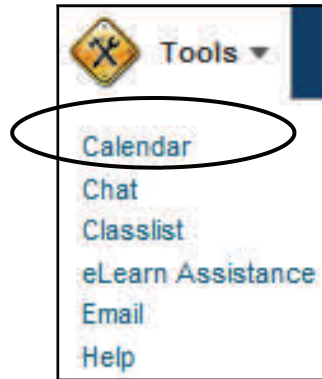


Accessing The Calendar

Click the **Calendar** link in the tools dropdown menu



Layout

Monthly Calendar

Display Layouts

Print the Schedule

The screenshot shows a calendar interface for December 2011. On the left is a monthly calendar grid. The main area is titled 'Today and tomorrow' and shows an agenda for Monday, December 19, 2011, and Tuesday, December 20, 2011. On Monday, there is a 'Final Exam' from 3:30 PM to 6:00 PM for the 'Student eLearn Training Course'. On Tuesday, there are 'Group Meetings' from 11:00 AM to 12:00 PM for the same course. On the right side, there is a 'Tasks' section with three items: 'Meet with group on Wednesday night', 'Study until 11 AM', and 'Turn in Dropbox submission'. Below the tasks is an 'Add a task...' input field. At the top of the main area, there are tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List', and a search bar.

My Calendars

Events

Tasks

Events are reminders  
of course activities

Tasks are  
personal events

Day Display Layout

all day

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

Final Exam  
3:30 PM

Tasks

Study until 11 AM

Add a task...

Events

Tasks

Print Settings

Tasks

Meet with group on Wednesday night

Study until 11 AM

Turn in Dropbox submission

Add a task...

Set task as complete

Add tasks

The task pane can be hidden in **Settings**

Delete tasks using the right-facing arrow

Week Display Layout

Events

Month Display Layout

Events

List Display Layout

Agenda Day Week Month **List**

◀ ▶ Upcoming events

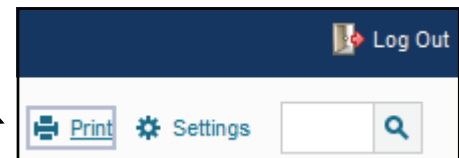
Filter By: Assignments Checklists Discussions Grades Materials Modules Quizzes Surveys

- Final Exam Dec 19, 2011 3:30 PM - 6:00 PM >
- Group Meetings Dec 20, 2011 11:00 AM - 12:00 PM >

Events

Print Calendar Events

- Click the Print button
- The Print dialog box will open



Print

**Print Options**

Header:  Show branding

Display options:  Show event details,  Page break before each event

Event Range: Print events between [dropdown] 1/3/2014 to 1/4/2014

Update Preview

**Print Preview**

train101 Faculty Training Course 71

Events between Jan 3, 2014 - Jan 4, 2014

Print Close