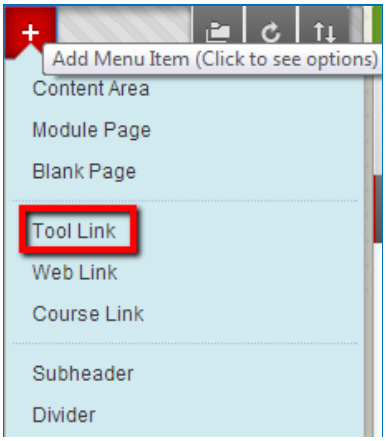
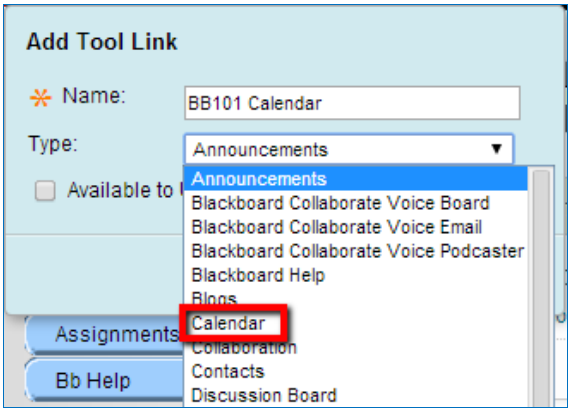
Adding a Calendar Link to the Course Menu

If you want students to access the Course Calendar from the course, you can add a link to the Course Menu for one-click access to the tool. You can also customize the name of the link.

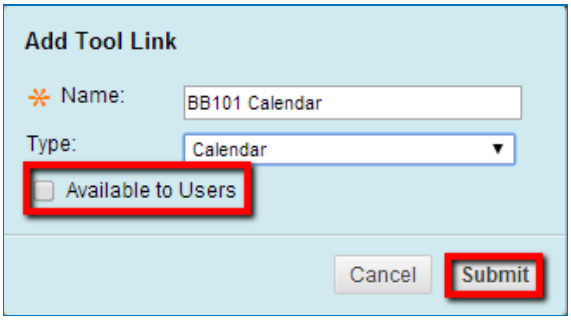
1. Point to the plus sign above the Course Menu. The Add Menu Item drop-down list appears.
2. Select **Tool Link**.

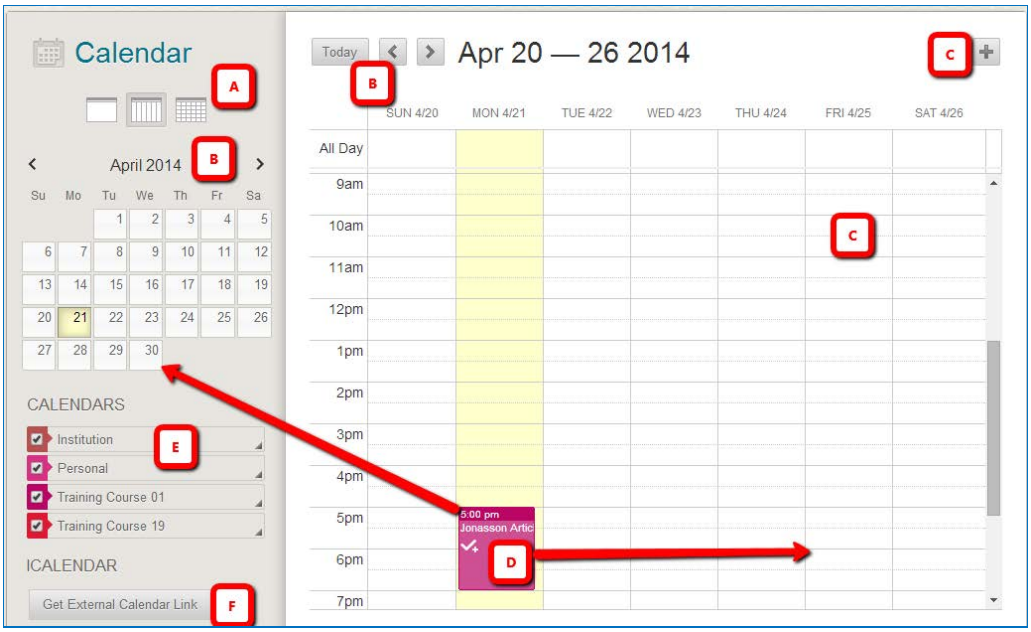


3. Type a Name for the link. From the Type drop-down list, select **Calendar**.



4. Check the **Available to Users** checkbox, and click **Submit**.





A. View events by day, week, or month.

B. Navigate between months (left pane) or days/weeks/months (right pane).

C. Click the plus (+) icon to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time, and add a description.

   Students cannot create an event on a course and institution calendar. Instructors cannot create an event for institution unless they have administrator privileges.

D. Click an event to manage it. You can also drag and drop an event to change its date.

E. Select the calendars you want to show, such as Institution, Personal, or specific courses. By default, all calendars are visible. Optionally, change the color of each calendar to suit your preference. Using a distinct color for each calendar displays at a glance which calendar the event belongs to without opening the event.

All institutional events appear in the Institution calendar. All course events, such as assignments due, appear in the Course Calendar.

F. Receive a link to import your selected calendar content into external calendar applications. Register the Learn iCal URL with the external calendar application. Once the Learn iCal URL is set up in an external calendar application, it is updated dynamically. You do not need to re-export or register a new URL to get new events.

   You cannot import external calendars, such as MS Outlook/Exchange, into this calendar.