

What is the Schedule (Events) tool?

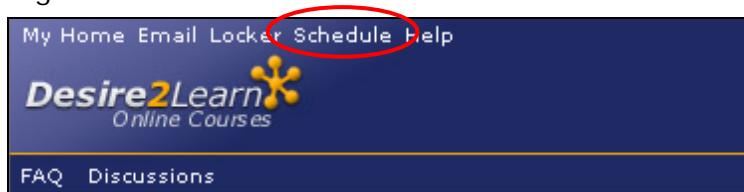
The Schedule is a tool you can use to manage course-related dates and events. You can view course events such as project due dates, virtual office hours, and exam and test information that your instructor posts through the schedule tool on the Course Home page. You can also add personal events to keep track of meetings, appointments, milestones, and deadlines.

Upcoming events are displayed in the Events widget on your My Home page (shown when you first log in) and on course homepages.

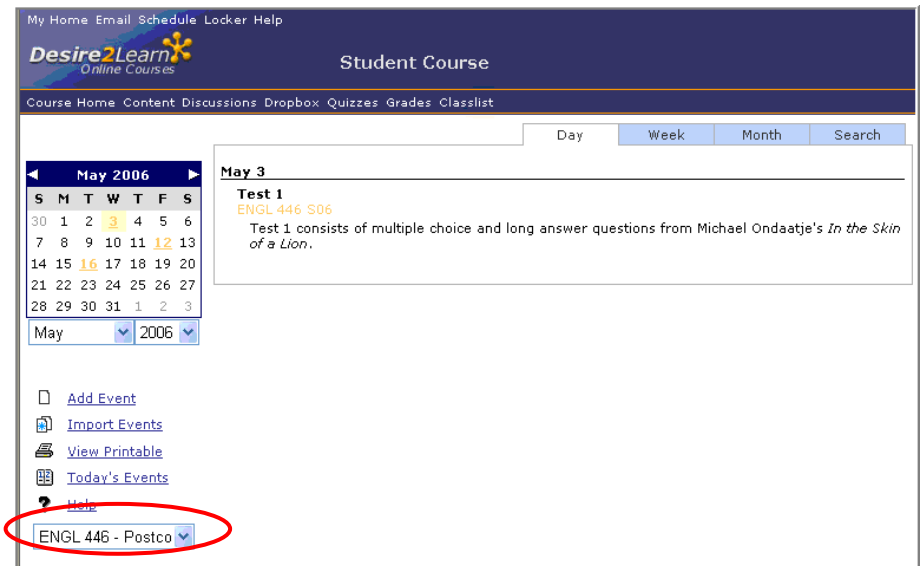


Opening the Schedule

To access the Schedule from the main Course Home page click the **Events** button in the Events widget or click the **Schedule** link on the navigation bar.




The main Schedule page displays:



From here you can:

- Choose to view all events, personal events, or course events from the drop-down list under the links at the left of the page.
- Use the **Day**, **Week**, and **Month** tabs across the top of the main Schedule page to change the calendar display.
- View the events for a specific day by clicking on the date in the mini calendar at the top left.
- Switch between months using the ◀ and ▶ buttons at the top of the mini calendar, or by selecting a month from the drop-down list beneath the calendar.

Printing your schedule

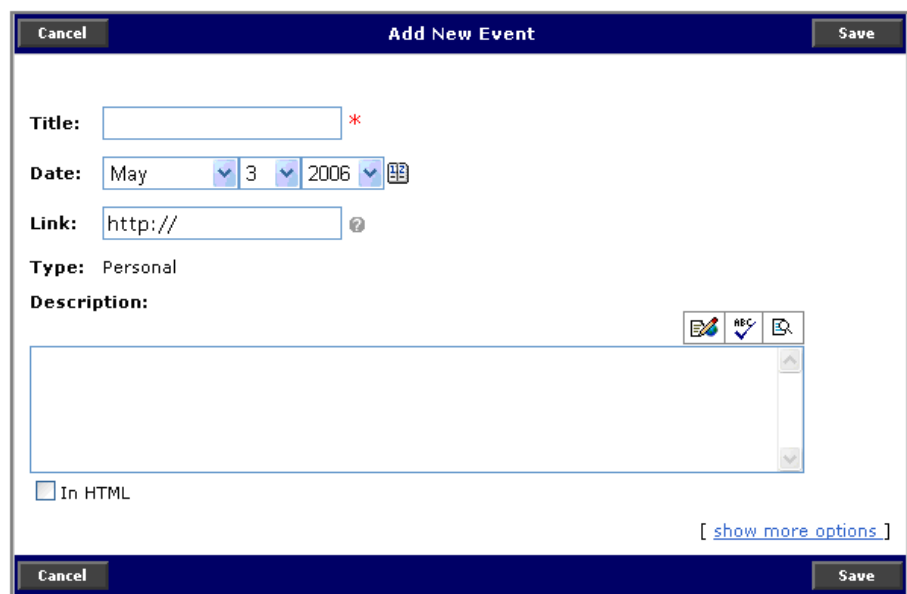
1. Use the controls on the Schedule page to view the events you want to print.
2. Select the  [View Printable](#) link on the left side of the page.
3. Use your browser's print functionality to print the page.
4. Click **Close** when you are finished.

Adding a personal event

To add a personal event, from the main Schedule page:


1. Click the  [Add Event](#) link on the left side of the page.


The Add New Event page displays.






Add New Event

Title: *

Date: May 3 2006 

Link: 


Type: Personal

Description:
   

In HTML

[\[show more options \]](#)

Cancel **Save**

2. Type the **Title** of your event.
3. Choose a **Date** by using either the drop-down boxes or by clicking the small calendar icon beside the drop-downs.
 To specify that the event ranges over multiple days, or to set a time for the event or a block of time, click **show more options**.
4. Type a **Description** of the event.
 Click the Edit icon () to format your description.
5. Click **Save**.

You now have a personal event scheduled for that date.

Click the date on the mini calendar to see the scheduled event and the description in the screen beside the calendar.

Importing events

To import events in the form of an excel spreadsheet or .txt file, from the main Schedule page:

1. Select the  [Import Events](#) link on the left side of the page.

The Import Events page displays.

Import Events

To import Schedule Events, you must either supply an Excel spreadsheet or a text file.

File Format:

Title*, Description, Link, StartDate*, StartTime, EndDate, EndTime

* Denotes a required field.

Example Files:

You may download an [excel events example](#), if you want to work with Excel.

If you are using a text file, you may download a [text file example](#) for reference. Use '###' to separate the different columns in your text file.

Select the Excel or text file from which you want to import Schedule Events.

File:

2. From here you can choose to:

- Download the D2L-created templates in order to create multiple events that you want to upload.
- Browse and upload an event import file you have already created. After selecting the file, click **Upload**.

When you upload a file, the Import Events page displays a list of events.

Import Events

Below are the terms found in the Excel file named: **Personal Calendar for May.xls**

Please choose what Type of Events these are:

Personal

<input checked="" type="checkbox"/> Group meeting
May 4, 2006
Meet with group to discuss project 1
<input checked="" type="checkbox"/> Group meeting
May 11, 2006
Final project review/edit.
<input checked="" type="checkbox"/> Julie's B-day
May 14, 2006 7:00 PM - 11:00 PM
Julie's B-day party. Remember to bring snacks.
Link: http://www.mapquest.com
<input checked="" type="checkbox"/> Group meeting
May 15, 2006
Final review/edit of group PowerPoint presentation

3. Click **Import** to save the selected events to your schedule.