



Sorting the Calendar View in D2L – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Calendar in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you want to sort the Calendar view in D2L so you only see entries from specific course calendars.

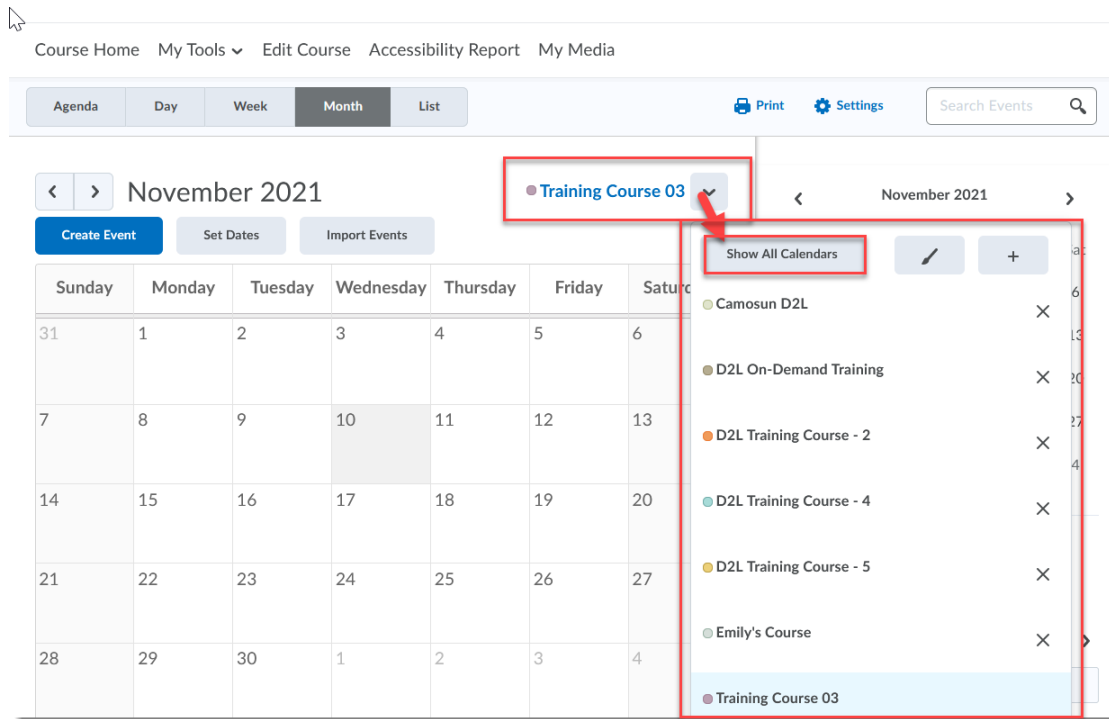
Steps

1. Go to the **Calendar** tool in your course.
2. Your default calendar view should be for the course you are logged into (you can tell from the title of the calendar drop-down menu at the top, right of the main calendar view). However if it is not, you can choose which calendar you want to see by clicking that drop-down menu at the top, right. In this tutorial, the default view is the calendar for **Training Course 03**. Clicking on the drop-down menu reveals a list of all the course calendars this user has access to. This list may be quite long depending on how many courses you have access to.

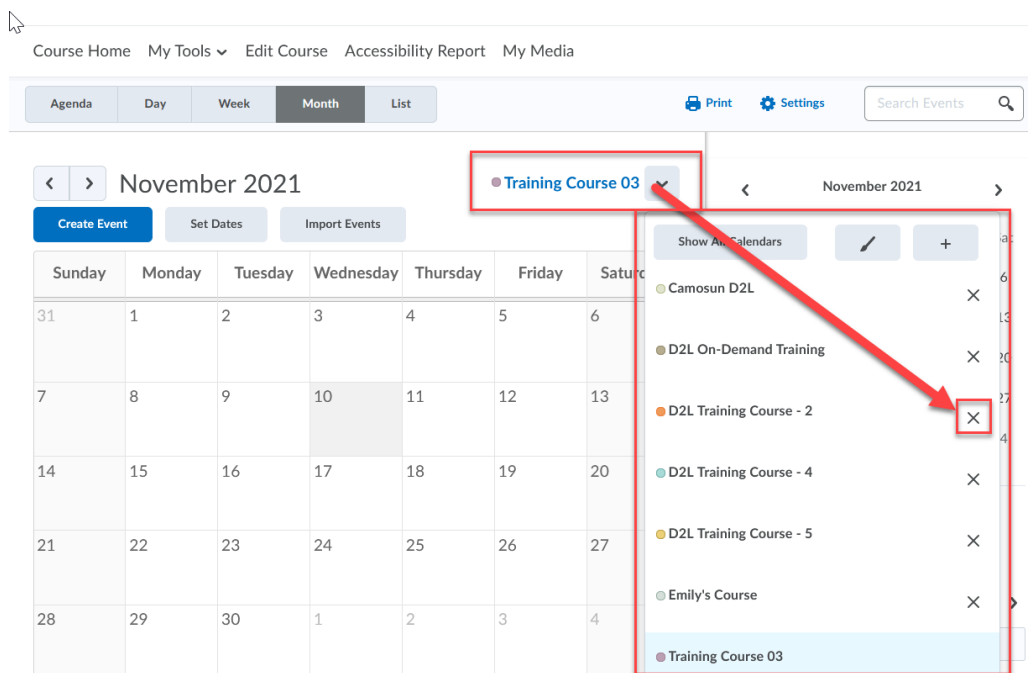
The screenshot shows the D2L calendar interface for November 2021. At the top, there are navigation links: Course Home, My Tools, Edit Course, Accessibility Report, and My Media. Below these are view options: Agenda, Day, Week, Month (selected), and List. There are also buttons for Print, Settings, and a search bar for events. The main calendar grid shows dates from 31 to 4. A red box highlights a drop-down menu at the top right of the calendar grid, which is currently set to 'Training Course 03'. A red arrow points to this menu. Below the menu, a list of calendars is displayed, including 'Camosun D2L', 'D2L On-Demand Training', 'D2L Training Course - 2', 'D2L Training Course - 4', 'D2L Training Course - 5', 'Emily's Course', and 'Training Course 03' (which is highlighted in blue).



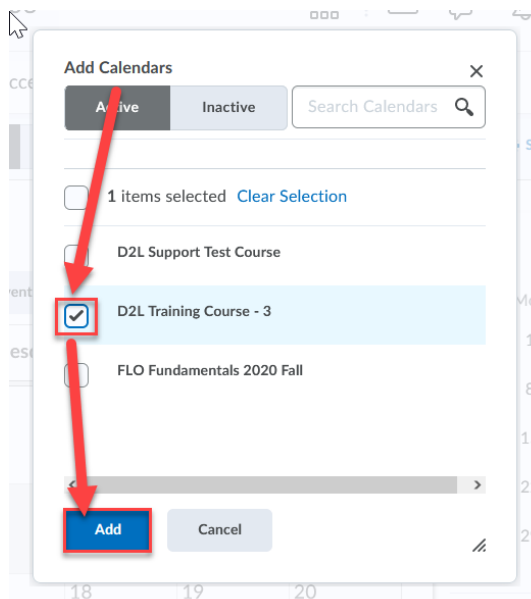
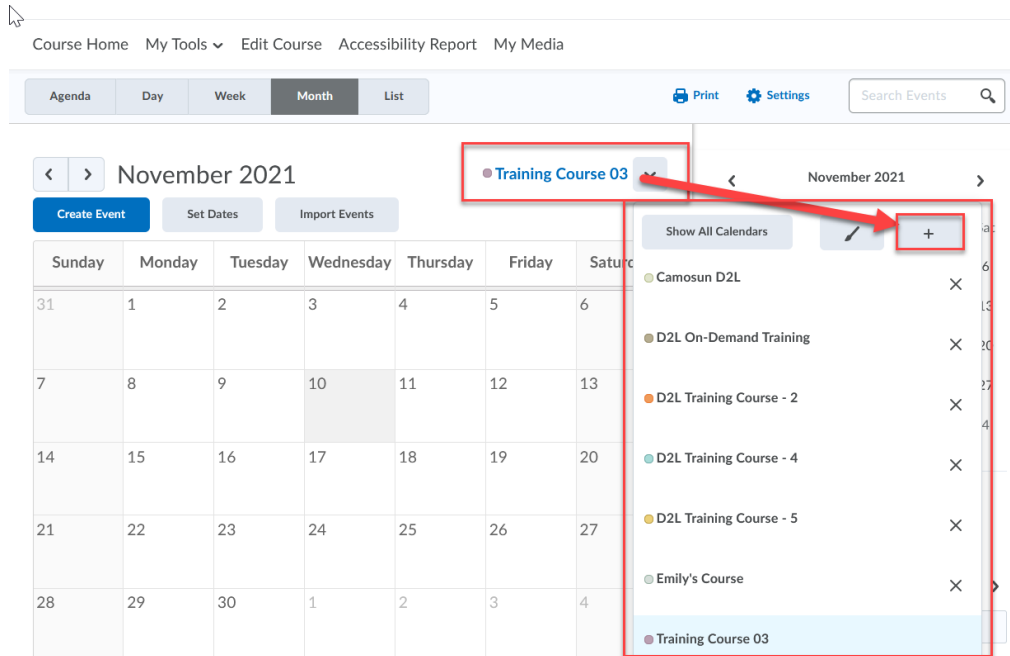
3. Click the name of the course calendar you wish to view. Alternatively, you can click **Show All Calendars** to see events from ALL the courses you are connected to.



4. Clicking the **X** next to a course calendar dismisses it from the Calendar view list.



5. If you want to add a calendar into the Calendar drop-down, click the **+**. Then in the pop-up box, click the select box for the course calendar you want to add, and click **Add**.



Things to Remember

Students can also control which calendar(s) they view in the Calendar tool using the same steps. But they will have to control their own view themselves, you cannot control it for them.



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