Calendar
The Calendar tool is available in every course and helps you stay on top of current and upcoming events.

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Calendar interface overview

**Figure 1: An overview of the Calendar user interface**

1. 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.

2. Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.

3. Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.

4. Use the mini calendar to navigate quickly to a specific day, week, or month.

5. Use the task pane to create, track, and maintain personal tasks.
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 and Google Calendar, and on mobile devices such as iPhones, BlackBerry smartphones, and Android phones.

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 navbar, click Calendar.

![Calendar page](image)

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

![Calendar settings](image)
3. Select the **Enable Calendar Feeds** check box.

![Calendar Settings](image)

**Change Calendar settings**

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

![Navbar](image)

2. Click **Settings**.

![Calendar Settings](image)

3. Make your changes.
4. Click **Save**.