



Navigating the Calendar in D2L – a Student Tutorial

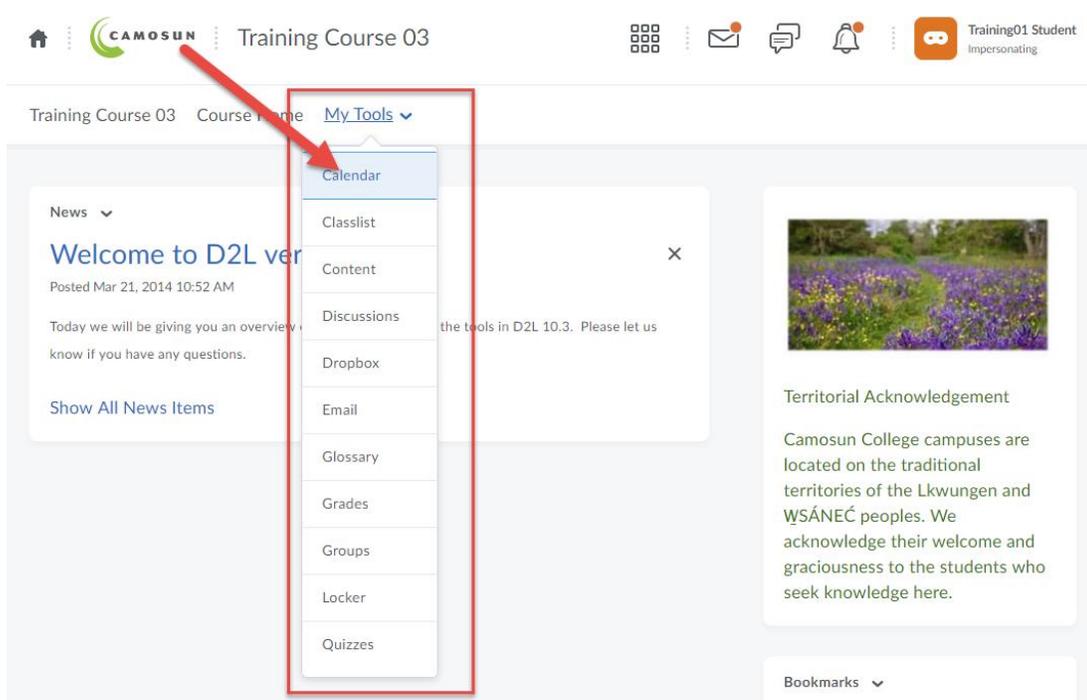
This tutorial is for students who need to know how to use the Calendar tool in D2L. For further information, please contact elearning@camosun.ca for assistance.

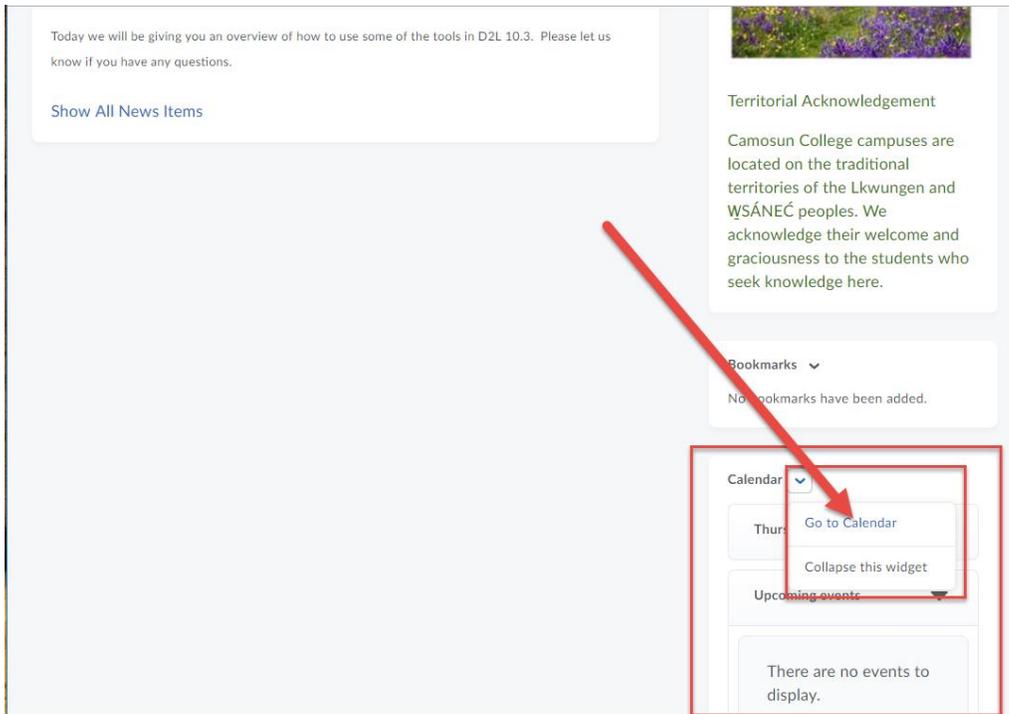
Scenario

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

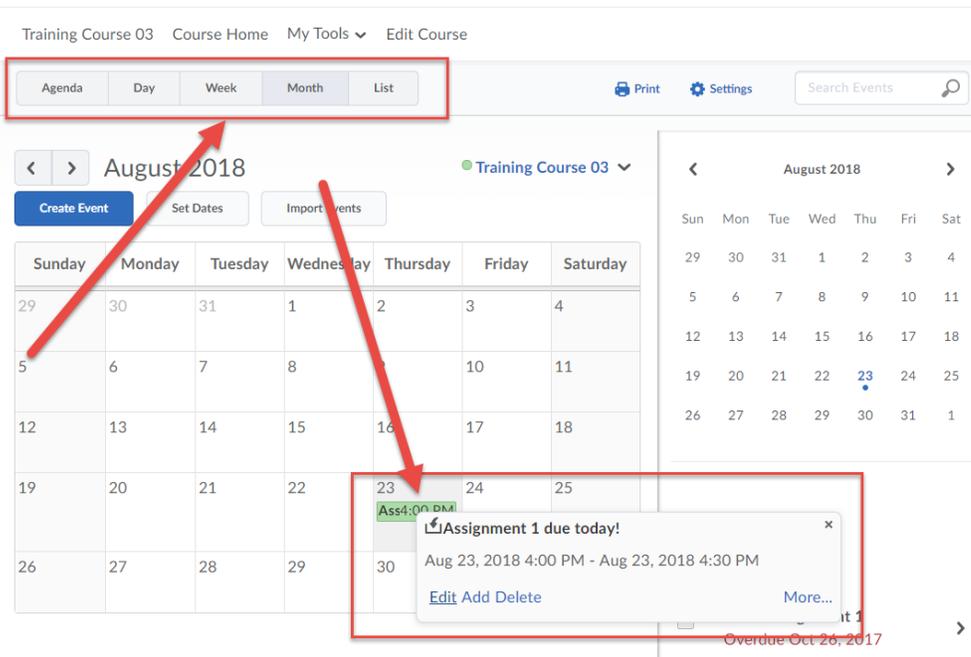
Steps

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**.

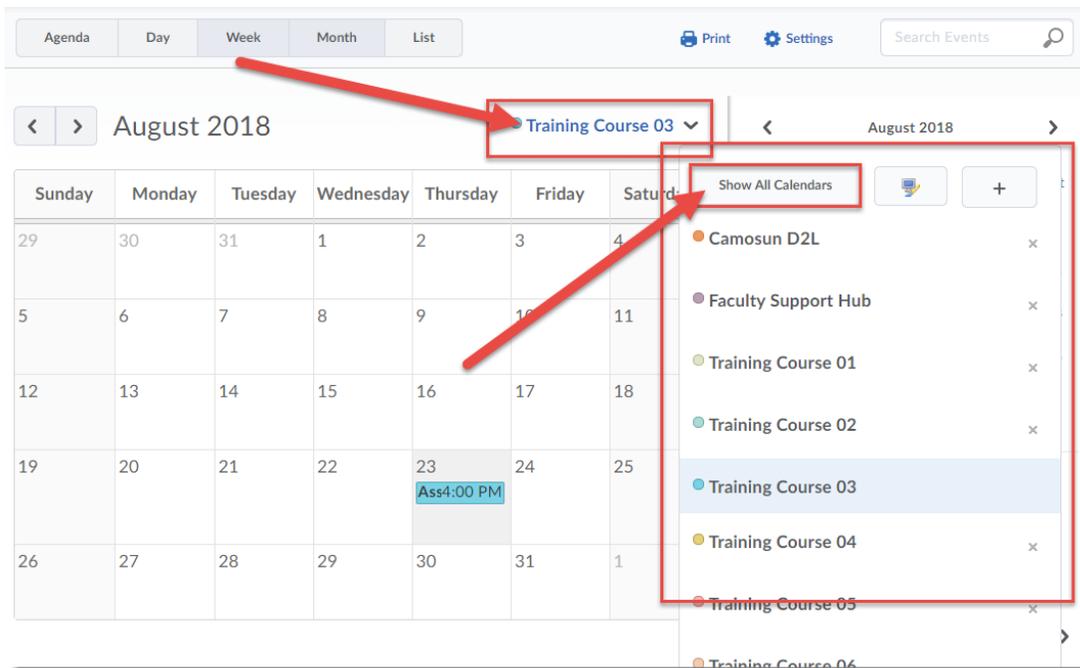




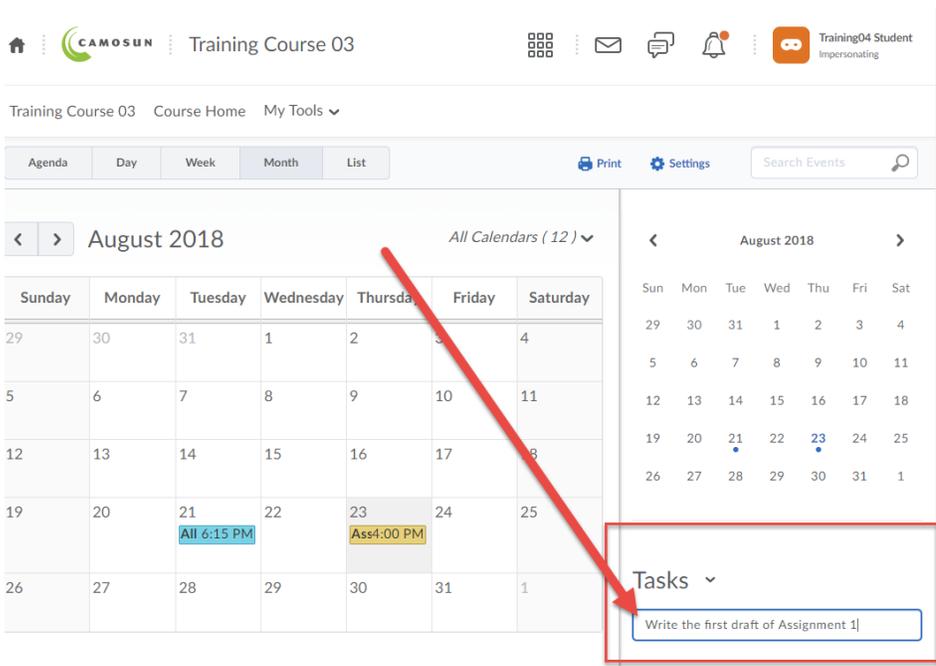
- Once you are in the Calendar tool, you can select how you view the calendar by using the buttons at the top (Day, Week, Month, etc.) and can view events by clicking on calendar links..



- 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.

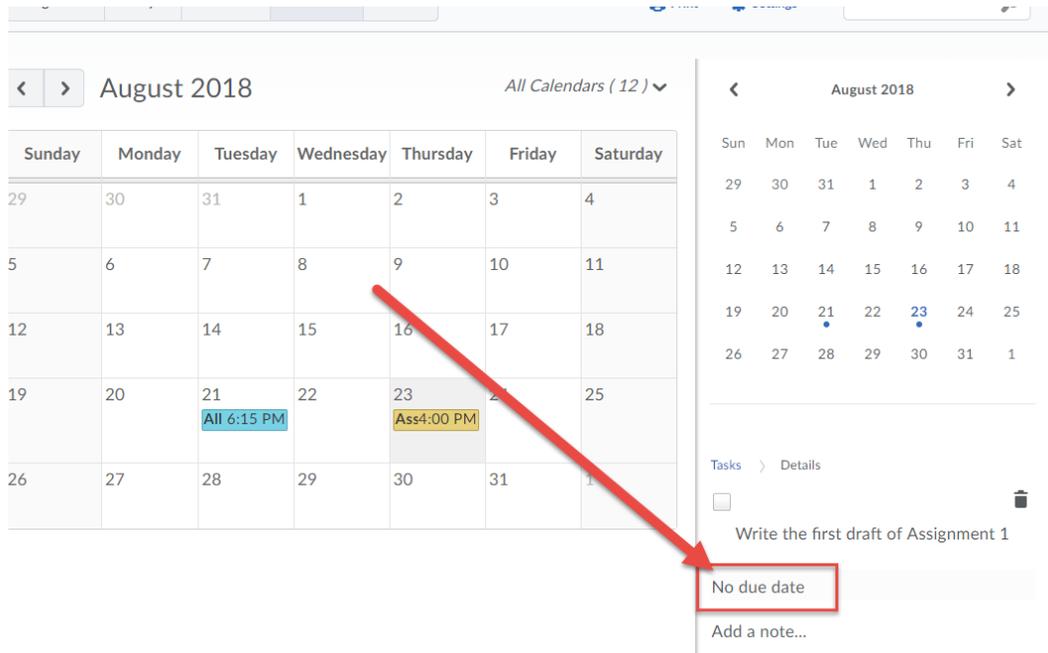


- While you, as a student, cannot create your own Calendar entries, you can use the **Tasks** tool from within the Calendar to keep track of personal deadlines for yourself. To do this, click on the **Add a task...** box and type a name for your Task and hit the Enter key.

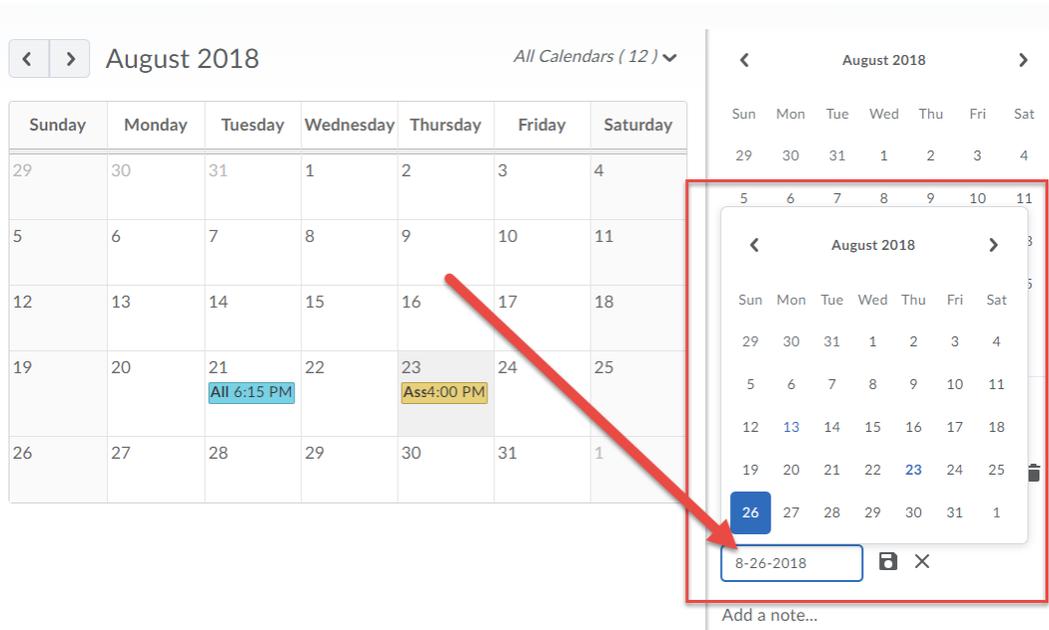


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6. To add a due date for your Task, click No due date.



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



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Click the **Save** icon to save your due date

The screenshot shows a calendar for August 2018. On the left is a weekly view, and on the right is a monthly view. A task titled "Write the first draft of Assignment 1" is shown in the details pane. The due date is set to 8/28/2018. A red arrow points to the "Save due date" button, which is a blue square with a white checkmark.

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

This screenshot shows the same calendar interface as the previous one. The task "Write the first draft of Assignment 1" is now marked as completed, indicated by a checked checkbox. A red arrow points to the checkbox, and another red arrow points to the trash can icon in the top right corner of the task details pane.



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