

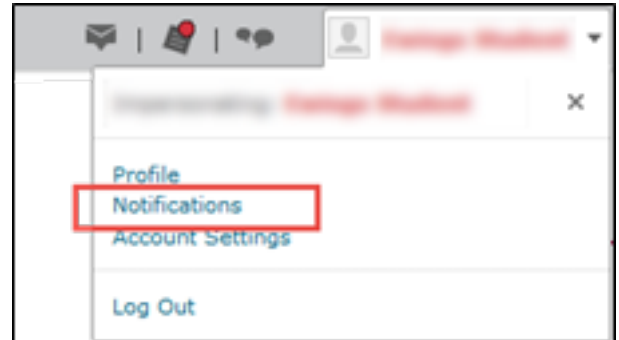
Personalizing the D2L Calendar

INTRODUCTION

The D2L Calendar tool allows for notification settings and syncing with other calendars, so we'll take a look at how to do that here.

RECEIVING CALENDAR NOTIFICATIONS ON MOBILE DEVICES

You can receive text reminders about course events such as Dropbox and Quiz due dates. To set this up, all you need to do is change a few settings on your D2L account.



1. Click **Notifications** from your personal menu on the minibar.
2. In the Mobile Number section, click **Register your mobile**.
3. Enter your country, your mobile carrier, and your mobile number, and save.
4. After receiving a registration confirmation code on your mobile device, click **Confirm your mobile number** and enter the code in the Confirmation Code field. (If a confirmation number is not sent to your phone, your carrier may not support this function through D2L.)
5. Click **Confirm**.
6. Set the maximum number of messages per day you want to receive. This is especially important to do if you are charged for each text message you receive.
7. In the Instant Notifications area, select the notifications you want to receive by text (SMS).
8. Click **Save**.

Instant Notifications	Email	SMS
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


SYNCING THE D2L CALENDAR WITH OTHER CALENDARS

With just a few clicks, you can add D2L Calendar due dates to other calendars you use (e.g., Microsoft Outlook, Google Calendar). Here's how:

Step 1. Enable Calendar Feeds.

1. Go to the Calendar views area:



2. Click  **Settings** in the calendar views area.
3. Select **Enable Calendar Feeds**.
4. Click **Save**.

Step 2. Click Subscribe



Step 3. Copy the URL.

A screenshot of the 'Calendar Subscriptions' page. The page shows a dropdown menu set to 'All Calendars and Tasks'. Below this, there is a text box containing a URL: `https://uwli.courses.wisconsin.edu/d2l/le/calendar/feed/user/feed.ics?token=a7e7xtkn5xxoy65a5e7b0`. There are 'Download' and 'Reset' buttons. A red 'X' is over the 'Download' button. A note at the bottom explains that the download option is not advised. Three callouts provide instructions: 1) Select the calendar(s) to which you want to subscribe. 2) Copy and paste the URL provided into an external calendar tool. The note states: 'Note: We don't advise using the download option as it (unlike subscribing) won't keep your calendar updated.'

Step 4. Paste the URL into your external calendar tool. And that's it!

ADDITIONAL RESOURCES

D2L Calendar Tool Basics – Accessing and Navigating, in CEOEL tip sheets: <http://ce.uwex.edu/campus-partnerships/online-program-development/instructional-design/resources/>

Add Someone Else's Google Calendar: <https://support.google.com/calendar/answer/37100?hl=en>

View and Subscribe to Internet Calendars: <https://support.office.com/en-in/article/View-and-subscribe-to-Internet-Calendars-f6248506-e144-4508-b658-c838b6067597>