# CALENDAR TOOL IN ULEARN

The ulearn calendar displays a consolidated view of course and organization events as well as personal events. It provides the ability to customize the display for each user. The following instructions will show how to access and use the Calendar from the Global Navigation Menu as well as add a Calendar as a tool within a ulearn course menu.

Instructions

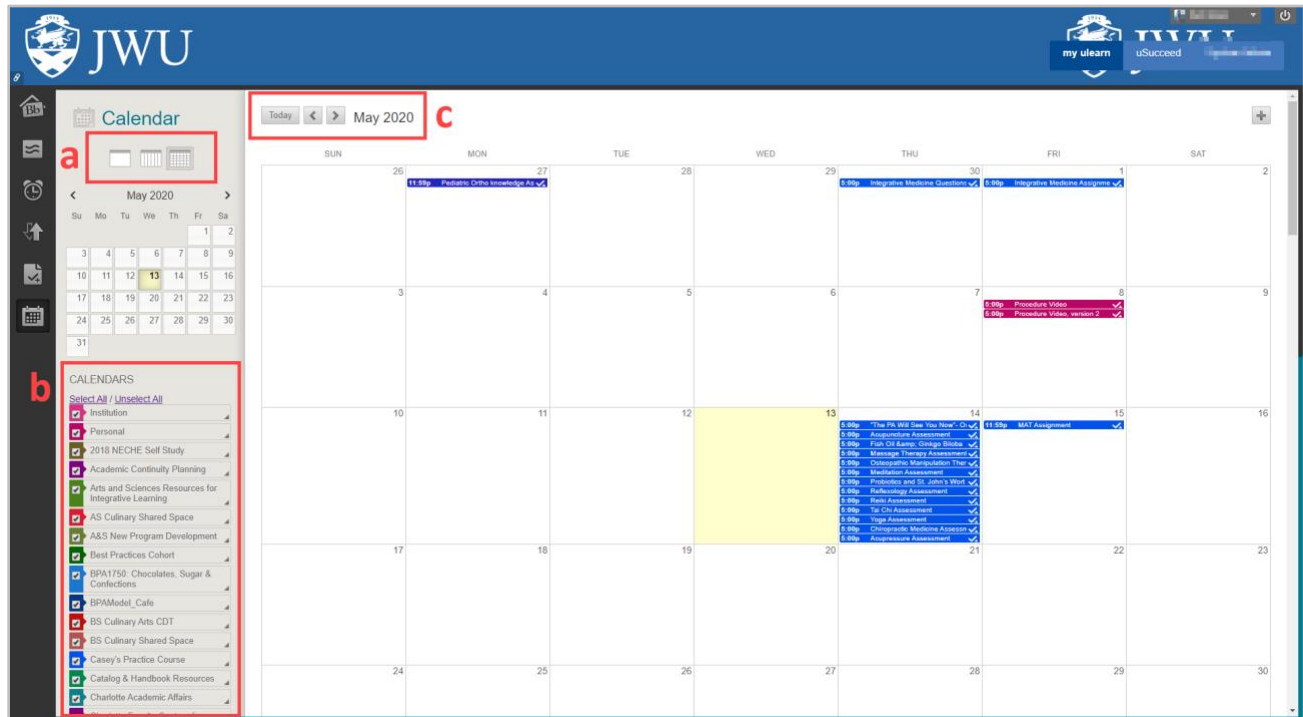1. Click the **Global Navigation Menu** in the top right corner of the ulearn window.
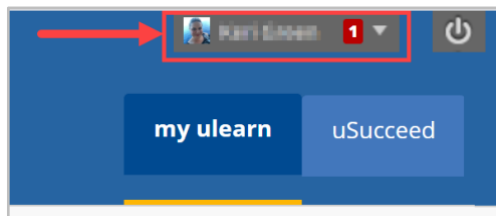
2. Click on the **Calendar icon**.
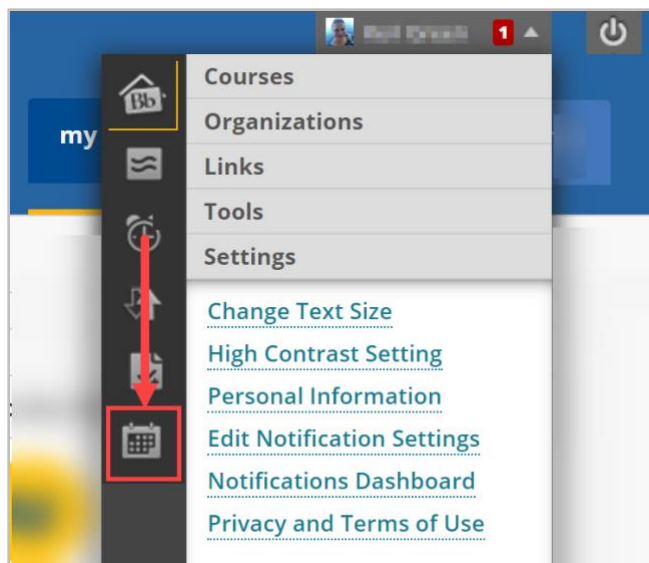
3. The **ulearn Calendar** will automatically display course items with due dates.

   a. View: change the view by day, week, or month.

   b. Calendar: select the calendars you want to view to customize the display.

   c. Navigate: use the arrows to move to past or future dates.

4. Instructors can add events to course calendars by clicking the plus sign (top right of calendar) or by selecting a specific date to create a new event.

   a. In the Create Event window, provide an event name, select the calendar, set a date and time, and provide a description for the new event.
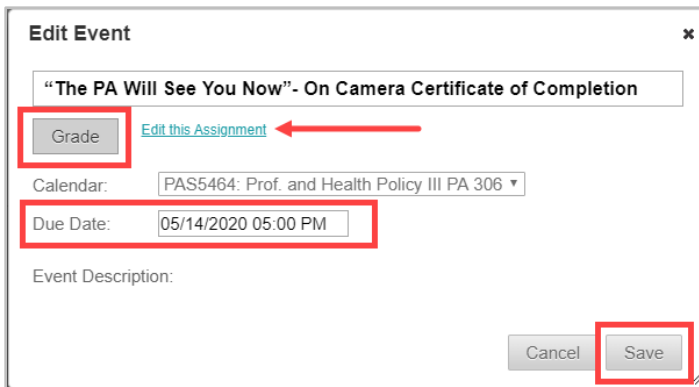
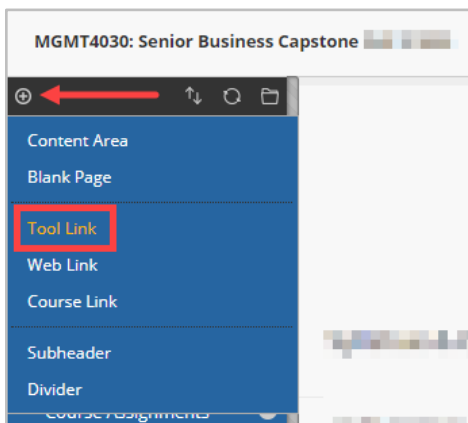> **Note:** While instructors can add events to course calendars, students can only add personal events.

5. Click on an existing Course Event to view and edit details for the event.
   a. Instructors can access grading
   b. Edit the test, assignment, or item from within the Calendar
   c. Change the due date
   d. Click Save when finished

Edit Event ✕

"The PA Will See You Now"- On Camera Certificate of Completion

Grade   Edit this Assignment ⬅

Calendar: PAS5464: Prof. and Health Policy III PA 306 ▾

Due Date: 05/14/2020 05:00 PM

Event Description:

Cancel   Save

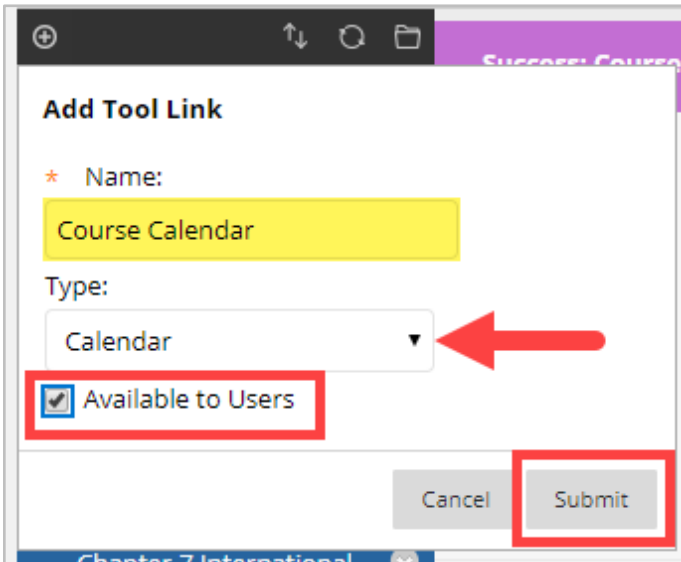## Instructions: Add a Calendar Link to a Course Menu

To add a link to the **ulearn Calendar** from within a course:

1. Click on the **plus sign** above the course menu

2. In the **Add Menu item** drop down list, click on **Tool Link**

MGMT4030: Senior Business Capstone

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Content Area
Blank Page

Tool Link
Web Link
Course Link

Subheader
Divider

3. In the Add Tool Link window:

    a. Type a **Name** for the calendar tool link (i.e., Course Calendar)

    b. In the **Type** drop down list, select **Calendar**

    c. Check the box **Available to Users**

4. Click **Submit**