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.
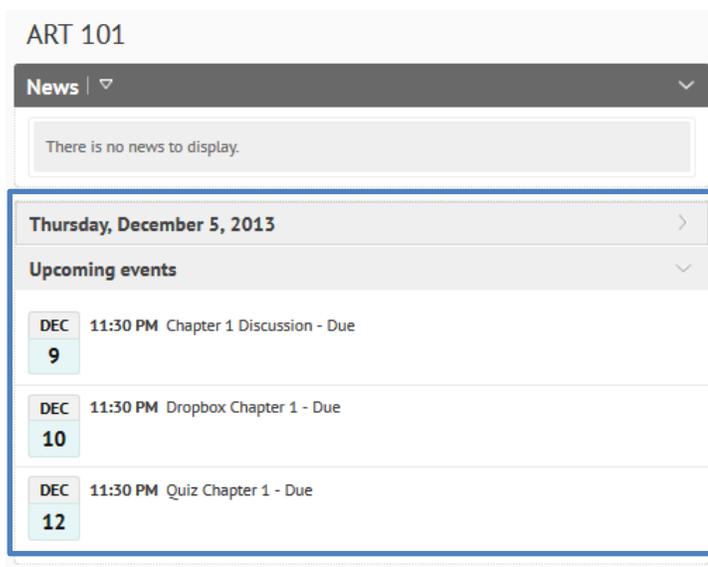
To access each item, click on it from the **Upcoming Events** area. You will see the item, its description, and the due date. You will also see a **Tasks** pane, allowing you to add your own personal tasks to this assignment.
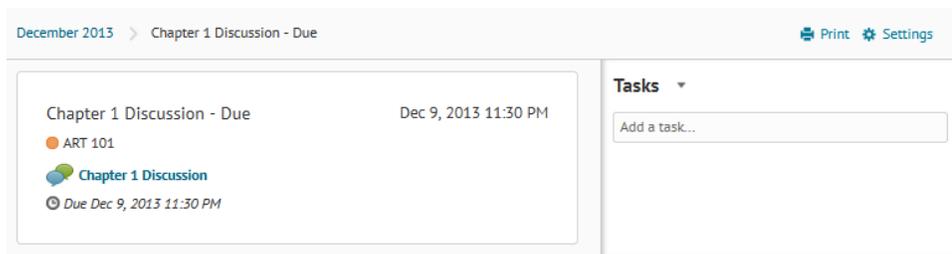
To see the full calendar, click on the **Tools** drop down menu in the mini-toolbar and choose **Calendar**.

All text and screenshots in this document are provided by Desire2Learn Videos.
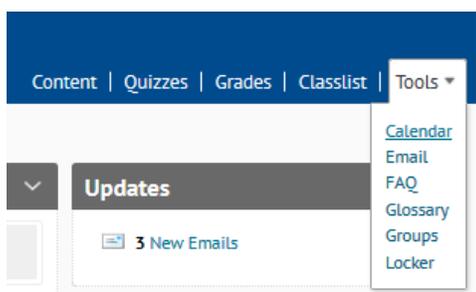
USING CALENDAR

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.)

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