

DISTRIBUTED
LEARNING



USING BRIGHTSPACE TOOLS

Calendar

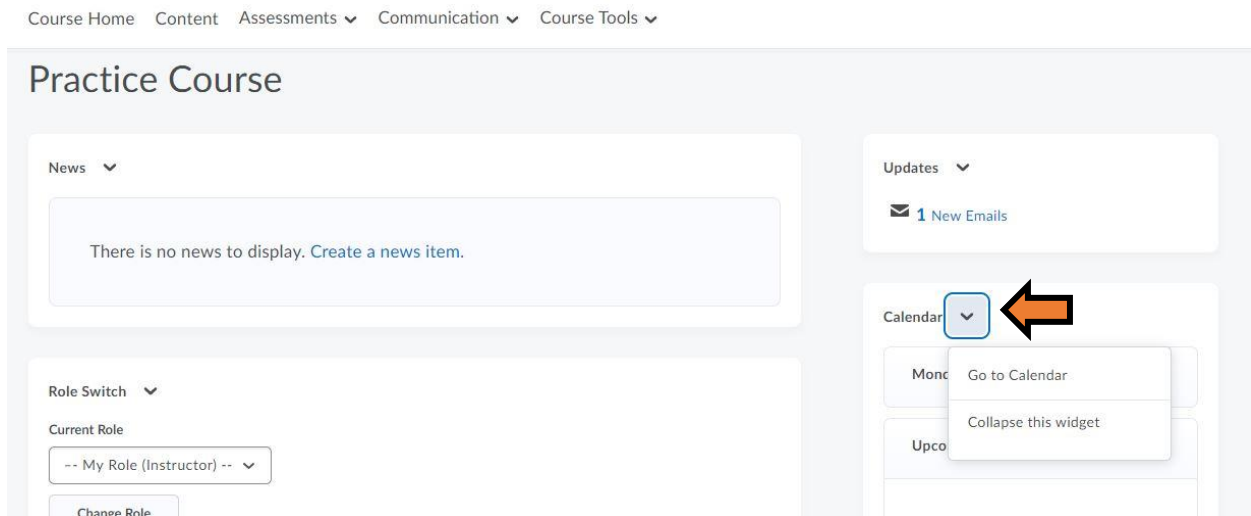
cna

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









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

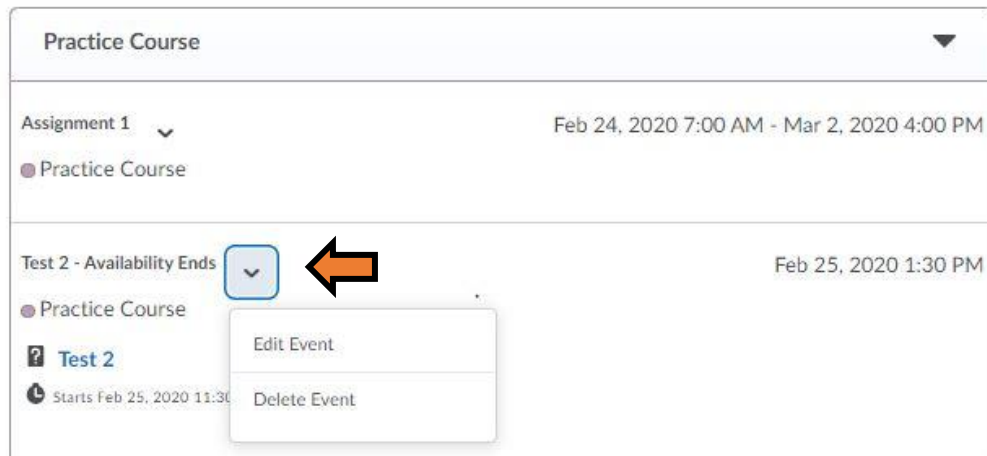


Create

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**.



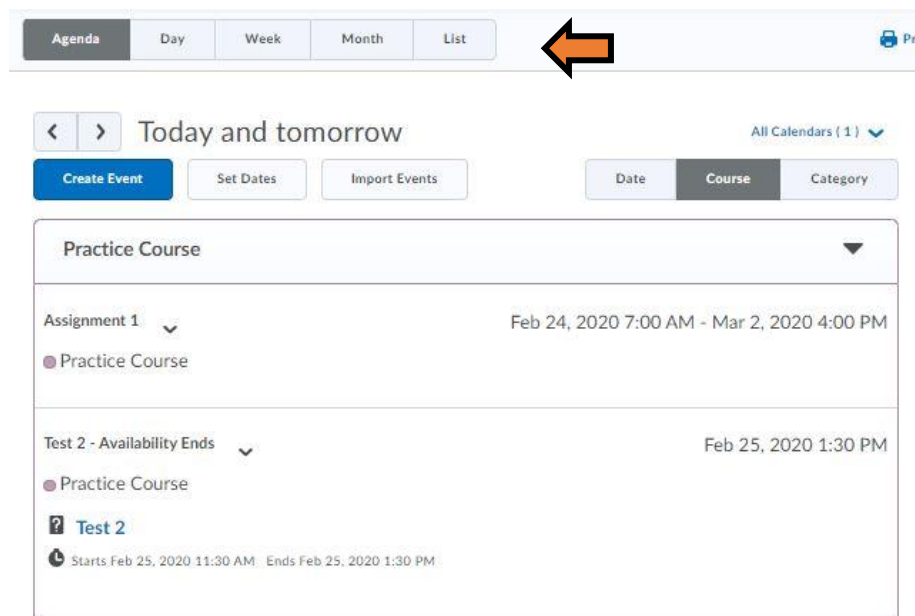
4. Select a new date and time for the event.

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

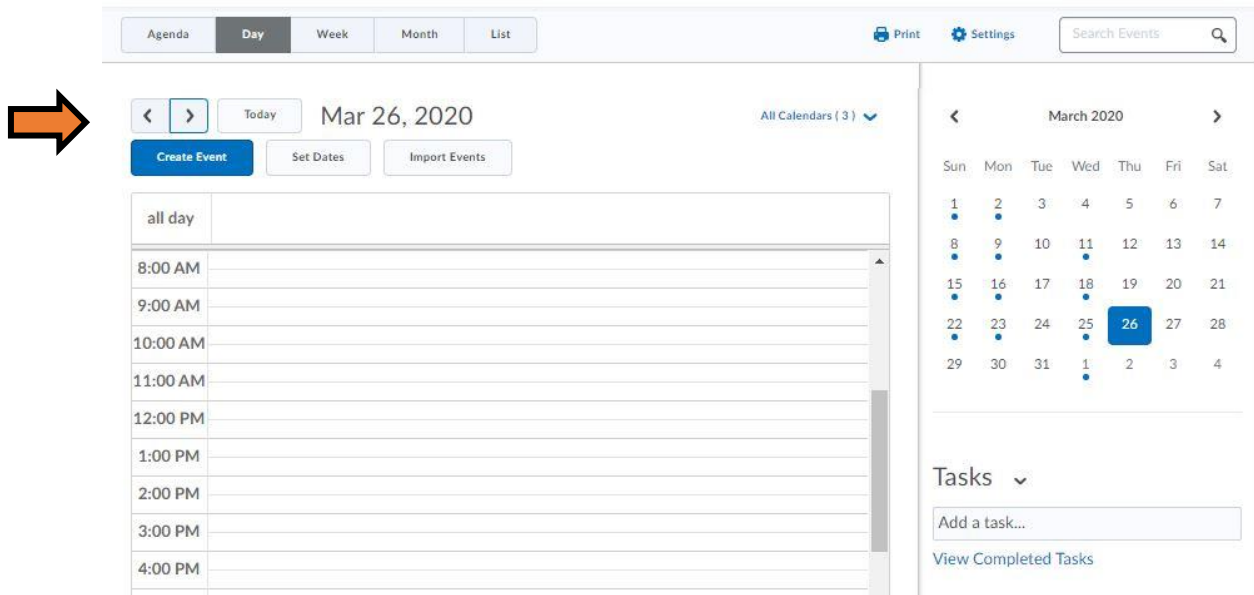
1. From the calendar setup page, select a view:
 - Choose **Day**, **Week** or **Month** to limit events displayed based on those timeframes.
 - Choose **List** to view a comprehensive list of events for the course in chronological order.
 - Choose **Agenda** to see more information about upcoming events with direct links to the part of the course pertaining to the event, i.e. a Quiz or Dropbox.



The screenshot displays a calendar interface with a view selector at the top. The 'Agenda' view is selected, indicated by an orange arrow. Below the view selector, the calendar shows a list of events for 'Practice Course'.

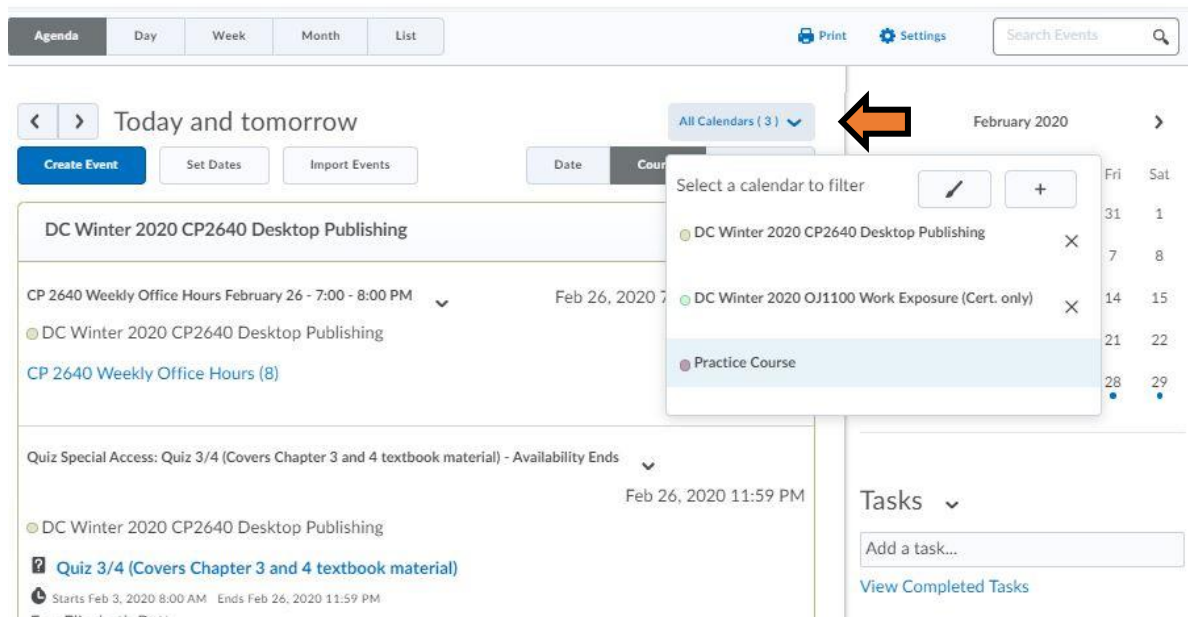
Date	Course	Category
Feb 24, 2020 7:00 AM - Mar 2, 2020 4:00 PM	Assignment 1	Practice Course
Feb 25, 2020 1:30 PM	Test 2 - Availability Ends	Practice Course
Starts Feb 25, 2020 11:30 AM - Ends Feb 25, 2020 1:30 PM	Test 2	

2. Select a specific date to view (optional), using the **left and right arrows** on the calendar display.



The screenshot shows a calendar application interface. At the top, there are navigation tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. Below these are buttons for 'Print', 'Settings', and a search bar labeled 'Search Events'. The main area displays 'Today' as 'Mar 26, 2020'. To the left of the date are left and right navigation arrows. Below the date are buttons for 'Create Event', 'Set Dates', and 'Import Events'. A time slot grid is visible, ranging from 'all day' to '4:00 PM'. On the right side, there is a monthly calendar view for 'March 2020' with the 26th highlighted. Below the calendar is a 'Tasks' section with an 'Add a task...' input field and a 'View Completed Tasks' link. An orange arrow points to the left and right navigation arrows.

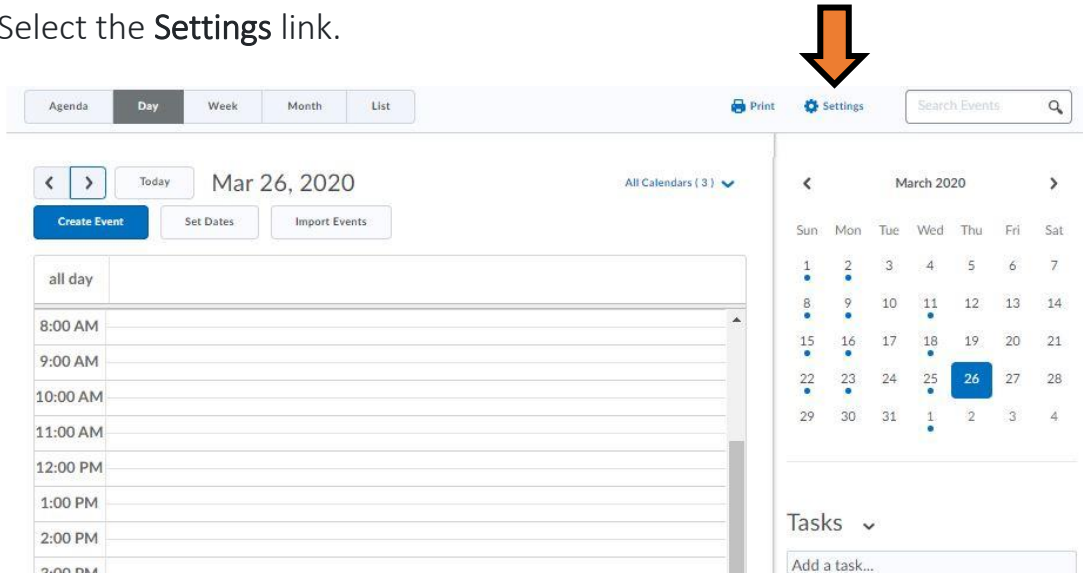
3. Select which courses to display events for by selecting the **dropdown arrow** next to the name of the course.



The screenshot shows the same calendar application interface, but with a dropdown menu open. The main area displays 'Today and tomorrow'. Below this are buttons for 'Create Event', 'Set Dates', and 'Import Events'. A table of events is shown with columns for 'Date' and 'Course'. The first event is 'DC Winter 2020 CP2640 Desktop Publishing'. The second event is 'CP 2640 Weekly Office Hours February 26 - 7:00 - 8:00 PM' with a dropdown arrow next to it. The dropdown menu is open, showing a list of courses to filter by: 'DC Winter 2020 CP2640 Desktop Publishing', 'DC Winter 2020 OJ1100 Work Exposure (Cert. only)', and 'Practice Course'. An orange arrow points to the dropdown arrow next to the course name.

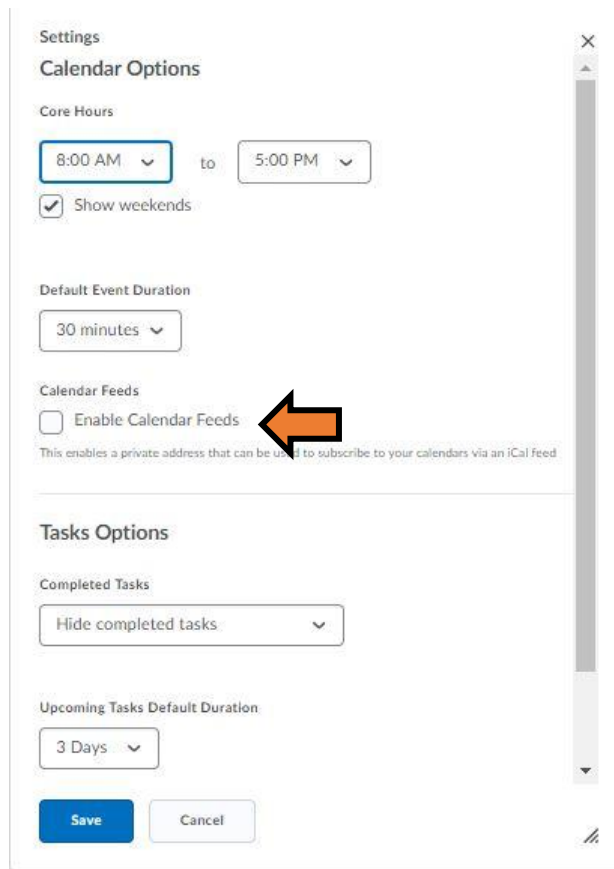
Enable the Calendar Feeds

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



The screenshot shows a calendar application interface. At the top, there are navigation tabs for 'Agenda', 'Day', 'Week', 'Month', and 'List'. To the right, there are 'Print' and 'Settings' icons, and a search bar labeled 'Search Events'. Below the navigation, the current date is 'Today Mar 26, 2020'. There are buttons for 'Create Event', 'Set Dates', and 'Import Events'. The main area is a grid showing time slots from 8:00 AM to 2:00 PM. On the right side, there is a monthly calendar for March 2020, with the 26th highlighted. Below the calendar is a 'Tasks' section with an 'Add a task...' input field. An orange arrow points from the 'Settings' link in the top navigation bar to the 'Settings' link in the screenshot.

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



The screenshot shows the 'Settings' dialog box for a calendar application. The 'Calendar Options' section includes 'Core Hours' (8:00 AM to 5:00 PM) and a checked 'Show weekends' checkbox. The 'Default Event Duration' is set to '30 minutes'. In the 'Calendar Feeds' section, the 'Enable Calendar Feeds' checkbox is unchecked, and an orange arrow points to it. Below this, there is a note: 'This enables a private address that can be used to subscribe to your calendars via an iCal feed'. The 'Tasks Options' section includes 'Completed Tasks' (set to 'Hide completed tasks') and 'Upcoming Tasks Default Duration' (set to '3 Days'). At the bottom, there are 'Save' and 'Cancel' buttons.