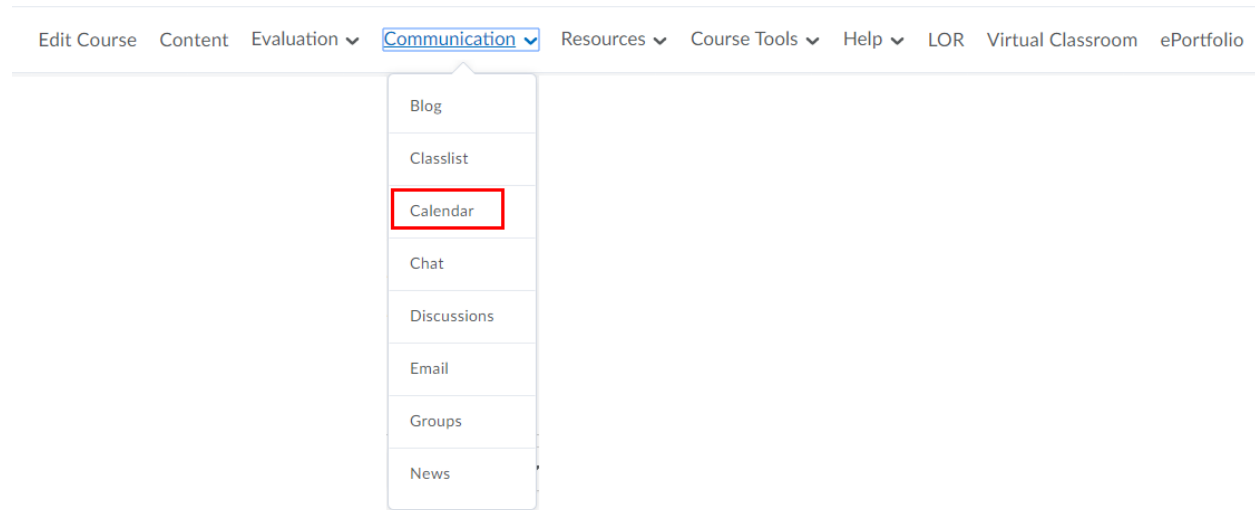
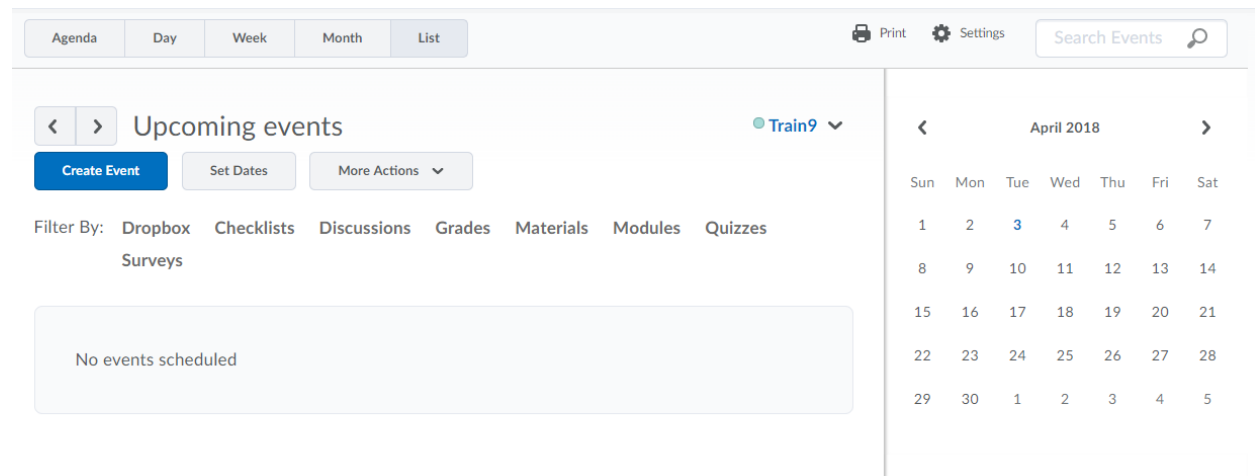


## Overview of Calendar

Locate the Calendar in the “Communication” group in the navigation bar:



The calendar is divided into two sections. On the left is main content displayed in Agenda, Day, Week, Month, or List view. On the right is a mini-calendar and a section for entering Tasks:

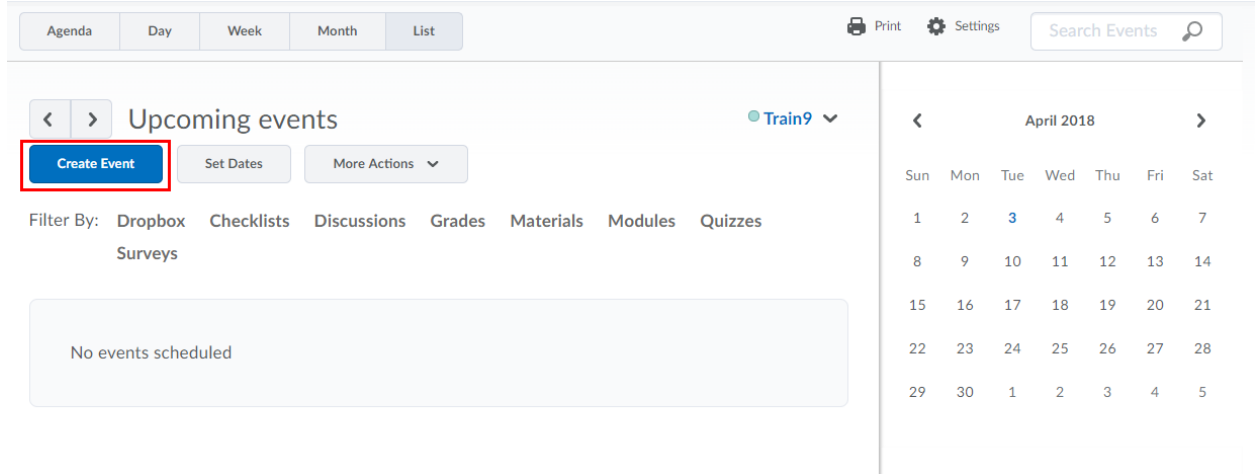


### Adding Calendar Events in D2L

You can create one-time or recurring course events from within the Calendar and adjust settings for other course content so that it will display within the Calendar as well.

### Creating New Events

1. From within the Calendar tool, click **Create Event**. The Create Event page will open.



This will direct you to the “Create Event” page.

2. Enter a title (required) and description (optional) for the event. Use the date selectors to input the start and end date and time for the event in the When section, or select All Day.
3. If you want to make this a recurring event, click **Add Recurrence**. A menu with recurrence settings will be displayed; select the appropriate options.



4. Click **Create**. The event(s) will be added to the Calendar.



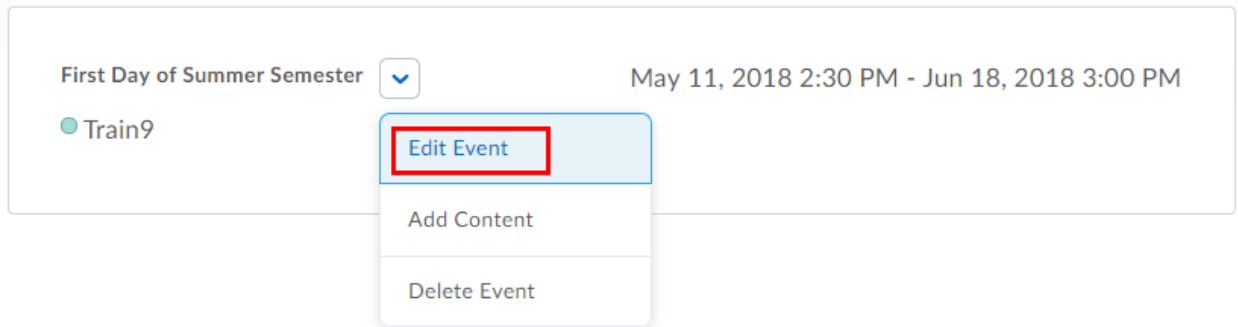
NOTE: If you want to use the **Add Recurrence** feature to input your class meetings, select **Weekly** from the Recurrence drop-down menu, select the checkboxes next to the days your course meets, and enter the last day of class in the Recurrence Ending date selector:



### Editing an Event

1. Click the event you want to edit in your Calendar. A dialog box that lists the event’s details will open.

2. Click **Edit** at the bottom of the dialog box.



3. Make any desired changes.
4. Click **Save**.

NOTE: If you edit a recurring event, you have the option to change only the selected occurrence, the selected occurrence and future events, or all events in the series. Select the appropriate option, then click **Update**.

### Adding Dates to the Calendar

Some D2L tools, such as Discussions and Quizzes, give you the option to have their start and end dates added to the Calendar automatically. Other D2L tools, such as Checklists, Content, and Dropbox, allow you to set due dates, which are automatically added to the Calendar.