

## Calendar

The **Calendar** tool is available from the **D2L landing page**, and there a calendar for each of your courses. This helps you stay on top of current and upcoming events.

Note: Be sure to keep track of due dates in your specific course(s) because your instructor(s) may not add any or all assessments and/or events to the calendar. Also, pay attention to due dates; these indicate the final time to **submit** an assessment, not start an assessment.

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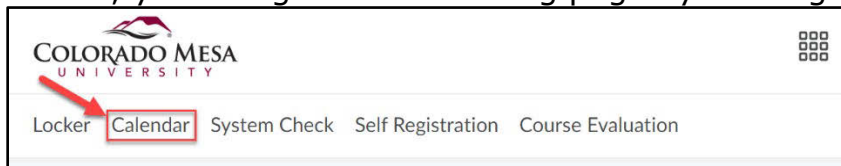
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## Tutorial Video(s)

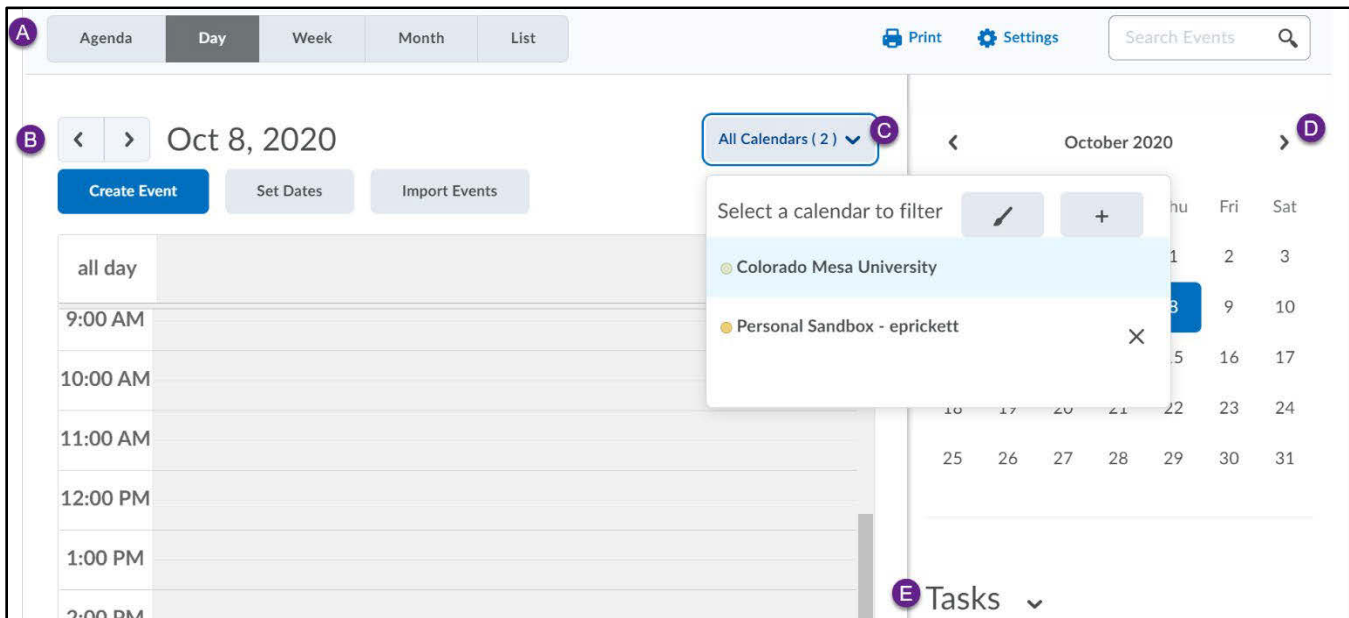
- [Navigate and Manage Your Calendar](#)

## Access the Calendar

1. You'll access the **Calendar** tool from the **D2L landing/home page**. (If you're in a course, you can get to the landing page by clicking on the CMU logo.)



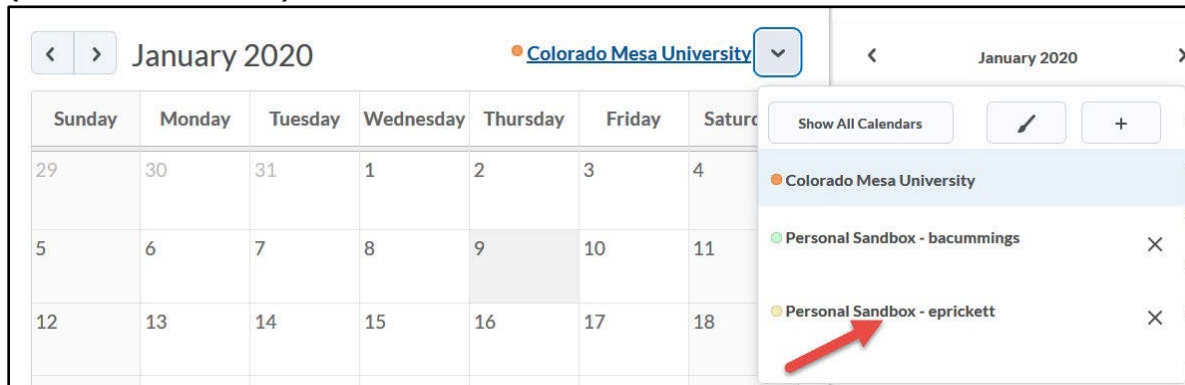
## Calendar interface overview



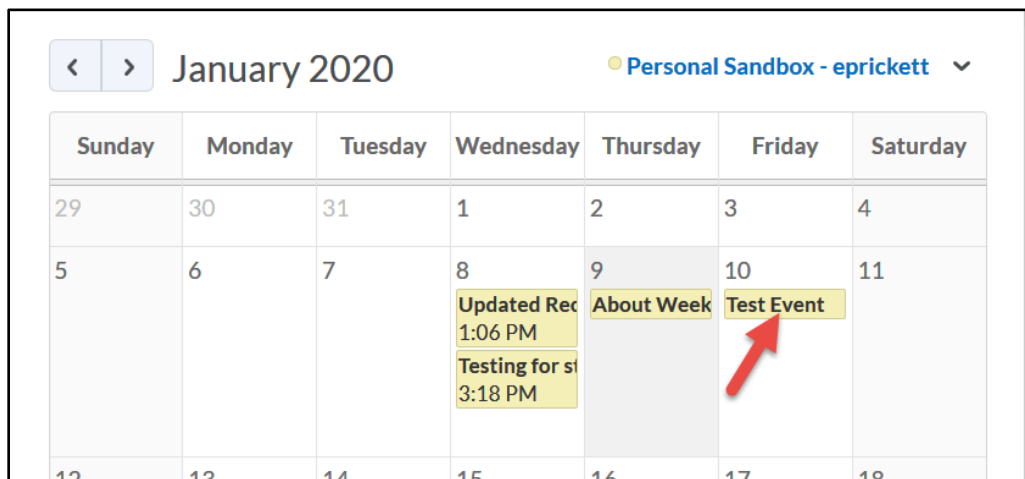
- A. **Calendar views:** Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, and Month views to group your events in daily, weekly, or monthly increments. Use the List view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.
- B. **Calendar content:** Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.
- C. **Calendar menu:** Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.
- D. **Mini calendar:** Use the mini calendar to navigate quickly to a specific day, week, or month.
- E. **Task pane:** Use the task pane to create, track, and maintain personal tasks.

## View the calendar item

1. Once in the calendar, use the dropdown menu by **Colorado Mesa University** (default calendar) to select a **course**.



2. Click on a calendar **item**.



3. Click on the **More** link for details.

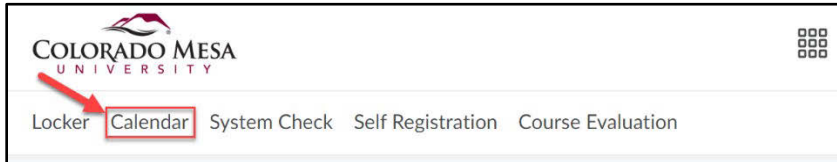


## Subscribe to a calendar

Use iCal feeds to access your Calendar events outside of the learning tool. With iCal feeds, you can view your course events in external calendars such as Microsoft Outlook, Google Calendar, and iOS and Android device calendars.

Subscribing to an iCal feed syncs your external calendar application or device with the Calendar tool, keeping you updated without logging in to D2L. Refer to your device or application instructions for adding an iCal feed, as each application can have a different method for managing iCal feeds.

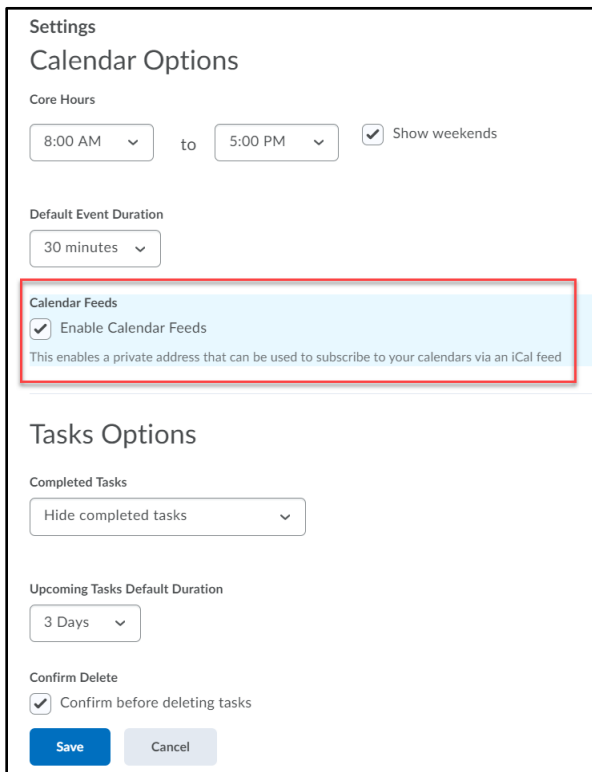
1. On the landing page navbar, click **Calendar**.



2. In the **Calendar** views area, click  **Settings**.



3. Select the **Enable Calendar Feeds** check box.

A screenshot of the 'Settings' page for the Calendar tool. The page is titled 'Settings' and 'Calendar Options'. Under 'Core Hours', there are two dropdown menus set to '8:00 AM' and '5:00 PM', followed by a checked checkbox for 'Show weekends'. Under 'Default Event Duration', there is a dropdown menu set to '30 minutes'. The 'Calendar Feeds' section is highlighted with a red box and contains a checked checkbox for 'Enable Calendar Feeds' with the text 'This enables a private address that can be used to subscribe to your calendars via an iCal feed' below it. The 'Tasks Options' section includes a dropdown for 'Completed Tasks' set to 'Hide completed tasks', a dropdown for 'Upcoming Tasks Default Duration' set to '3 Days', and a checked checkbox for 'Confirm Delete' with the text 'Confirm before deleting tasks'. At the bottom are 'Save' and 'Cancel' buttons.

4. Use the **Settings** area to adjust other **Calendar** and **Tasks Options** as desired.
5. Click **Save**.