



Adding Calendar Entries – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the various tools in D2L. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to enter items or tasks into the Calendar tool in D2L.

Steps

1. Go to the **Calendar** tool in your course.
2. Choose the Calendar view you prefer (**Agenda, Day, Week, Month, List**). Click **Create Event**.

Training Course 03 Course Home My Tools Edit Course

Agenda Day Week **Month** List

Print Settings Search Events

< > September 2018 All Calendars (9) v

Create Event Set Dates Import Events

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13 1st 11:30 PM	14	15
16	17	18	19	20 #2 [11:30 PM]	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Tasks v

Add a task...



3. Click **Add Content** if you wish to link your event directly to a Topic in your Content area. Give your event a **Title**, and add a **Description** if you wish.

Create Event

Training Course 03

Title

Add Content

Assignment 1 is due today!

Description

Paragraph B I U ...

Attendees

Everybody in the Course Offering

Create Cancel

4. Scroll down, and Select **Attendees** for your event, if necessary (for example, choose a specific group of students if you are connecting Calendar events to Groups in D2L).

Attendees

Everybody in the Course Offering

Group 1 -> Assignment 1 Groups

Group 2 -> Assignment 1 Groups

Group 3 -> Assignment 1 Groups

All Day

9-13-2018 3:00 PM to 9-13-2018 3:30 PM

Canada - Vancouver

Add Recurrence Add Restriction

Location

Create Cancel



5. Under **When**, assign a day/time range for your event. If you select **All day**, you will be able to choose a date range only.

Attendees

Everybody in the Course Offering

Add Groups/Sections

When

All day

9-13-2018 3:00 PM to 9-13-2018 3:30 PM

Canada - Vancouver

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
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23	24	25	26	27	28	29
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6. Click **Add Recurrence** if you want the event to recur **Daily**, **Weekly**, **Monthly**, or **Annually**, with a given repetition and recurrence ending. Click on the **X** to close the **Add Recurrence** box.

Add Recurrence Add Restriction

Recurrence Repeat Every Recurrence Ending

Daily 1 day(s) 10/13/2018

Daily Weekly Monthly Annually

Create Cancel



7. Click **Add Restriction** if you want to, for example, hide the event for a specified number of days, hours, or minutes before the event starts. Click on the **X** to close the **Add Restriction** box.

Event Visibility

Hidden until

Range

0

Days before the event starts

Days before the event starts

Hours before the event starts

Minutes before the event starts

X

8. Scroll to the bottom of the page and type a **Location** for your event if it is relevant. Then click **Create**.

When

All day

9-13-2018 3:00 PM to 9-13-2018 3:30 PM

Canada - Vancouver Canada - Vancouver

Add Recurrence Add Restriction

Location

Room 250

Create Cancel



Things to Remember

All events you enter in the calendar will be visible to all the students in your Classlist, unless you have selected Attendees, or restricted access to Tools that populate the calendar automatically to a specific group of students.

Tools that can populate the Calendar automatically with events are:

- Assignments
- Checklists
- Discussions
- Grades
- Modules and Topics (in the Content tool)
- Quizzes and Surveys

And dates set in these tools that will appear in the Calendar automatically, in the following order:

- If there is a Start date, that will appear in the calendar.
- If there is an End date *and* a Start date, the **End date** alone appears in the calendar (NOT the Start date).
- If there is a Due date, the **Due date** alone will appear in the calendar (NOT the Start or End dates if either or both of those are also set up).

Note that students CANNOT enter items into the Calendar. They can only enter personal reminders in the **Tasks** area of the Calendar.



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