

AT A GLANCE: COURSE CALENDAR

WHAT IS THE COURSE CALENDAR?

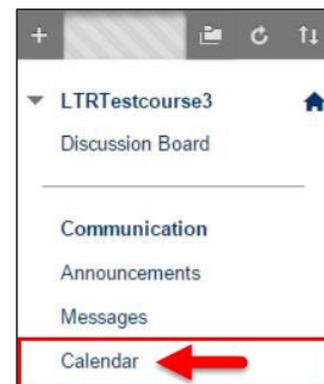
The Course Calendar displays a consolidated view of all your course calendar events, with options to view events by day, week or month. The tool allows you to communicate and to manage the schedule of events to students enrolled in your course. Common entries include upcoming tests, due dates for assignments or special lectures.

KEY FEATURES

- Course items with due dates automatically appear in the course calendar, so assignments added in Assignment Dropboxes as well as Assessments will automatically appear in the Course Calendar.
- Only instructors can create course calendar events. Students cannot create an event on a course and institution calendar, but they have the ability to modify their own personal Calendar.
- It is possible to filter the content of the Calendar to focus on specific courses.

GETTING STARTED

1. **Access the Calendar.** The Calendar should be visible in the Communication section when you first open your course shell. From your Connect course shell, click Calendar on the left-hand side menu.



2. **Add an event:** To add events in the Course Calendar, click on the plus (+) icon on the top right side of your screen in the Calendar, or the date box on the calendar.



- Create the Event:** Enter an event name or assignment title and choose the Course Calendar(s) where you would like the event to appear. You also have the option of adding an event description.

Create Event [X]

[Empty text input field]

Calendar:
LTRTestcourse3

Starts: 12/21/2015 03:00 PM Ends: 12/21/2015 03:30 PM

All Day Repeat

Event Description:
[Empty text area]

Cancel Save

- Add the due date:** Define the due date by click on the boxes next to "Start" and "End". A pop-up calendar should appear when you click on the date box. Select the due date by clicking on the desired date box in the calendar. Drag the scroll bars at the bottom to choose the time when the assignment will be due.

12/21/2015 03:00 PM Ends: 12/21/2

< December 2015 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28		30	31		

Time 03:00 PM

Hour
[Slider]

Minute
[Slider]

Now Done

- Click Save** at the bottom right corner of the Create Event pop-up window to add your event in the Course Calendar.

Cancel Save