



Instructor Guide: Calendar

The Calendar tool enables you to create and track two types of events:

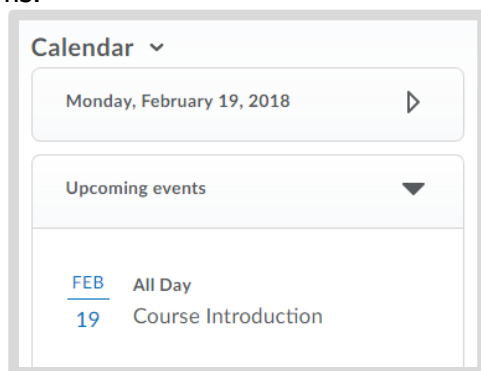
➤ **Availability Events**

These “events” are reminders of start and end dates for course objects created and edited outside of the Calendar Tool. Once you add a course to your list of Calendars, any objects the course contains are shown in the Calendar.

➤ **General (content) Events**

These are events created within the Calendar tool. You can create multiple events for the same course object, and include details of presenters and location for the event.

You can create calendar events drawing directly from course content. As you update or edit course content and events, the changes are immediately reflected in Calendar (since content is displayed directly inline). However, you can adjust visibility settings for course objects so that they appear in Calendar on your terms.

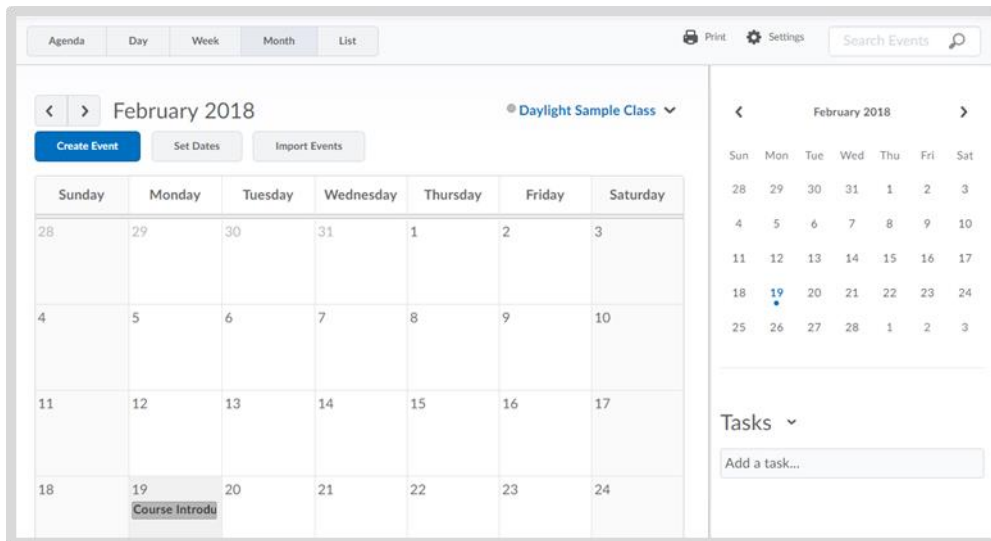


Accessing the Calendar

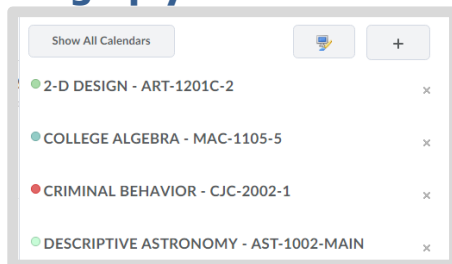
Click on Calendar from a course homepage.

The calendar management area contains tools for customizing how calendar content appears. From this area, you can:

- Use the calendar views area to toggle between different display layouts for events in the calendar content area.
- Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing.
- You can make bulk changes to dates and visibility in the List view.
- You can **Print**, adjust your calendar **Settings**, or **Browse** through your calendars.



Setting up your Calendar displays



I. Setting your active course calendar

- Click on a course name from the calendar menu. This switches your mode in the organization to the course you selected.

Note: Even when you set your current calendar, the calendar content area will, by default, show events from all the courses listed in the calendar menu. To filter the view, you can remove a calendar from your display by following the steps below.

II. Remove a calendar from your display

- Click on the calendar menu in the calendar content area.
- Click the **Remove Calendar** icon beside the course you want to remove.

III. Change calendar colors

- Click on the calendar menu in the calendar content area.
- Click on the **Change Calendar Colors** icon.
- Select the course you want to change the color for from the drop-down list in Calendar Colors. Click the desired calendar color. Lighten or darken the color by moving the arrow on the side of the color bar up and down.

Create Event

● Daylight Sample Class

Title

Add Content

Enter Event Title

Description

Paragraph B I U ...

When

☒ All day

2/21/2018 to 2/21/2018

Add Recurrence Add Restriction

Create Cancel

Note: To help you meet visual accessibility standards, there is a built-in WCAG (Web Content Accessibility Guideline) checker on the color selection page. Be aware that if you choose a shade that does not meet these guidelines (for example, the contrast between the text color and the background color is too low), the check mark by WCAG AA will be replaced by a warning or error icon to alert you to possible accessibility issues.

Creating events and adding course content

IV. Create a general (content) event

- Using the calendar menu, select the course for which you want to create the event.
- Click **Create Event** in the calendar content area.
- Click **Add Content** on the **Create Event** page to associate course content with the event.
- Enter Title, Description, and specify a date and time.
- Click **Create**.

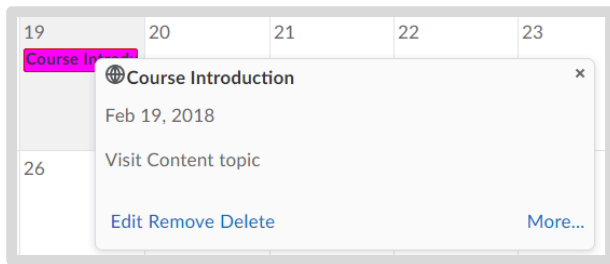
Note: To add and remove content to an event after you have already created it, click the context menu for the event name in agenda view; or, click the event in the calendar content area and click **Edit**.

V. "Quick create" an event

- In the calendar menu, click on a course to set it as the current calendar.
- Click a time interval on a specific day to create an event within that course.
- Enter a Title and select Attendees if applicable.

VI. Editing calendar events

- a. There are varieties of details you can add to your event from the Create Event page. You can add these details while creating an event for the first time, or when you edit it.



VII. Access editing options

- a. Do one of the following:
 1. In the day, week, or month view, select the event in the calendar content area, then click **Edit**.
 2. In the Agenda view, click the context menu for the event name and select **Edit Event**.
 - o In the List view, click the right-facing arrow. Click the context menu for the event name and select **Edit Event**.

Note: Editing options offered in the event details view are only available if you create the event directly in the Calendar tool, not for availability events.

VII. Adding groups and/or sections

- a. If you have more than one group participating in the same course event during different time intervals, you can create multiple instances of the same event, tailored to each group's needs. The group events share the name and description fields, but once you finish creating the group events in bulk, they display as individual events.

IX. Add groups and/or sections

- a. In the Attendees section, select the group you'd like to customize an instance of the event for.
- b. From the drop down list, select a group.
- c. Fill in the details for the event.

X. Delete an event

- a. Do one of the following:
 1. In the Agenda view, click the context menu for the event name and select **Delete Event**.
 2. In the Day, Week, and Month view, click the event, and **Delete**.
 3. In the List view, click the event. Click the drop-down arrow by the event name and select **Delete Event**.
 4. **Note:** You can only delete events created in the Calendar tool.

XI. Change default event duration

- a. To change the default event duration of one half-hour, do the following:
 1. Click **Settings** in the calendar views area.
 2. Under Default Event Duration in Settings, use the drop-down menu to make your time selection. Click **Save**.