(CAMOSUN @Learning

D2L Tutorials



Navigating the Calendar in D2L – a Student Tutorial

This tutorial is for students who need to know how to use the Calendar tool in D2L. For further information, please contact <u>elearning@camosun.ca</u> for assistance.

Scenario

This tutorial will cover the steps involved in viewing course calendars in D2L, and adding Tasks to the Calendar tool.

Steps

- 1. Go to your course in D2L.
- 2. Depending on how your instructor has set up your course site, you will either click the **My Tools** drop-down menu and select **Calendar**, or scroll down and click on the down arrow on the **Calendar** widget on your course homepage and select **Go to Calendar**.

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News 🗸	Classlist			100			19
Welcome to D2L ver Posted Mar 21, 2014 10:52 AM	Content		×			ALL MARKING	
Today we will be giving you an overview	Discussions	the tools in D2L 10.3. Please let us				-	-
know if you have any questions.	Dropbox						
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3. Once you are in the Calendar tool, you can select how you view the calendar by using the buttons at the top (Day, Week, Month, etc.) and can view events by clicking on calendar links..

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4. To control which course calendars you can see, click the down arrow next to the link at the top right of the calendar, and select the calendar you wish to see, or click **Show All Calendars** to see them all. You will then see entries from all your course calendars in this one place.

Agenda	Day	Week	Month	List			Print Search Events	Q
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Satu	d Show All Calendars 🚽 🕂] t
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12	13	14	15	10	17	18	Training Course 02	×
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5. While you, as a student, cannot create your own Calendar entries, you can use the **Tasks** tool from within the Calendar to keep track of personal deadlines for yourself. To do this, click on the **Add a task...** box and type a name for your Task and hit the Enter key.

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6. To add a due date for your Task, click No due date.

Then click on the date box to open a calendar and select a due date

< >	August	2018			All Caler	ndars (12) 🗸		<		A	ugust	2018			>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Sun	Mon	Tue	Wee	d Th	u	Fri	Sat
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Click the **Save** icon to save your due date

7. Click the check box next to your Task to mark it completed, and click the trash can to delete your Task.

< >	August	2018			All Caler	ndars (12)
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
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