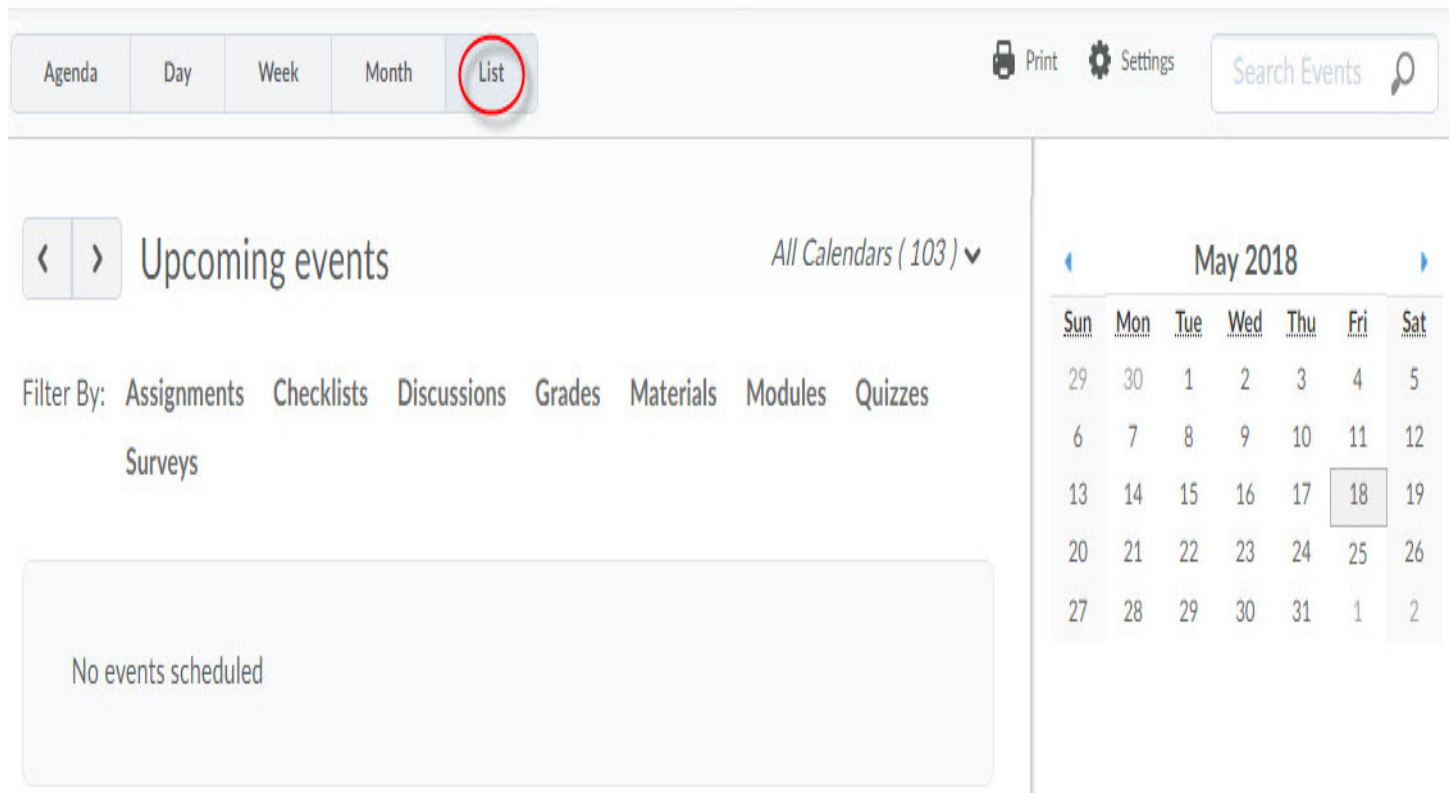
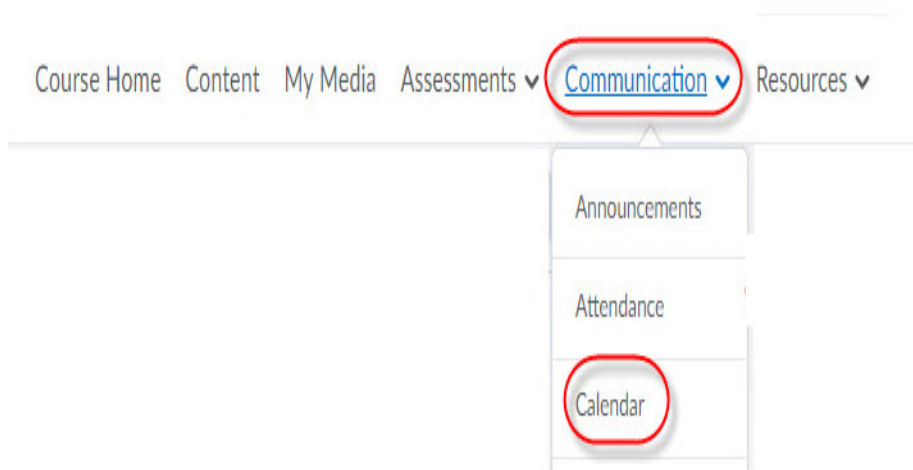


Daylight Calendar Student Guide

Access Calendar

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



The screenshot shows the Daylight Calendar interface. At the top, there are tabs for Agenda, Day, Week, Month, and List. The 'List' tab is selected and highlighted with a red circle. To the right of the tabs are links for Print, Settings, and a Search Events box. Below the tabs, the main content area is titled 'Upcoming events' with a dropdown for 'All Calendars (103)'. Below this is a 'Filter By' section with links for Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys. A large box below the filters contains the text 'No events scheduled'. On the right side of the interface, there is a calendar for May 2018. The calendar shows the days of the week (Sun to Sat) and the dates. The date 18 is highlighted with a grey box.

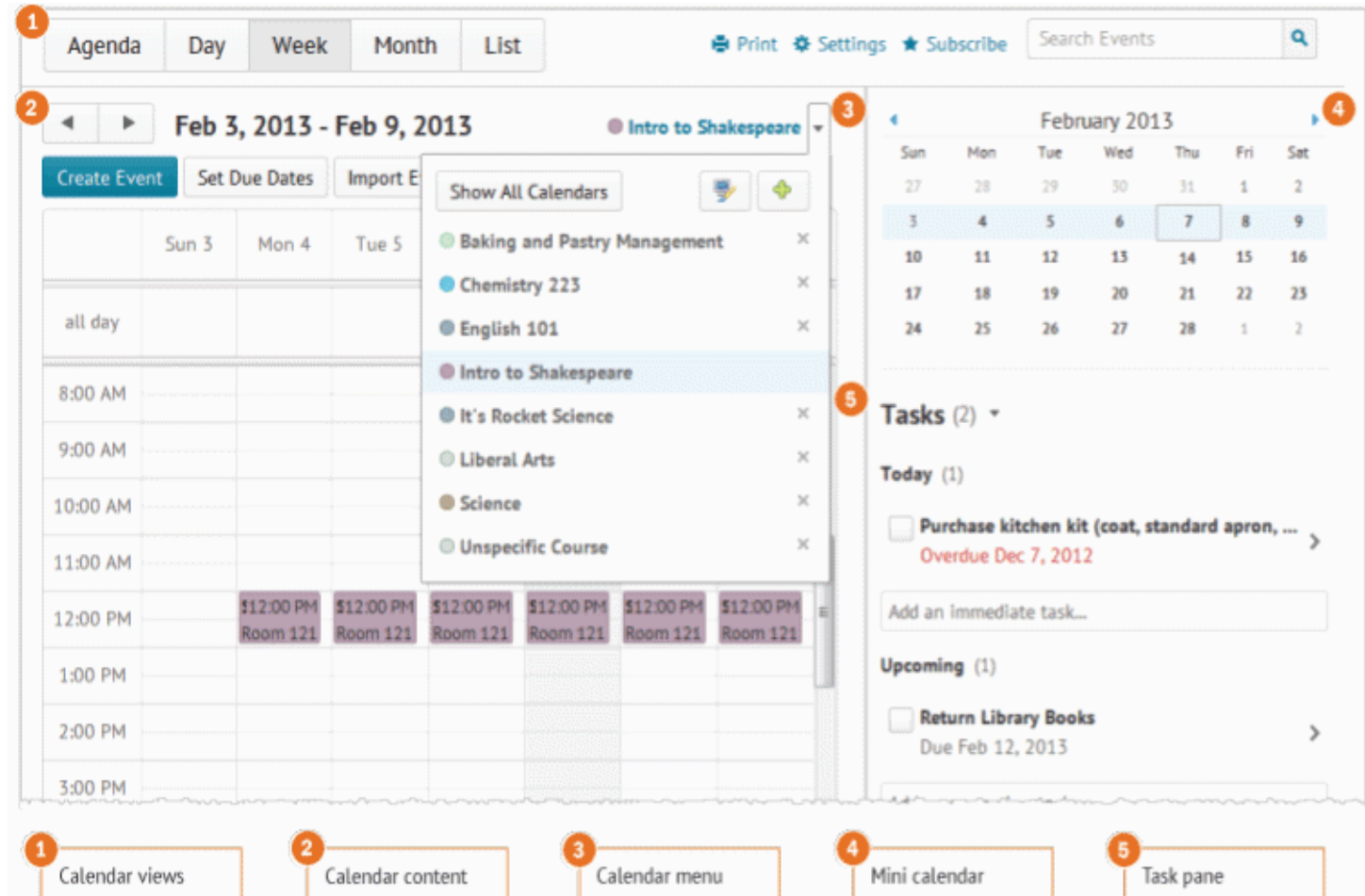
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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



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**