How to View Events in the Calendar

After signing into your online class, click on the Calendar link on the top right of the course homepage.

The Calendar window will open, here you can view an upcoming event, change calendar views, and manage the task list.

To view an event on your calendar, click on the event title to open the event details.

To change calendar views, select the view from the top of the calendar.

To Search for an event, you must know the exact title of the event. Type the title of the event in the search box (above the task list) and click the Search button.
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You may also add tasks to the Task list. To add a task to the Task List, start typing the title of the task in the Add a task... text box. When you have finished typing the title, press Enter key on your keyboard and the new task will appear in your Task List.

You may set a due date or add details to a task by clicking the right arrow next to the View task to open the task details.

To set a due date, click Due someday to open the calendar and pick a due date, then click the Save button; if you want to remove a due date, click the X.

To add more information to a task, click Add a note... to open the text box and enter the desired information.
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View Completed Tasks
You may also delete a task by clicking the trash icon next to the task.

To mark a task complete, click the checkbox next to the task title in either Details view or in the Task List. This will move the task to the completed list. You may view completed tasks by clicking the View Completed link at the bottom of the Task List.

To navigate back to the Task List from Details View, click Tasks in the top bar.