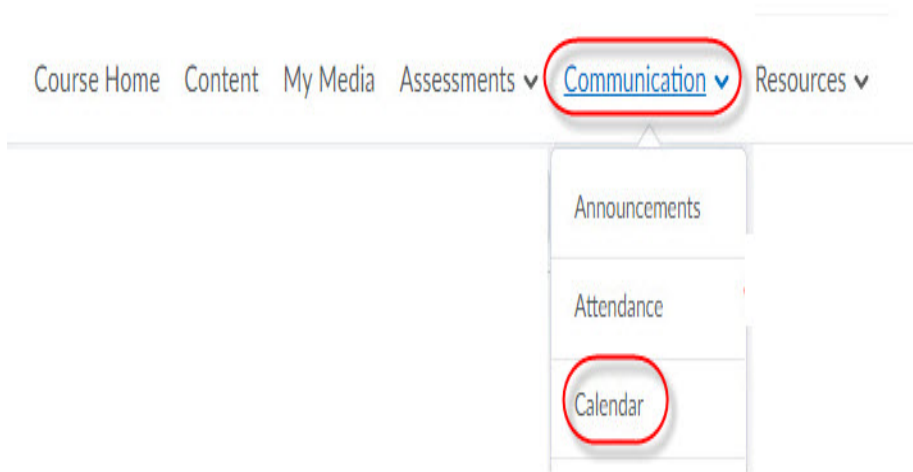




# Daylight Calendar Student Guide

## Access Calendar

On the navbar click **Communication** group link, click  Calendar



< > Upcoming events *All Calendars (103)*

Filter By: Assignments Checklists Discussions Grades Materials Modules Quizzes Surveys

No events scheduled

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

## Manage course events

Use the Calendar tool to arrange and visualize course events in multiple views and enable integration of course content and your Calendar. You can use iCal to synchronize the Calendar tool to your personal calendars (such as Outlook and Google Calendar, as well as iPhone and Android).

## Watch an overview of the Calendar tool

### Calendar interface overview

The screenshot shows the Calendar interface with five numbered callouts:

- 1**: Calendar views (Agenda, Day, Week, Month, List)
- 2**: Calendar content (Feb 3, 2013 - Feb 9, 2013)
- 3**: Calendar menu (Intro to Shakespeare, Baking and Pastry Management, Chemistry 223, English 101, It's Rocket Science, Liberal Arts, Science, Unspecific Course)
- 4**: Mini calendar (February 2013)
- 5**: Task pane (Tasks (2), Today (1), Upcoming (1))


Below the screenshot, five callout boxes are labeled:

- 1** Calendar views
- 2** Calendar content
- 3** Calendar menu
- 4** Mini calendar
- 5** Task pane

1. Use the calendar views area to toggle between different event display layouts. Use the Agenda view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the Day, Week, and Month views to group your events in daily, weekly, or monthly increments. Use the List view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.
2. Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.
3. Use the calendar menu to select multiple calendars to display, change the color scheme associated with individual calendars, and add new calendars.
4. Use the mini calendar to navigate quickly to a specific day, week, or month.
5. Use the task pane to create, track, and maintain personal tasks.


## Change Calendar settings

1. On the navbar click **Communication** group link, click  **Calendar**.

2. Click  **Settings**.
3. Make your changes.
4. Click **Save**.

## Import a calendar from your computer




You can add new events and update existing events by importing them from an external iCal file into your Calendar.

1. On the navbar click **Communication** group link, click  **Calendar**.
2. From the calendar menu, click the course you want your events to be grouped under.
3. Click **Import Events**.
4. To search for the iCal file containing your events, on the **Import Events** page, click **Browse**. If you want to import the events into a specific group or section, in the **Attendees** drop-down list, select the group or section.
5. Click **Open > Import**.

## Subscribe to a calendar

Use iCal feeds to access your Calendar events outside of the learning tool. With iCal feeds, you can view your course events in external calendars such as Microsoft Outlook and Google Calendar, and on mobile devices such as iPhones, BlackBerry smartphones, and Android phones.

Subscribing to an iCal feed syncs your external calendar application or device with the Calendar tool, keeping you updated without logging in to Brightspace Learning Environment. Refer to your device or application instructions for adding an iCal feed, as each application can have a different method for managing iCal feeds.

1. On the navbar click **Communication** group link, click  **Calendar**.
2. In the **Calendar** views area, click  **Settings**.
3. Select the **Enable Calendar Feeds** check box.
4. In the **Calendar** views area, click  **Subscribe**.
5. From the drop-down list, select which calendar you want to subscribe to, or select **All Calendars and Tasks**, or **Tasks Only**