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

4. Click **Update Event**.
3) In the Update Event window, update the event.

4) Click **Update Event**.