



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.

Contents

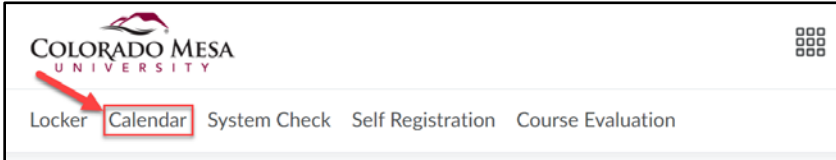
Calendar.....	1
Contents	1
Tutorial Videos.....	1
Access the Calendar	2
Calendar interface overview.....	2
Subscribe to a calendar.....	3

Tutorial Videos

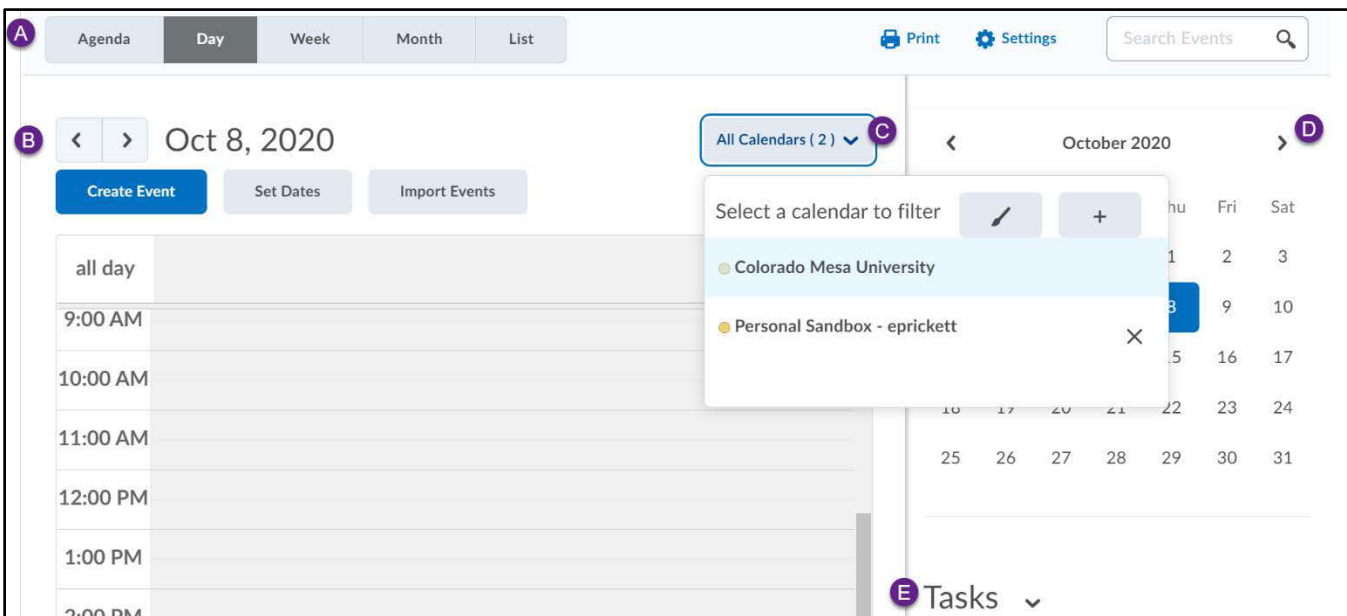
[Navigate and Manage Your Calendar](#)

Access the Calendar

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.)



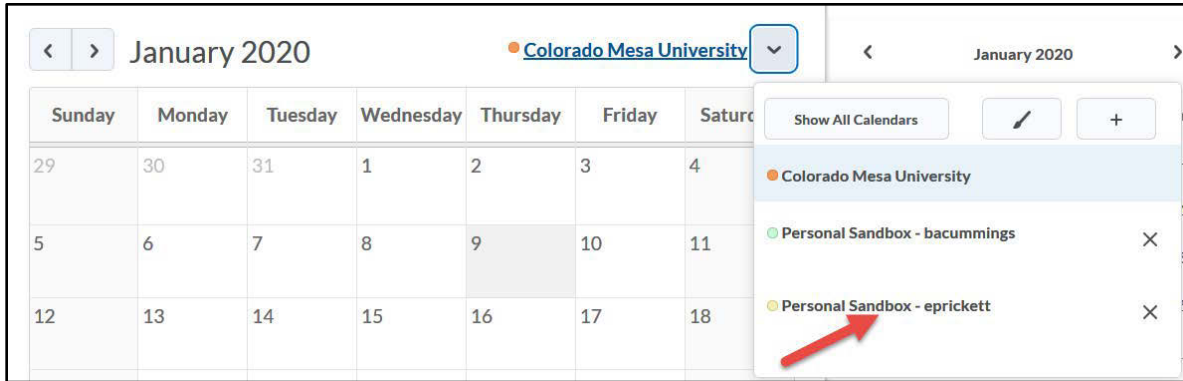
Calendar interface overview



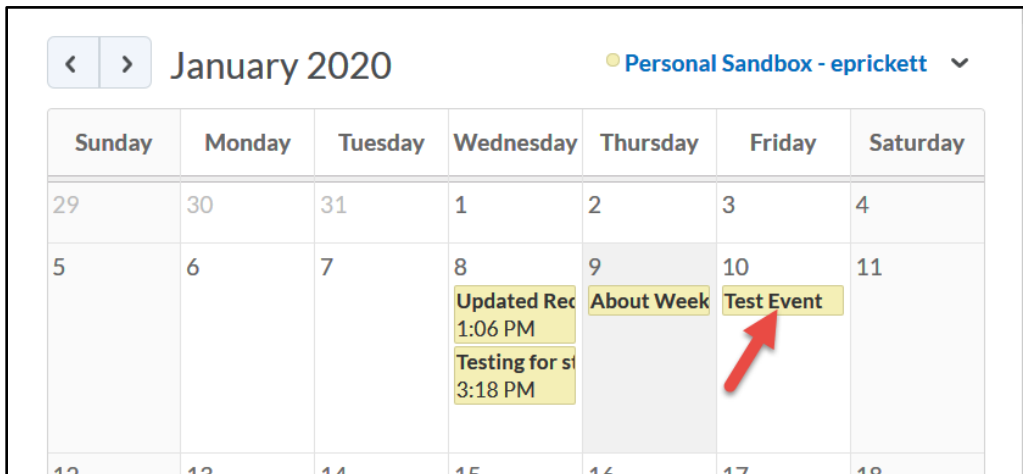
- A. **Calendar views:** Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, 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 a 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.

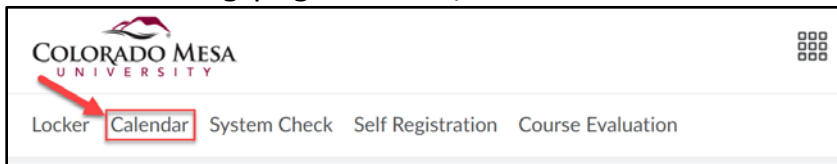


Subscribe to a calendar

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.

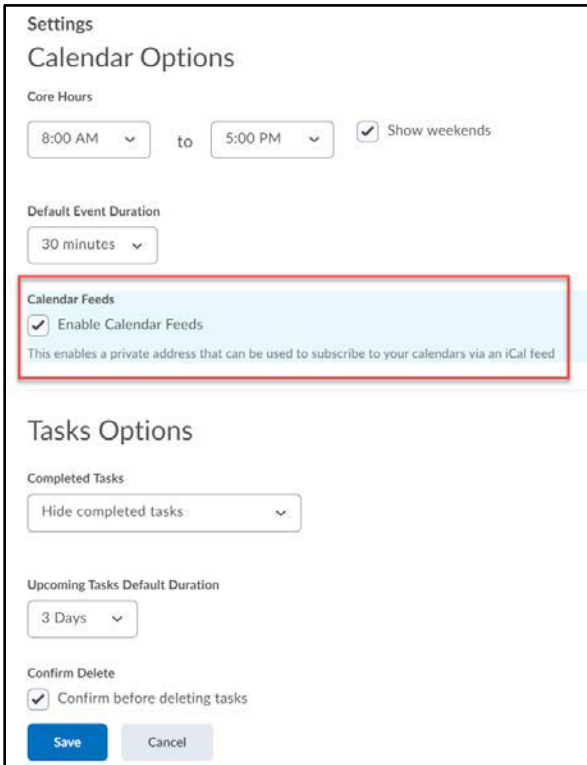
1. On the landing page navbar, click **Calendar**.



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



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



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