Calendar Overview (Instructors) Video Script

In this video you will learn how to view and create events, assignments, and assignment groups in the Calendar.

To get started, click the Calendar icon in Global Navigation. The Calendar displays events, assignments and assignment groups for all your courses and groups. The Sidebar displays the quick-view Calendar, a list of your courses and groups calendars, and any undated course or group items.

You can filter the items that display on your Calendar by course or group by clicking the box next to the course or group name. You can also view your personal calendar by clicking the box next to your name in the Calendar list. From this calendar you can add personal events and reminders.

Change the calendar view using the Week, Month, and Agenda buttons. The Agenda view allows you to view all of your calendar items in a chronological list. Select the date range for your agenda view using the date range link. The Week and Month views allow you to view your calendar items in a weekly or monthly calendar. You can view the previous or next week or month by clicking the date range arrows. To go back to today's date, click the Today button.

Add an event to your calendar by clicking on the day if you are using the Week or Month views or by clicking the Add icon at the top of the calendar. Give the event a title, date, time, and location, if applicable. Note that you can always change the title and dates later. Select the calendar to which the event should be added. Please note that after an event is saved, the calendar to which it is assigned cannot be changed. To add more details to the event, such as an event description or address, click the More Options button. When you're finished, click Submit.

To add an assignment to the calendar, click on the day or click the Add icon at the top of the calendar. Then click the Assignment tab. Assignments that are added to the calendar will also be added to the Assignments page, Syllabus, and course gradebook. Give your assignment a title and a due date, and select the course to which the assignment should be added. If you use assignment groups, you can add the assignment to a specific group using the Group dropdown menu. If you are ready to publish your assignment, click the

Publish toggle. To add more information or change settings, click the More Options button. When finished, click Submit.

After an assignment has been added to the Calendar, changes can be made to the assignment's due date and details, however, the calendar to which the assignment was added cannot be modified. If changes are made to an assignment, they will be immediately visible on the Assignments page and on your Syllabus.

If you'd like to schedule an appointment group in which students can sign up for a time slot, such as office hours or TA sessions, you can use the Scheduler. To create a scheduler appointment group, click on the day or the Add icon at the top of the calendar. Then click the Appointment Group tab. Give the appointment group a name, add a location, and select the calendar to which the appointment group should be added. To allow students to sign up in groups, check the Have students sign up in groups checkbox. Enter the date and time range for the appointment group. To split the time range into multiple appointment time slots, enter the appointment duration time into the time field, then click the Go button. Note that the appointment date, time range and appointment slots cannot be modified after the appointment group is saved. However, additional dates, time ranges and appointment slots can be added to the original appointment group.

In the Options section you can limit how many students can sign up for a time slot, make appointment slots public to students in the course, and limit the number of appointments available for each participant. Add details about the appointment group in the Details field. To save the appointment group, click the Publish button. When a student has signed up for a slot, the appointment slot displays as a solid color.

To subscribe to a calendar feed in iCal, Outlook, Yahoo, and Google, click the Calendar Feed link at the bottom of the sidebar. Then copy the link to paste into your preferred calendar app.