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.

Typical items Instructors may include in the calendar are:

1. Meetings
2. Assignment due dates
3. Exams
4. Guest Speakers
5. Instructor Office Hours

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.

Course calendar events appear to all members of the course. Common entries include upcoming tests, due dates for assignments, or special lectures. Course items with due dates automatically appear in the course calendar. Only instructors may create additional course calendar events.

You can access the calendar from your course, from the Tools panel on the My Institution tab or from the Global Navigation.
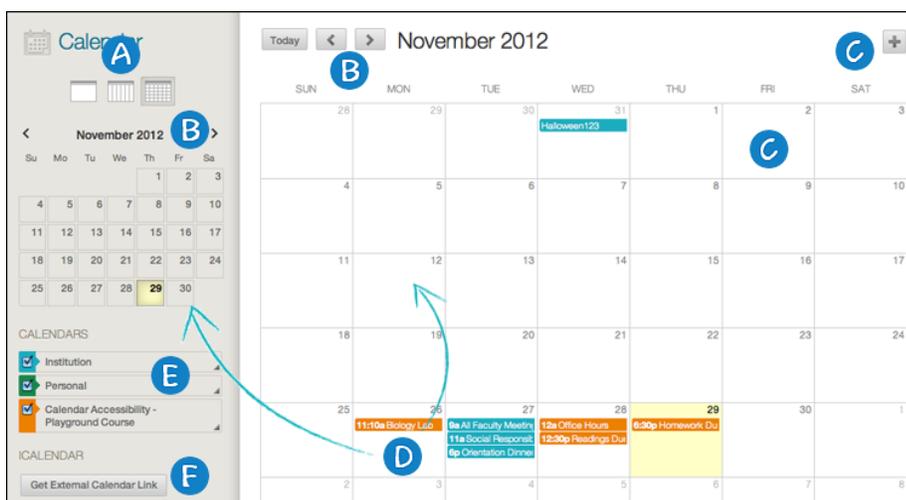
A. View events by day, week, or month.
B. Navigate between months.
C. Click the plus (+) to create a new event. You can also click inside a date to create an event. Assign the event to the appropriate calendar, select the date and time and add a description.

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 the date.
E. Select the calendars you want to show, such as institution, personal, or course. 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 is associated to without opening the event.

All institution 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 into this calendar.