DISTRIBUTED
LEARNING

USING BRIGHTSPACE TOOLS
Calendar

cna

Create a Calendar Event

The Calendar tool allows both instructors and students to keep track of important dates throughout the course of a semester.

To access the Calendar, click on Course Home and click the drop down arrow on the Calendar widget on the right hand side of the home page and click to Go to Calendar.

Note: When you create assessments, discussions, content items etc. in your course, they will automatically be added to the Calendar. You will not have to manually go into the Calendar and enter those dates.
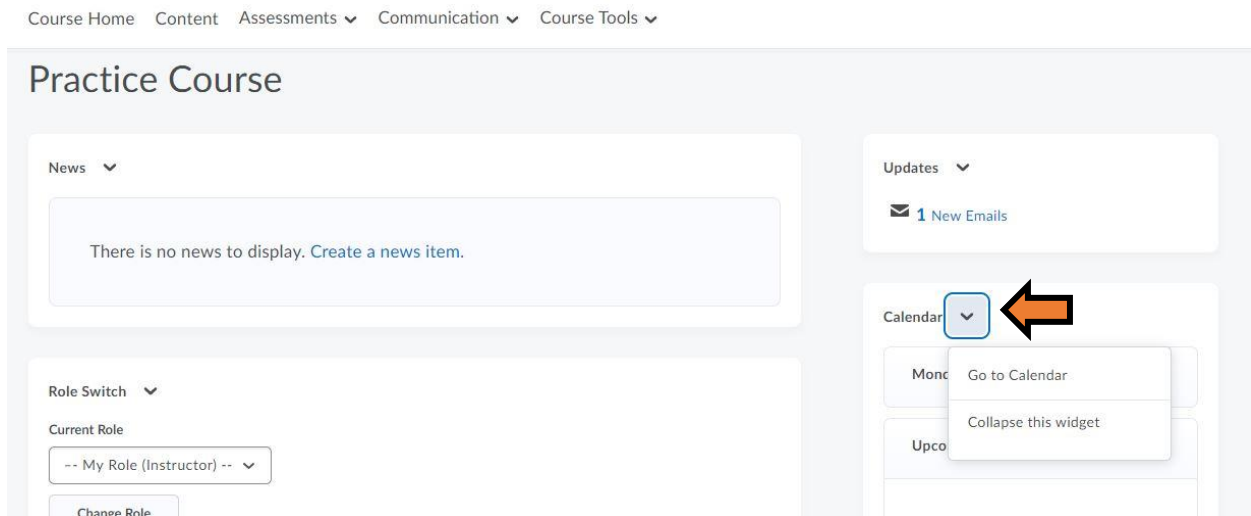
Select the **dropdown arrow** next to Calendar in the Calendar widget.

1. Select **Go to Calendar**.
2. Select the **Create Event** button.
3. Enter the event title in the Title field.
4. Enter the event description in the Description box.
5. Enter the date and time settings under When.
6. To create a recurring calendar event, select **Add Recurrences**.
7. When finished, select the **Create** button.

Create Event

● Practice Course

Title

[📋 Add Content]

[Enter Event Title]

Description

[📹 📷 🔗 ▼ | Paragraph ▼ | **B** *I* U̲ ▼ | ...]

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Attendees

[Everybody in the Course Offering ▼]

[👥 Add Groups/Sections]

When

☐ All day

[2-24-2020] [12:00 PM]   to   [2-24-2020] [12:30 PM]
Canada - St. John's   *Canada - St. John's*

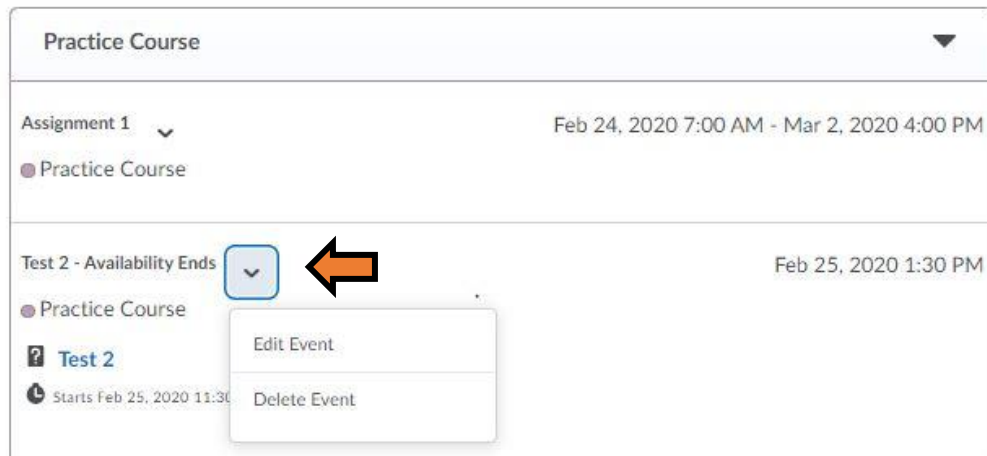[↻ Add Recurrence] [🕐 Add Restriction]

Location

[   ]

[Create] [Cancel]

Edit a Calendar Event

1. Select the event to be edited.
2. Select the **dropdown arrow** next to the event title.
3. Select **Edit Event**.
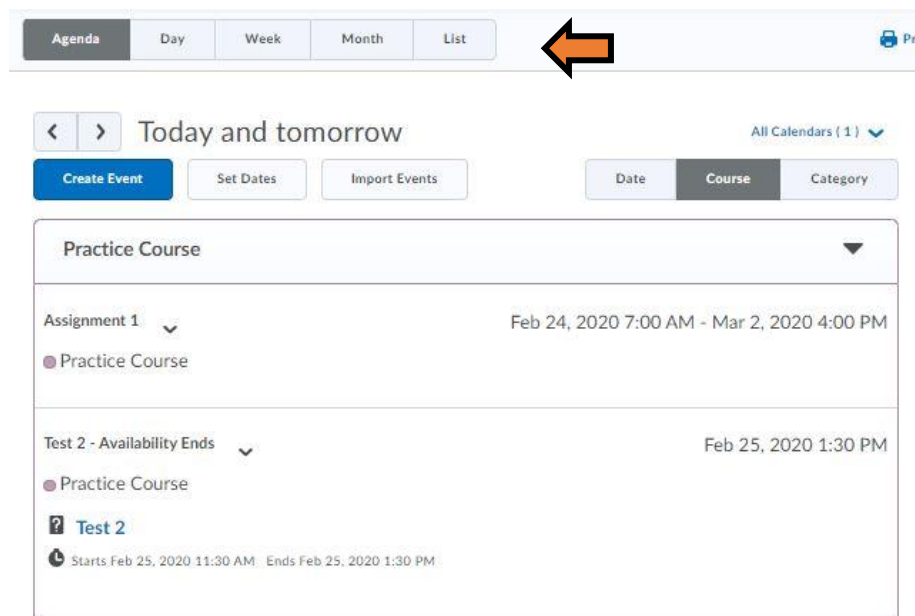
4. Select a new date and time for the event.

   NOTE: Changes can be applied only to the type of date that was created for the Calendar item in the original tool (ie: Quiz, Dropbox etc.)

5. Select **Save** to apply the changes to the event date.

Changing the Calendar Displays/Views
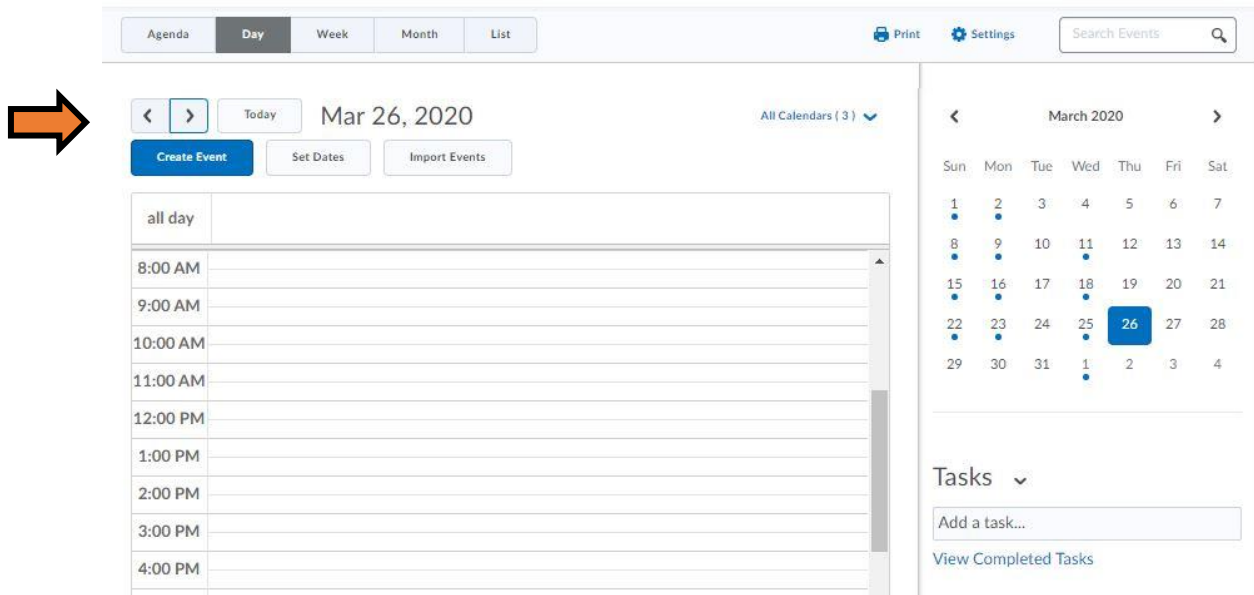
1. From the calendar setup page, select a view:
   - Choose **Day**, **Week** or **Month** to limit events displayed based on those timeframes.
   - Choose **List** to view a comprehensive list of events for the course in chronological order.
   - Choose **Agenda** to see more information about upcoming events with direct links to the part of the course pertaining to the event, i.e. a Quiz or Dropbox.
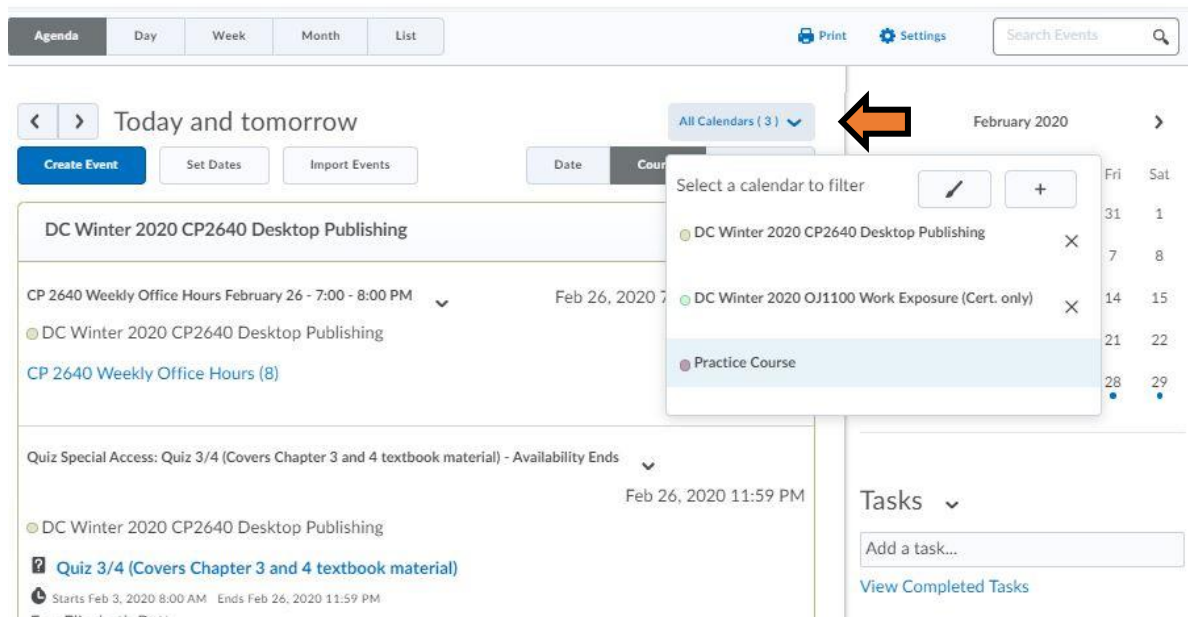
2. Select a specific date to view (optional), using the **left and right arrows** on the calendar display.

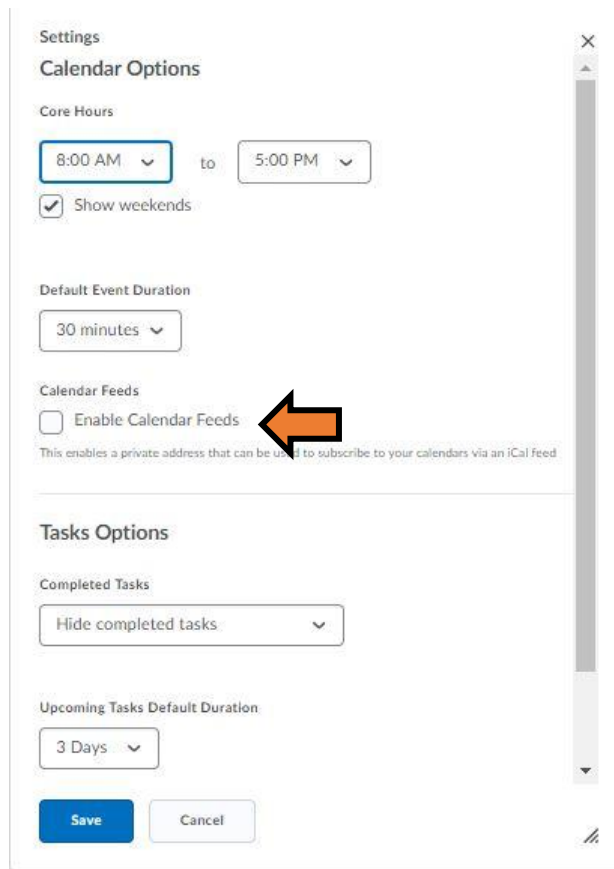3. Select which courses to display events for by selecting the **dropdown arrow** next to the name of the course.

Enable the Calendar Feeds

1. Select the **Calendar** link from the course homepage.
2. Select the **Settings** link.

3. Make sure the checkbox for "Enable Calendar Feeds" is selected.