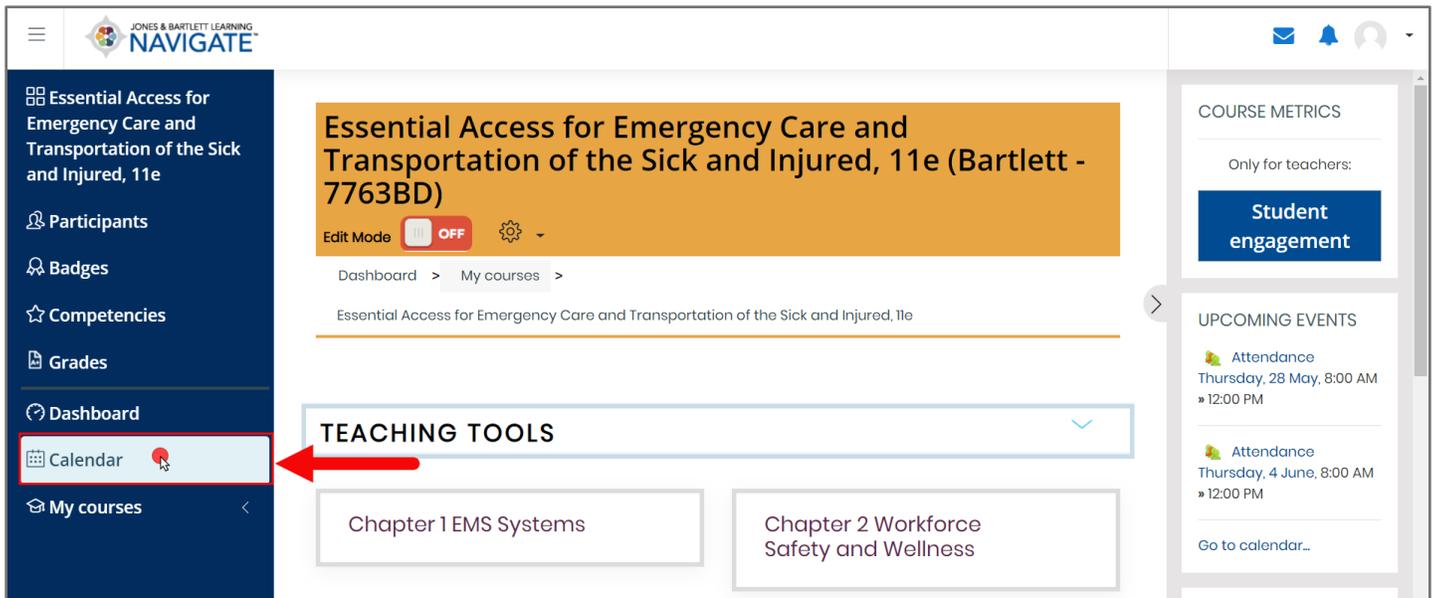# How to Use the Course Calendar

This document contains instructions on how to use your course Calendar to create, track, and manage course events, reminders, and assignments.

1. On the course homepage, find and click the **Calendar** option from the **Navigation Drawer** on the left side of the page. This will bring you to your course calendar where you will see all scheduled events displayed.

2. If you are currently enrolled in more than one course, you may use the **Detailed month view for** dropdown as needed to view all or only select course's events.

3. Use the **arrows** in the upper left or right of the Calendar page to switch your view from month to month or jump to any date by clicking it from the **MONTHLY VIEW** block in the right-hand side bar.

4. To add a custom course event, click the **New Event button** or simply click on any day. A **New event** popup opens, providing you with informational fields to complete for this event.

5. Begin by entering a name in the **Event title** field.

6. Then use the **Date** options or calendar icon to its right to adjust the date and time for the event as needed.

New event   ×

Event title ⊘	Bring Book to Class
Date	26 ⬍ May ⬍ 2020 ⬍ 09 ⬍ 00 ⬍ 📅
Type of event	Course ⬍
Course	Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)
	Search ▼

There are required fields in this form marked ⊘ .
Show more...

Save

7. Use the **Type of event** dropdown menu to determine who the event will apply or be visible to. A **User** event will function as a self-reminder and only be visible to you, whereas **Course** events will be shared with all enrolled users.

New event   ×

Event title ⊘	Bring Book to Class
Date	26 ⬍ May ⬍ 2020 ⬍ 09 ⬍ 00 ⬍ 📅
Type of event	Course ⬍
	User
Course	Group
	Course ⊘

There are required fields in this form marked ⊘ .
Show more...

Save

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8. When creating a **Course** event, you must use the resulting **Course** dropdown menu to confirm the course in which to create it. Please note, you may also create events that are specific to subsets within your cohort if you have created course Groups.

New event   ✕

   Event title   ⓘ | Bring Book to Class |

   Date   [26 ⇕] [May ⇕] [2020 ⇕] [09 ⇕] [00 ⇕] ▦

   Type of event   [Course ⇕]

   Course   **Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett – 7763BD)**

                           [Search   ▼]

   There are required fields in this form marked ⓘ .
   Show more…

                                                          Save

9. To specify more options, such as entering event details and setting its duration, click the **Show more link** and make the needed adjustments.

New event   ✕

   Event title   ⓘ | Bring Book to Class |

   Date   [26 ⇕] [May ⇕] [2020 ⇕] [09 ⇕] [00 ⇕] ▦

   Type of event   [Course ⇕]

   Course   **Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett – 7763BD)**

                           [Search   ▼]

   There are required fields in this form marked ⓘ .
   Show more…

                                                           Save

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10. When you are finished, click the **Save button**.

Course	Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett – 7763BD)

Search ▼

There are required fields in this form marked ⓘ .

Show more...

Save

11. To view the details of your custom event and make any changes to it, click on the event as shown in the Calendar.
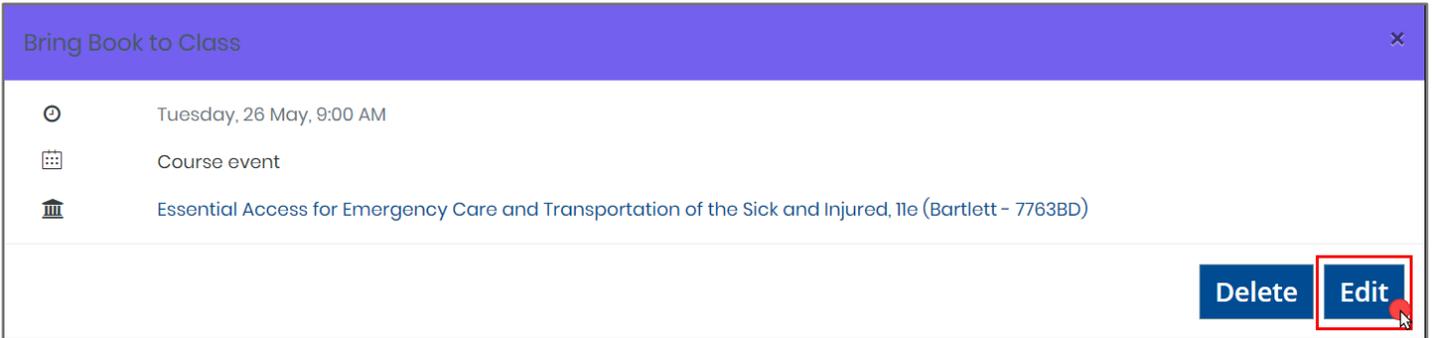
◄ April 2020   **May 2020**   June 2020 ►

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	
4 📄 Chapter 4 Quiz op...	5	6	7 🎓 Attendance	8 📄 Chapter 4 Quiz clo...	9	10
11 📄 Chapter 5 Quiz op...	12 🎓 Bring Book to Class	13	14 🎓 Attendance	15 📄 Chapter 5 Quiz clo...	16	17
18	19	20 🎓 Exam Study Day	21 🎓 Attendance 📄 Ch. 3-5 Exam opens	22	23	24
25 🎓 No Class - Memori...	26 🎓 Bring Book to Class	27	28 🎓 Attendance	29	30	31

Export calendar   **Manage subscriptions**

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12. Then click the **Edit button** to begin making your changes and click **Save** when finished.

13. To easily reschedule any event to a different date, hover your pointer over the event displayed until your mouse arrow changes to a **compass arrow** icon, then click and hold to drag the event to its new date.
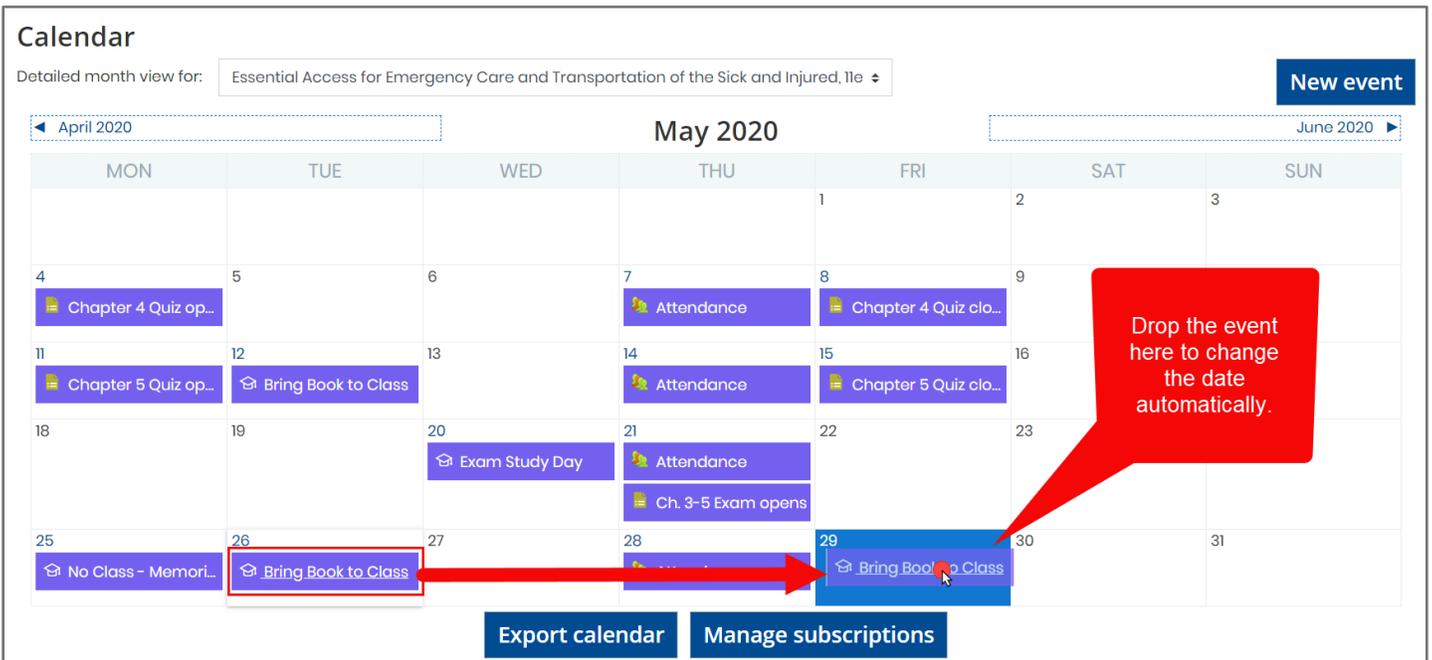
14. Any time restrictions or deadlines applied to quizzes, assignments, or other course actives will automatically populate the respective items within your course calendar. Once populated, you may then conveniently drag and drop the activities as needed to make any date changes on the fly. Please note, drag and drop changes will only affect the activity's date and not time. Also note, while students' calendars will reflect your date changes, they will not receive a notification of the changes.

15. To export the calendar details to your personal Google, Outlook, or other calendar application, click the **Export Calendar** button at the bottom of the calendar page. Specify which events to export and the desired time period (up to 60 days), then click the **Export** button. The exported calendar file is saved to your Downloads folder.

16. When you're finished working in your calendar, click the **course icon** or your course name in the system drawer to return to your course front page.