Course Calendar Overview

The Course Calendar feature can be used to indicate important course-related events. All Students registered in the course can view the dates and events that appear on the Course Calendar.

The calendar displays a consolidated view of all institution, course, organization, and personal calendar events for a user. You can view events by day, week, or month. You can also view and organize upcoming and past events into categories.

Typical items that Instructors may post in the calendar include:

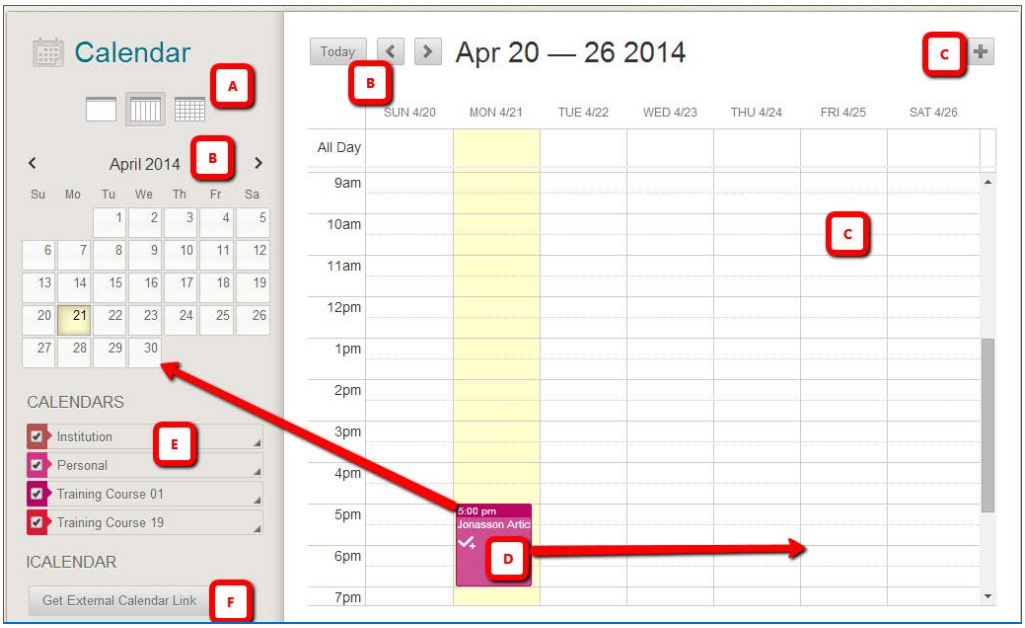
- class, lab, or tutorial meetings;
- assignment due dates;
- exam dates;
- guest speakers; and
- Instructor's office hours

When you create items in the course with due dates, such as tests or assignments, the calendar event automatically appears on the course calendar for that day.

NOTE: *For calendar events associated with content items, all Adaptive Release and Availability rules are handled, ensuring that the release of an item is in sync with the calendar.*

Instructors and students can access the calendars for all your courses via

- a Tools link on the Course Menu;
- the Course Calendar link under Course Tools in the Control Panel; or
- the Global Navigation menu.



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.

   NOTE: *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.

   NOTE: *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.