Calendar

Calendar allows students and instructors to exchange information about class events quickly and effectively.

Depending on the level of access assigned by the designer, both instructors and students can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author). Entries can be written in simple text or HTML. Calendar entries may include links to course content or to external websites, notification of assignment due dates, changes to instructor office hours, or any other scheduling information you wish to record.

With the Calendar tool, you can:

- add, edit, and delete individual entries
- delete multiple entries for a given day
- search and compile a list of calendar entries

Adding calendar entries

This option allows you to add individual public or private calendar entries, depending on the access level your instructor has set.

1. From the Calendar screen, click the hyperlinked date to which you wish to add an entry. The View Day screen appears.
2. Click Add entry. The Add a Calendar Entry screen appears.
3. Complete the selection drop-boxes and text fields for your calendar entry:
   - Date: the hyperlinked date is automatically selected; you may change the date if you wish
   - Summary: provides the brief description of the entry that displays in the calendar
   - URL: allows you to include a link to a website in your entry
   - Detail: provides the details that are not included in the entry's Summary
   - Start Time and End Time: allows you to associate start and end times with your entry
   - Access Level: sets whether the entry is public (all course members can view the entry) or private (only you can view the entry). **Note:** The available access level is set by your Instructor.
4. Click Add. The View Day screen appears displaying your new entry.
**Editing calendar entries**

This option allows you to edit entries that you have posted.

1. From the Calendar screen, click the hyperlinked date containing the entry you wish to edit. The View Day screen appears.
2. Select the entry you wish to edit.
3. Click **Edit**. The *Edit a Calendar Entry* screen appears.
4. Revise your entry.
5. Click **Update**. The View Day screen appears displaying the edited entry.

**Deleting calendar entries**

This option allows you to delete individual calendar entries that you have posted.

1. From the Calendar screen, click the hyperlinked date containing the entry you wish to delete. The View Day screen appears.
2. Select the entry you wish to delete. To delete all of the entries for that day, click **Delete All**.
3. Click **Delete**. A warning message appears.
4. Click **OK**. The entry is deleted.