# Connect

Calendar

Students and instructors can view events and items that are due across course calendars and institution using customization features.

NEW FEATURES

- The calendar displays a consolidated view of institution, course, organization, and personal calendar events **(A)** for a user.
- Calendar events are color coded **(B)** by course or entity.
- Easily add calendar events **(C)** by clicking on a date and adding an item or click the plus sign on the top right hand corner.
- External calendars can subscribe to events created on the Connect calendar through the URL provided under iCalendar **(D)**.
- Users can click on an item or event to view associated details.
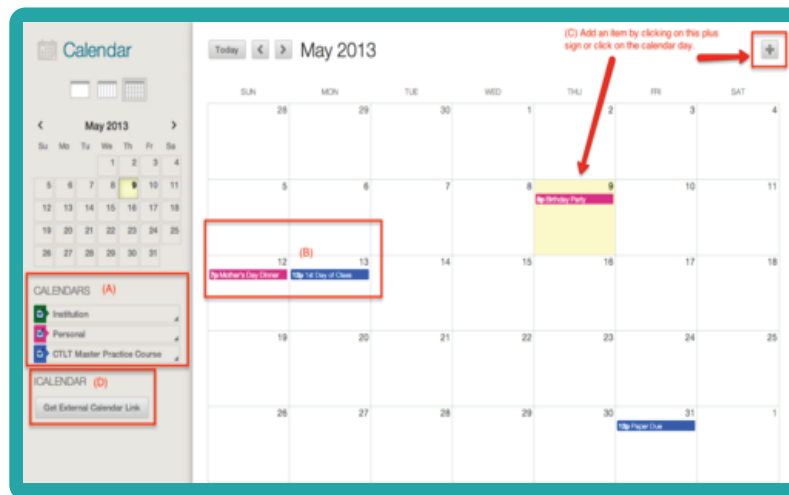
BEST PRACTICES

Customize your calendar by using the color coding feature to keep organized.

Students

- Students can use filtering options to selectively view course level items.

Instructors

- To use the Calendar tool you must first add the Calendar Tool Link to the Course Menu.

1

Connect

Calendar

Instructors Only

- Items with due dates automatically appear on the calendar. Click on calendar items to view, edit, or grade item.
- Move calendar events by dragging and dropping them to a new date. Anything associated with item is automatically updated.
- When reusing calendar content of a course, you can copy, archive/restore or import/export the course calendar events to another course calendar.

ACCESS (HOW-TO)

1 **Access from My Connect**

Listed under **Tools module** OR **My Calendar module.**
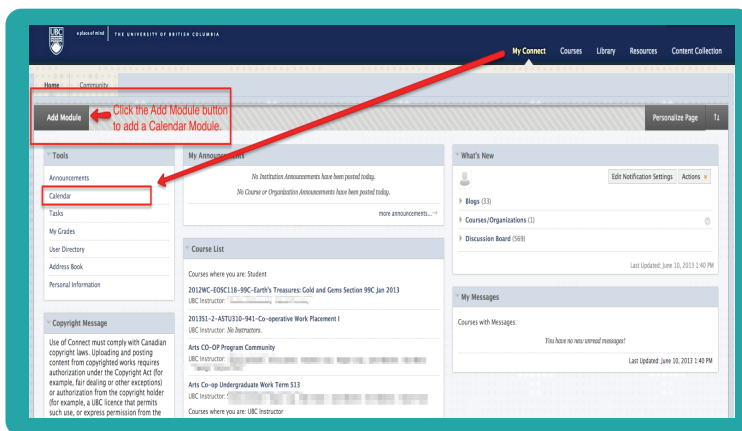
2 **Access from a Course**

Lised under the Course Menu bar on the left, select **Calendar link** under Collaboration Tools section.

3 **Access from Global Navigation**

On the left side of the Global Navigation drop-down menu, click the **Calendar** ( ) button to access the Calendar.

ONLINE RESOURCE & VIDEO: http://goo.gl/1Ktjw