

Calendar

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The course calendar can be accessed by clicking on the button labeled Calendar on the Course Tools menu.

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The calendar is presented on a month by month basis with each date detailing either a class activity (such as June 3 and 5th) or a course related assignment.(such as June 8, 15, 22)

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Use either one of the areas indicated by the arrows to change from the current month to a future month of your choice.

Use the tabs labeled Month, Week, Day to select a display schedule of your choice.

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Click on the “Create Printable View” button to print a paper copy of the calendar for a date range of your choice. Click on the “Add Entry” button to add a printable personal entry.

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Depending upon your instructor, a due date may contain a link to a related assignment.. For example: July 6th contains a link to the required Research Paper.

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When clicked, the link opens to display the instructions for the assignment and an attached file.

The appearance and operation of this page is exactly the same as the appearance and operation of the page that first appears when a required assignment is selected off of the listing from the Assignments tool.

Students wishing to learn more about this process should familiarize themselves with the Assignment tool tutorial.

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Return to the Home Page by clicking on the Content Page button on the Course Tool menu.