**USING CALENDAR**

Calendar allows you to see all of the events coming up in your courses.

When you first go to your course, you will see a display of Upcoming Events.

To access each item, click on it from the **Upcoming Events** area. You will see the item, its description, and the due date. You will also see a **Tasks** pane, allowing you to add your own personal tasks to this assignment.

To see the full calendar, click on the **Tools** drop down menu in the mini-toolbar and choose **Calendar**.
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Changing the View

You can choose to show all calendars or you can choose to only show certain course calendars.

You can also change the calendar view. The Agenda view groups your calendar events by Date, Course, or Category. The Day, Week, and Month views group your calendar events in daily, weekly, or monthly views. The List view filters your calendar events by their type (for example, dropbox, discussions, grades, quizzes, etc.)