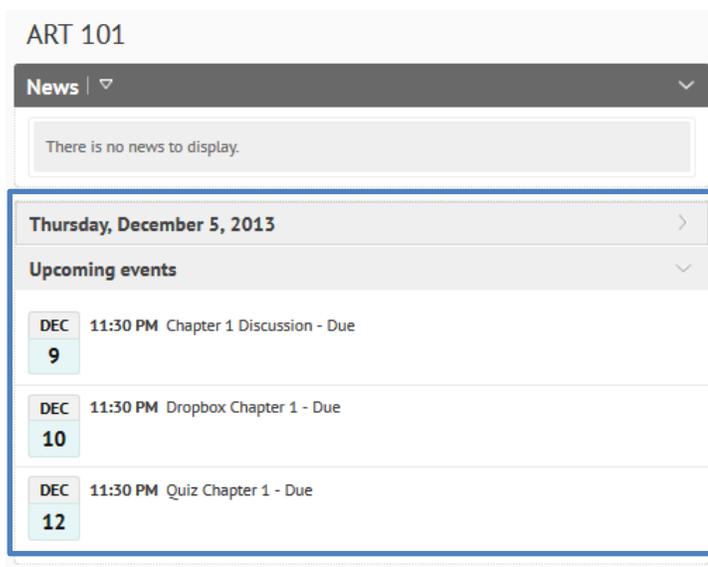


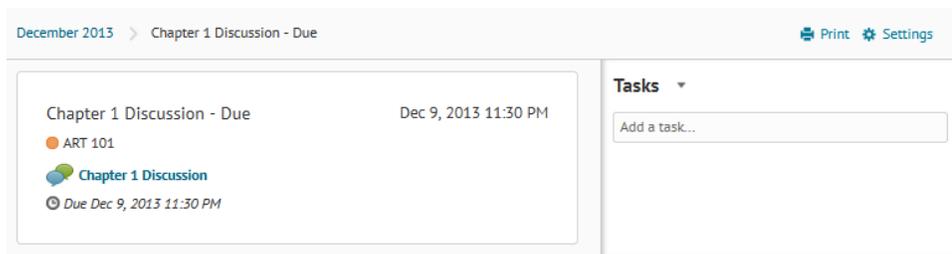
USING CALENDAR

Calendar allows you to see all of the events coming up in your courses.

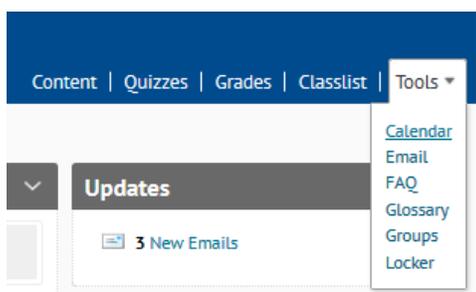
When you first go to your course, you will see a display of Upcoming Events.



To access each item, click on it from the **Upcoming Events** area. You will see the item, its description, and the due date. You will also see a **Tasks** pane, allowing you to add your own personal tasks to this assignment.



To see the full calendar, click on the **Tools** drop down menu in the mini-toolbar and choose **Calendar**.



USING CALENDAR

Changing the View

You can choose to show all calendars or you can choose to only show certain course calendars.

You can also change the calendar view. The **Agenda** view groups your calendar events by Date, Course, or Category. The **Day**, **Week**, and **Month** views group your calendar events in daily, weekly, or monthly views. The **List** view filters your calendar events by their type (for example, dropbox, discussions, grades, quizzes, etc.)

The screenshot shows a calendar interface for December 2013. At the top, there are view selection buttons: Agenda, Day, Week, Month, and List. A callout box points to these buttons with the text: "Choose how the calendar events are displayed." To the right of the view buttons is a dropdown menu labeled "All Calendars (31)". A callout box points to this dropdown with the text: "Click the triangle to choose the courses that display on the calendar." The calendar grid shows dates from 8 to 28. Events are displayed as colored blocks: orange for "Fall 2013 L Blinn Colleg" and "Start of Win Blinn Colleg", and yellow for "Rea 2:56 PM", "Tak 2:56 PM", "Go 2:57 PM", "Co 2:57 PM", "Rr 11:30 PM", "Cl 11:30 PM", "G 11:30 PM", and "H 11:30 PM". A "Tasks" section is visible on the right side of the calendar.