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.
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.

![New event](image)

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

![New event](image)
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.

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

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