

Using the Calendar Feature

Selecting a Calendar View

To change the calendar view:

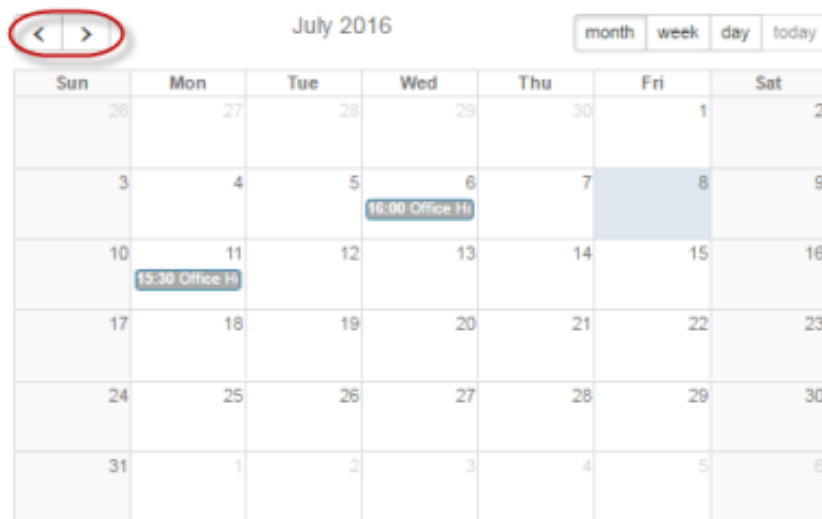
- 1) In the Calendar panel click either month, week, or day.



- 2) The view is changed as per your selection.

Moving Through the Calendar

You can move back and forth through the months, weeks, or days of the calendar by clicking the left or right arrows above the calendar.



Scheduling Events in the Calendar

To Schedule Events in the Calendar:

- 1) Double-click on the date you want to add the event to. This opens the **Create Event** window.
- 2) Enter the subject of the event
- 3) Enter the event details in the text editor..
- 4) Enter the start and end times for the event.
- 5) Click **Create Event**.

Create Event ✕

Private event Class event School event

Class

Subject

Detail

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Start time

End time

All day event

Sharing an Event

You can use the privacy settings in the Create Event window to control who can see your scheduled event.

Update Event



Private event Class event School event

If you do not want to make a scheduled event viewable by anyone else, select **Private event**.

To make a scheduled event viewable by an entire class, select **Class event**, then select the class from the **Class** list.

To create an event that is viewable by all users in your institution, select **School event**.

Editing Events in the Calendar

To edit events in the calendar:

- 1) Right-click on the event in the calendar.
- 2) From the context menu, select **Edit**.

Update Event







Private event Class event School event

Class

Subject

Detail

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Office hours for today

Start time

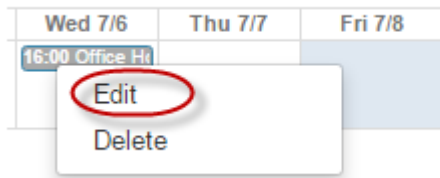
End time

All day event

Close

Update Event

4. Click **Update Event**.



3) In the Update Event window, update the event.

Update Event ✕

Private event Class event School event

Class

Subject

Detail

Start time

End time

All day event

4) Click **Update Event**.