

D2L Calendar Tool Basics - Accessing and Navigating

INTRODUCTION

The calendar tool in D2L is a useful way for you to track due dates and deadlines for your courses. We recommend that you take full advantage of this tool as way to help you organize your workload. This tip sheet provides you with an overview of the tool as well as additional documentation regarding how to take advantage of some of its more useful features.

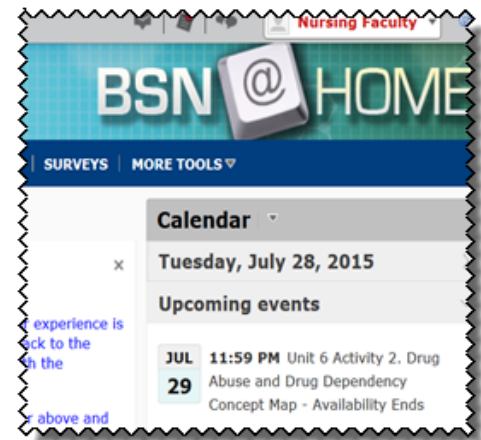
ACCESSING THE CALENDAR TOOL

Where to Find It

The D2L calendar tool can be found on either the D2L home page, when you first log in, or from the front page of a specific course. The view from the home page displays upcoming due dates for all of your courses; the view from a specific course shows dates for only that course.

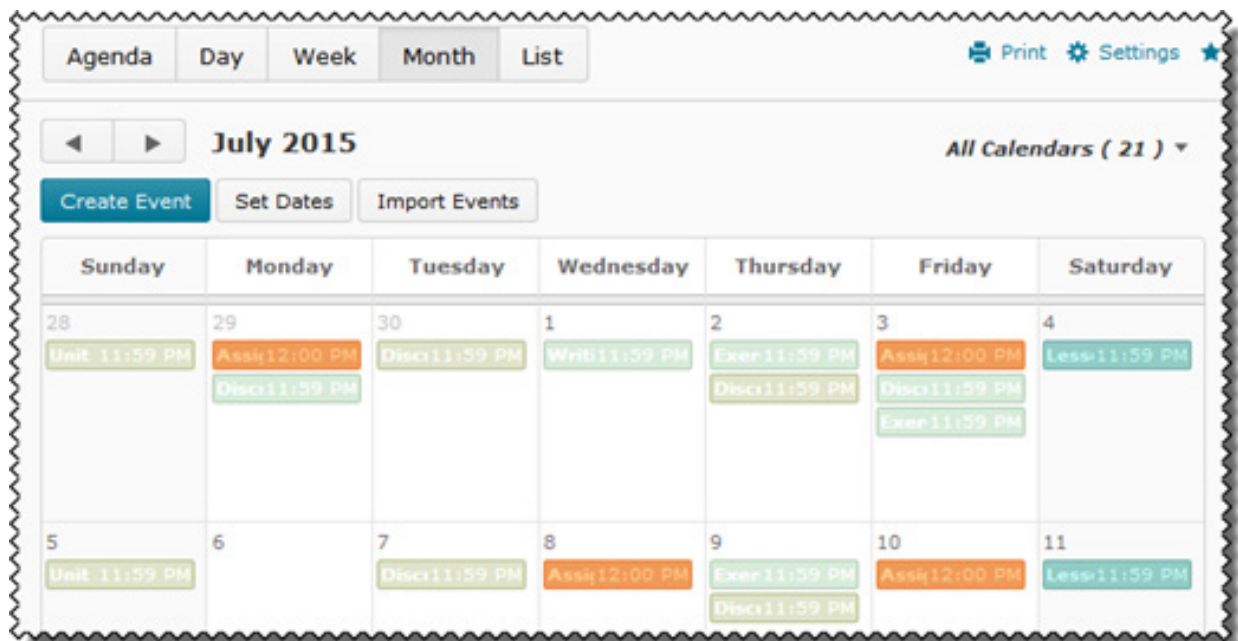
What You See

In addition to displaying due dates, you can see what is due and for which course. This view provides a snapshot across all your courses, which is great for short-term planning.



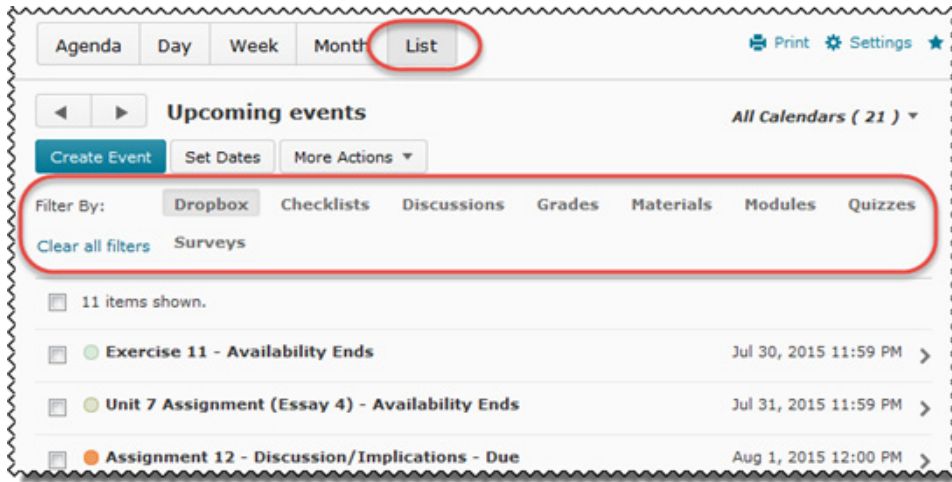
NAVIGATING

For a more comprehensive view of your course due dates, click the down-arrow by the Calendar head for a calendar or list view. The calendar view provides a more complete, visual representation of multiple due dates, allowing you to better manage your time and projects.

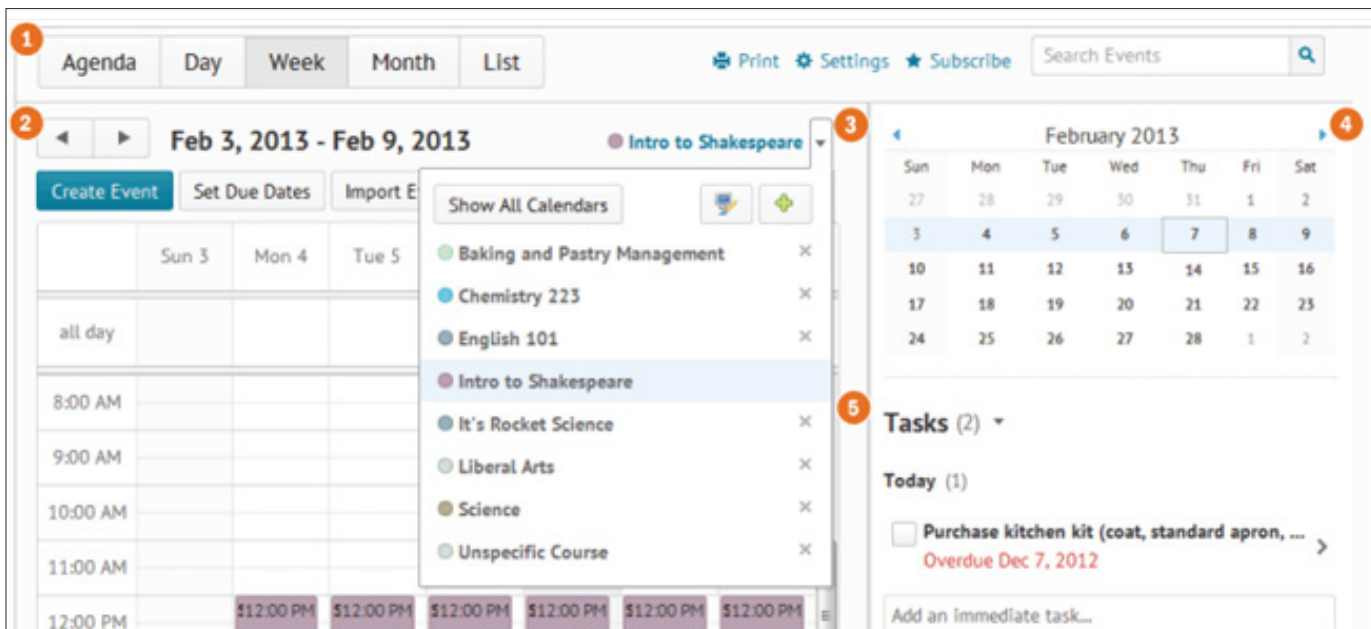


Use the Agenda view to group your course events by date, course, or category. If you're taking several courses, the due dates will be color-coded by course.

In the List view, you can filter by D2L components (here, the dropdown).



CALENDAR TOOL REFERENCE



- 1) **Calendar Views:** Use the calendar views area to toggle between different display layouts.
- 2) **Calendar Content:** Select the buttons to change the timeframe.
- 3) **Calendar Menu:** Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.
- 4) **Mini Calendar:** Use the mini calendar to navigate quickly to a specific day, week, or month. Browse through the mini calendar's months by clicking the left and right icons.
- 5) **Task Pane:** Use the task pane to create, track, and maintain personal tasks.

ADDITIONAL RESOURCES

D2L Resource Center, Calendar Interface Overview: https://documentation.brightspace.com/EN/le/calendar/all/calendar_interface_overview.htm

Personalizing the D2L Calendar, in CEOEL tip sheets: <http://ce.uwex.edu/campus-partnerships/online-program-development/instructional-design/resources/>