

# Schedule-Events

## Quick Start

Use the Schedule tool to manage course-related or personal events. You can view dates posted for courses, such as project due dates, office hours, and exam information, or you can add personal events to track group meetings, milestones, and deadlines.

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## Accessing the Schedule tool

To access your Schedule, you can click the **Events** button in the Events widget on a Course Homepage, click the **Schedule** link on the navigation bar or click the **Calendar** button in the Calendar Widget on a Course Homepage.

From main Schedule page you can:

- See a single day, week, or a month at a time.
- Use the **Day**, **Week**, and **Month** tabs across the top of the page to change the calendar display. You can also click the date in the monthly and weekly view to switch to the day view.
- View the events for a specific day clicking a specific date on the **Date Picker** and also on the **Schedule Grid**.

## Printing your schedule or event

### ► To print your schedule


- 1 On the Schedule page, select the day, week, or monthly view depending what you want to print.
- 2 Navigate to the day, week, or month you want to print
- 3 Click **Print**.
- 4 In the pop-up window, click **Print** again.

► **To print an event**

- 1 On the Schedule page, click the link for the event.
- 2 Click **Print**.
- 3 In the pop-up window, click **Print** again.

## Adding a personal event


► **To add a personal event using New Event**

- 1 Click the  **New Event** on the top tool bar.
- 2 Type the **Title** for your event in the **Title** field.
- 3 If you want to add a description, click the **Description** field and type a description.
- 4 If you want to keep the event private, select the **Private Event** checkbox. This shows only that you have an event schedule or the day and time you set, but hides its details from other users.
- 5 Change the priority of the event to your preferences from the **Priority** drop-down menu.
- 6 If you want to, add a link in the **Link** field.
- 7 Select a **Start** and **End** date/time for your event.
- 8 If you want the event to repeat, click the **Update** button beside the **Repeats** checkbox and choose a pattern for the recurrence in the pop-up menu.
- 9 Decide whether to set the event personal or not in the **Event Access** area.
- 10 Click **Save**, or to create another event **Save and New**.

## Importing events

You can only import iCal and CSV file types into the schedule

► **To import a CSV or iCal file**

- 1 On the Schedule page, click  **Import** on the top tool menu.
- 2 Click **Browse**, and browse to the file you want to import.

- 3 Select all, or only some of the events listed. You cannot select events with errors in them.
- 4 Set the event type for all events, or individually with the **Event type** drop-down menu.
- 5 Click **Import**.