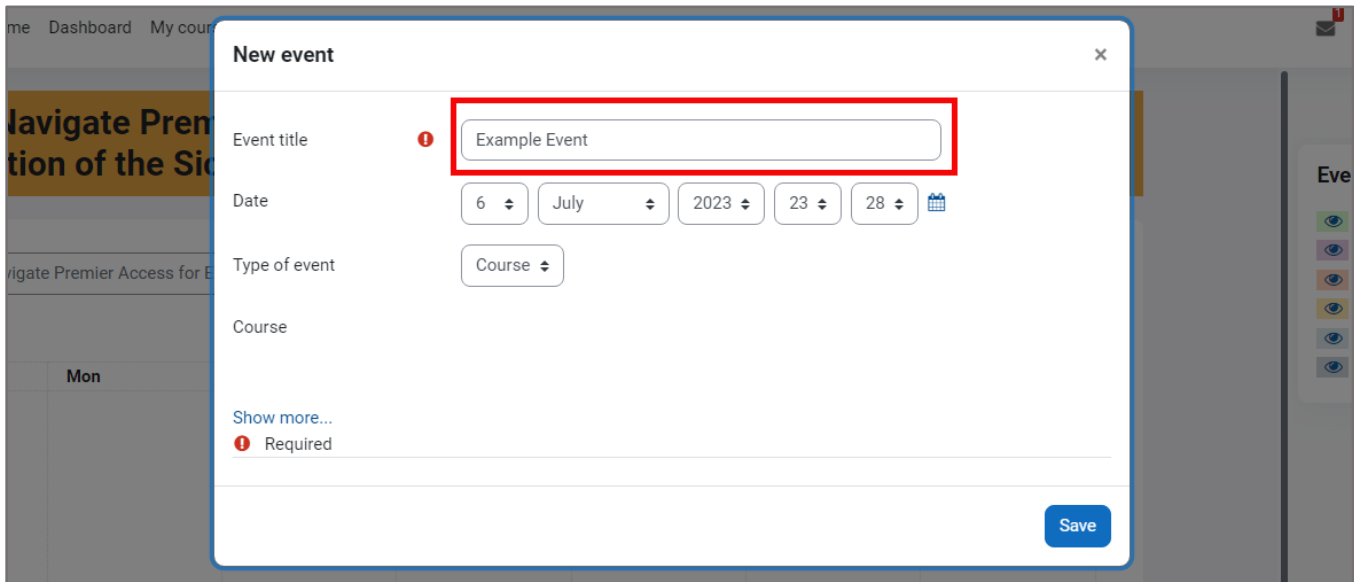
4. From the Month view, you will see an entire month at once and can use the **arrows** in the upper left or right of the Calendar page to switch between months.



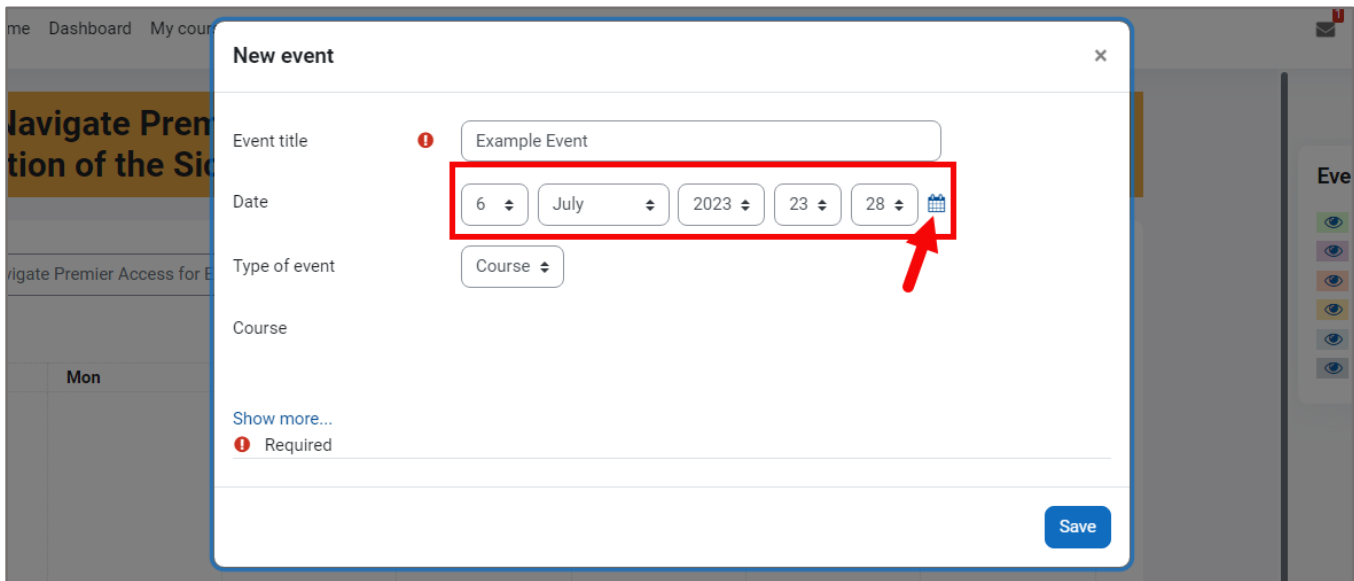
5. To add a custom course event, click the **New Event button** or simply click on any day. A **New event** popup opens, providing you with informational fields to complete for this event.



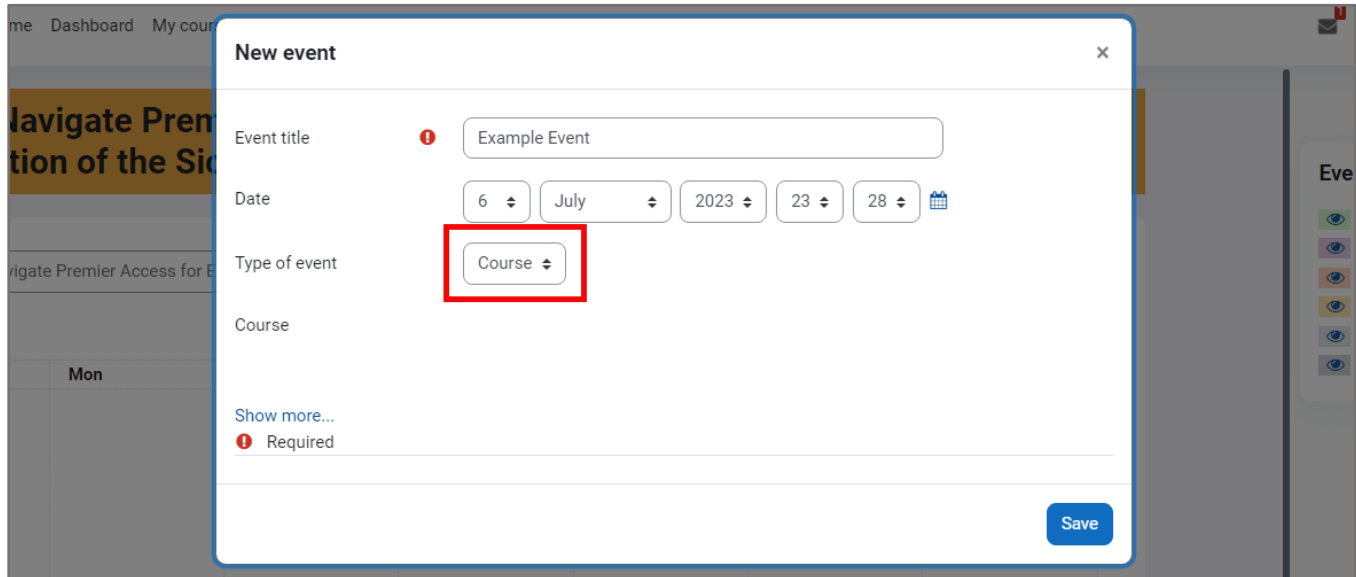
6. Begin by entering a name in the **Event title** field.



7. Then use the **Date** options or calendar icon to its right to adjust the date and time for the event as needed.

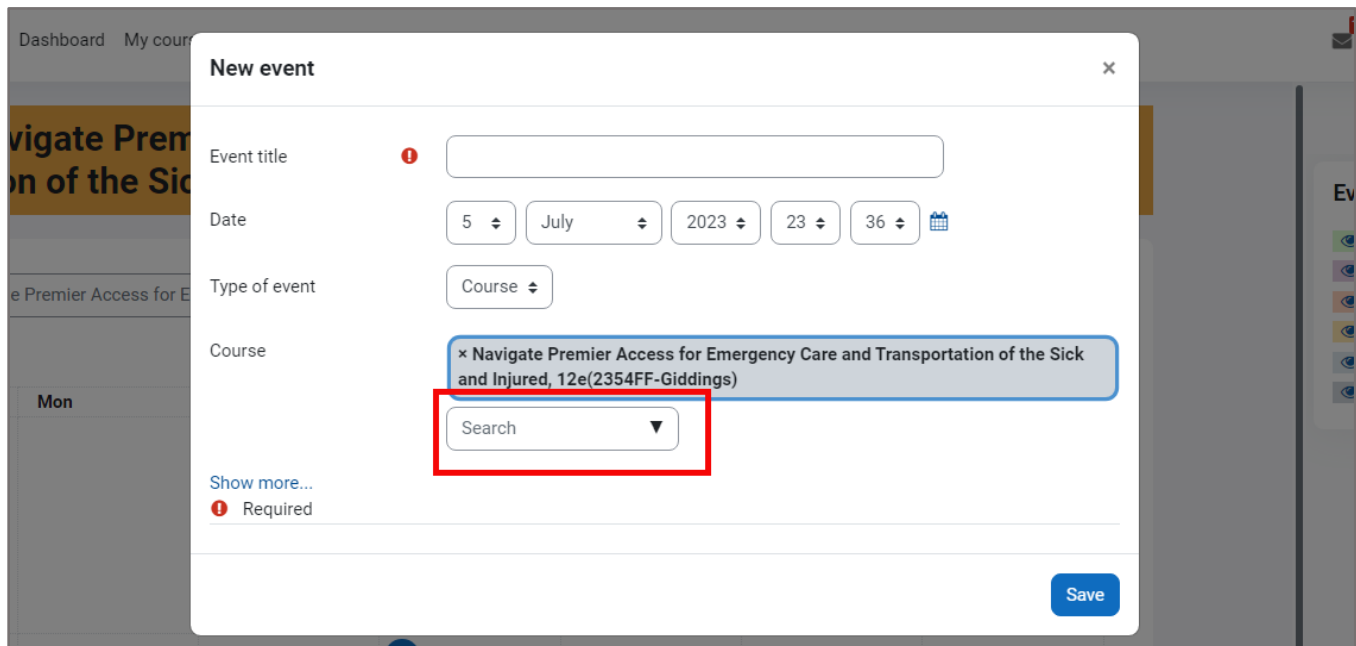


8. Use the **Type of event** dropdown menu to determine who the event will apply or be visible to. A **User** event will function as a self-reminder and only be visible to you, whereas **Course** events will be shared with all enrolled users.



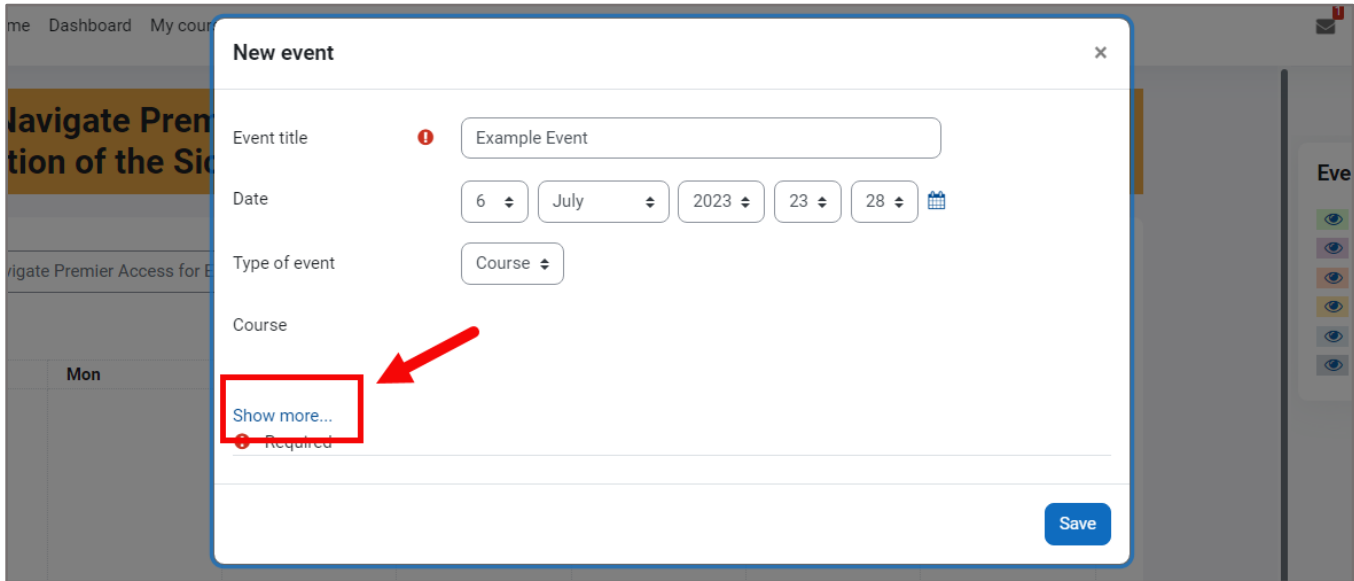
The screenshot shows a 'New event' modal form. The 'Event title' field contains 'Example Event'. The 'Date' is set to July 23, 2023. The 'Type of event' dropdown menu is highlighted with a red box and shows 'Course' selected. Below the dropdown, there is a 'Course' field and a 'Show more...' link. A red warning icon and the text 'Required' are visible at the bottom left. A blue 'Save' button is at the bottom right.

9. When creating a **Course** event, you must use the resulting **Course** dropdown menu to confirm the course in which to create it. Please note, you may also create events that are specific to subsets within your cohort if you have created course Groups.



The screenshot shows the 'New event' modal form with the 'Type of event' dropdown set to 'Course'. The 'Course' dropdown menu is open, showing a search bar and a list of course options. The first option is highlighted with a blue box: '× Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)'. The search bar below it is highlighted with a red box. A red warning icon and the text 'Required' are visible at the bottom left. A blue 'Save' button is at the bottom right.

10. To specify more options, such as entering event details and setting its duration, click the **Show more** link and make the needed adjustments.

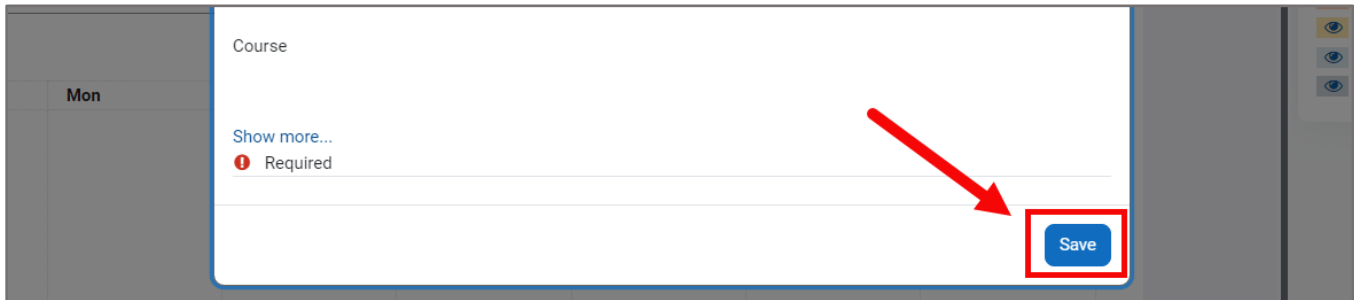


The screenshot shows a 'New event' modal window. The form includes the following fields:

- Event title: Example Event
- Date: 6 July 2023 23:28
- Type of event: Course
- Course: (empty)

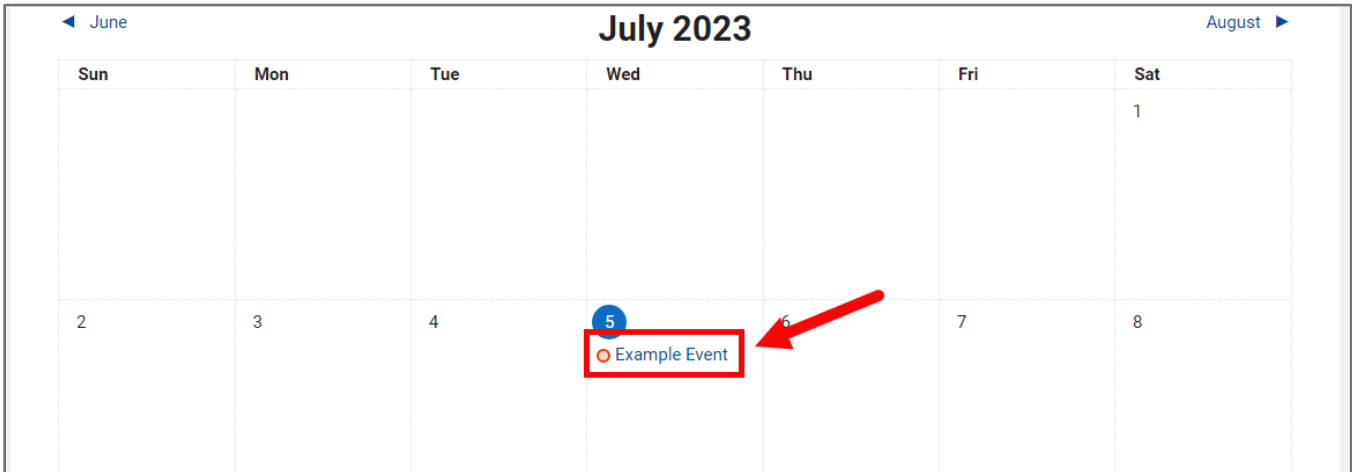
A red box highlights the 'Show more...' link, with a red arrow pointing to it. A 'Save' button is located at the bottom right of the modal.

11. When you are finished, click the **Save** button.

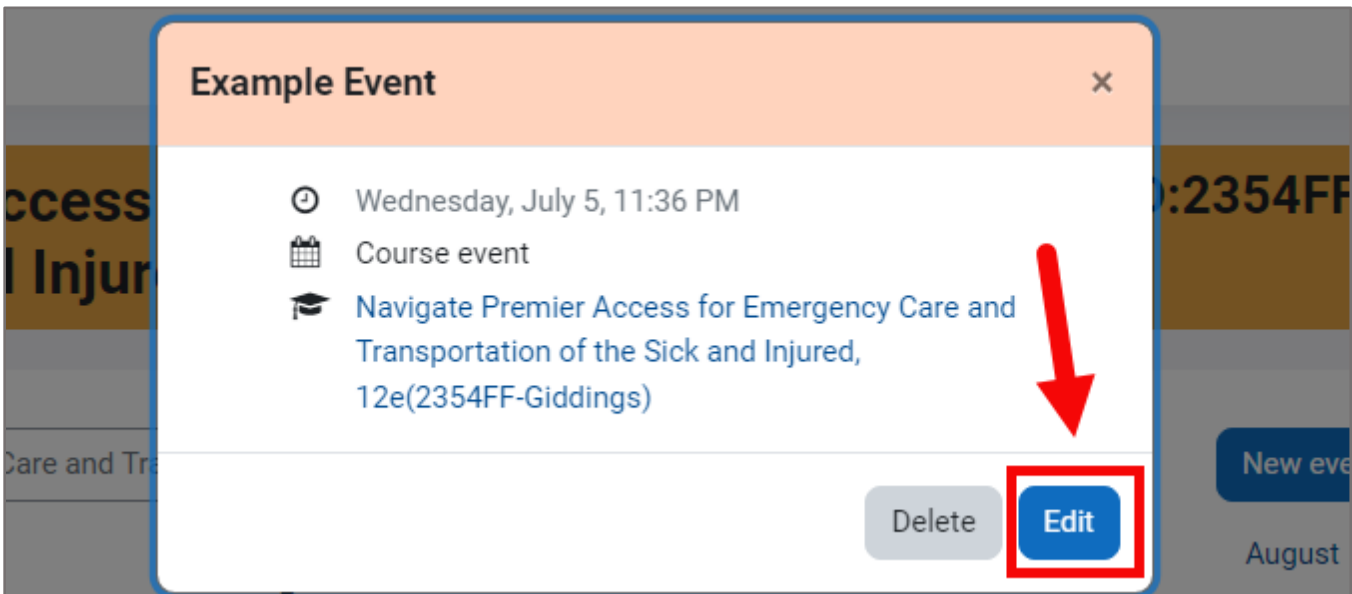


This screenshot shows the same 'New event' modal window, but with the 'Show more...' link and the 'Required' label below it highlighted by a red box. A red arrow points to the 'Save' button, which is also highlighted by a red box.

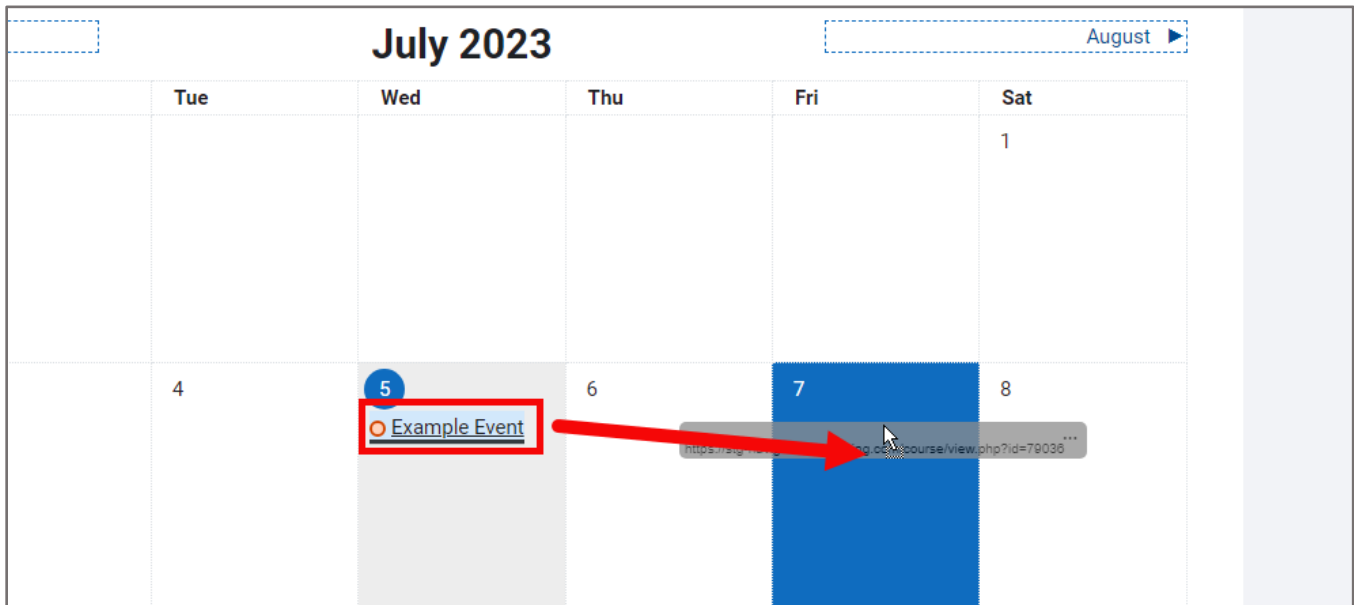
12. To view the details of your custom event and make any changes to it, click on the event as shown in the Calendar.



13. Then click the **Edit button** to begin making your changes and click **Save** when finished.



14. To easily reschedule any event to a different date, click and drag the event to its new date.



15. Any time restrictions or deadlines applied to quizzes, assignments, or other course activities will automatically populate the respective items within your course calendar. Once populated, you may then conveniently drag and drop the activities as needed to make any date changes on the fly. Please note, drag and drop changes will only affect the activity's date and not time. Also note, while students' calendars will reflect your date changes, they will not receive a notification of the changes.

16. To export the calendar details to your personal Google, Outlook, or other calendar application, click the **Import or export Calendar** button at the bottom of the calendar page. Specify which events to export and the desired time period, then click the **Export** button. The exported calendar file is saved to your Downloads folder.



17. When you're finished working in your calendar, click **My courses** from the top navigation bar, and select your course.

The screenshot shows the top navigation bar of the JBL Navigate system. The navigation items are 'Home', 'Dashboard', and 'My courses'. The 'My courses' item is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the navigation bar, the main content area is titled 'Calendar'. Under the 'Calendar' heading, there is a 'Month' dropdown menu and a course title: 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(235)'. Below this, there is a navigation arrow pointing left to 'June' and the month 'July 2023'. At the bottom, there is a table with columns for 'Sun', 'Mon', 'Tue', 'Wed', and 'Thu', which is currently empty.

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