

KODIAK QUICK GUIDE - Calendar

Overview

The Calendar tool allows you to create and manage course events. In your course calendar, you can set up recurring events, such as class meetings, or show dates from other D2L tools, such as Assignments or Quiz deadlines. Students will see up to 14 upcoming events or deadlines in the Calendar widget, which is displayed on your course's home page. They can access the full calendar from the widget and subscribe to it with their preferred calendar software, like Google Calendar, Outlook, or iPhone calendar.

How to Access the Calendar

The Calendar widget is located on the left side of your course's homepage.

In This Guide

- Navigating the Calendar
- Creating New Calendar Events
- Adding a Due Date or End Date to the Calendar
- Offsetting All Dates in the Calendar for a New Semester/Term
- Subscribing to a Calendar

Navigating the Calendar

View by Day, Week, or Month or a List of Events

Use the controls at the top of the screen to view events in the Calendar in a day, week, or month view (Figure 1). Click **Agenda** to view a list of all events in the next two days, or click **List** to view a chronological list of all upcoming events, sortable by tool.

View Future Dates

Use the left and right arrows on the top left side of the page to navigate to future and past dates.

View Calendars for All Courses

Click the dropdown arrow next to the name of the course you are currently viewing, then click **Show All Calendars** (Figure 2).

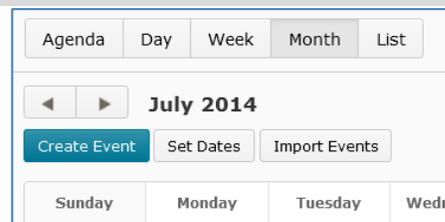


Figure 1

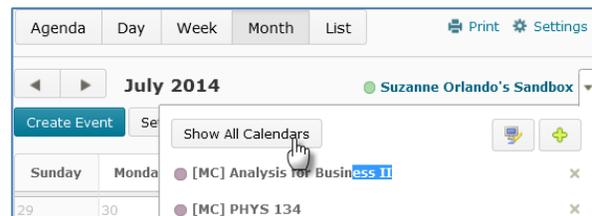


Figure 2

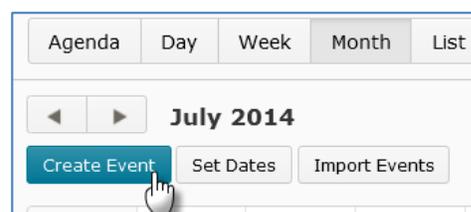


Figure 3

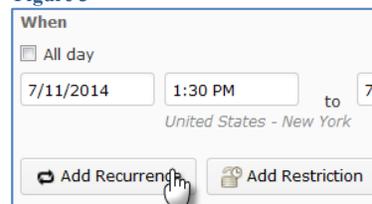


Figure 4

Creating New Calendar Events

You can create one-time or recurring course events from within the Calendar.

1. From within the Calendar tool, click **Create Event** (Figure 3). The "Create Event" page will open.
2. Enter a title (required) and description (optional) for the event.
3. Use the date selectors to input the start and end date and time for the event in the "When" section, or select **All Day**.
4. If you want to make this a recurring event, click **Add Recurrence** (Figure 4). A menu with recurrence settings will be displayed; select the appropriate options.

Note: If you want to use the **Add Recurrence** feature to input your class meetings, select **Weekly** from the “Recurrence” drop-down menu, select the checkboxes next to the days your course meets, and enter the last day of class in the “Recurrence Ending” date selector.

5. Click **Create**. The event(s) will be added to the Calendar.

Edit an Event

1. Click the event you want to edit in your Calendar. A dialog box that lists the event’s details will open.
2. Click **Edit** at the bottom of the dialog box (Figure 5).
3. Make any desired changes.
4. Click **Save**.

Note: If you edit a recurring event, you have the option to change the only the selected occurrence, the selected occurrence and future events, or all events in the series. Select the appropriate option, then click **Update**

Adding a Due Date or End Date to the Calendar

Some Kodiak tools, such as Discussions and Quizzes, allow you to add end dates to the Calendar. Other tools such as Checklists, Content, and Assignments, allow you to set due dates, which are automatically added to the Calendar.

Add Content Due Dates to the Calendar

If you set due dates for topics in Content, they will automatically be added to the Calendar.

1. Click the drop-down arrow next to a topic in Content, and select **Edit Properties In-place** (Figure 6). Properties options will be displayed below the topic.
2. Click **Add Dates and Restrictions** (Figure 7). Options for start, due, and end dates will be displayed.
3. Click **Add Due Date**.
4. Enter a date and time for the topic’s due date.
5. Click **Update**. The due date will automatically be added to the Calendar.

Add Assignment Due Dates to the Calendar

You can opt to have due dates for Assignment Submission folders display in the Calendar.

1. Click the drop-down arrow next to the Assignment Submission folder you want to add to Calendar.
2. Select **Edit Submission Folder** (Figure 8).

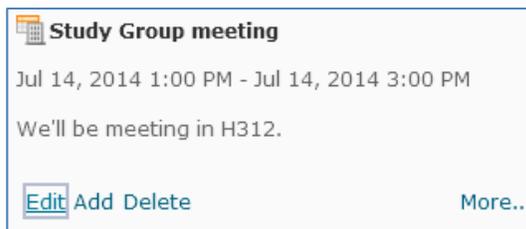


Figure 5

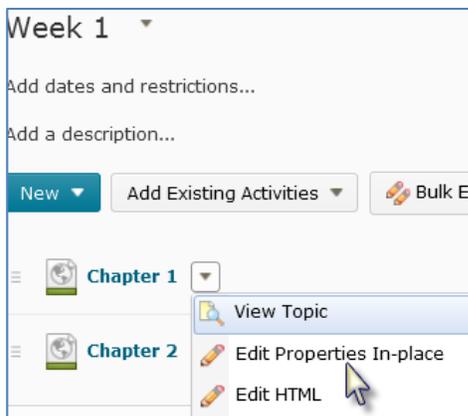


Figure 6

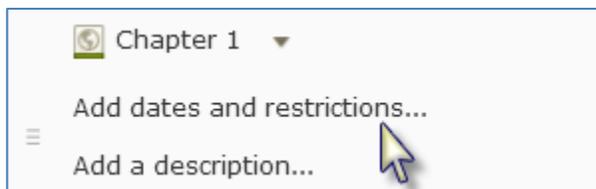


Figure 7

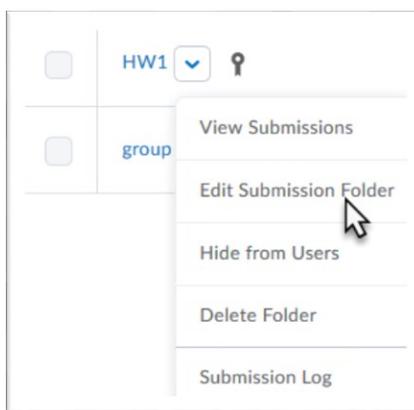


Figure 8

3. Click **Restrictions** at the top of the page (Figure 9).
4. Enter a due date for the Assignment Submission folder in the “Due Date” section.
5. Click **Save and Close** at the bottom of the page. The due date for the Assignment Submission folder will automatically be added to your course’s Calendar.

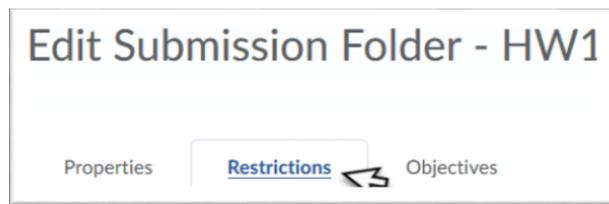


Figure 9

Add Checklist Due Dates to the Calendar

You can opt to create events in the Calendar for Checklist items or categories as you set due dates for them.

1. Click the name of the Checklist that contains items or categories you want to add to your course’s Calendar. The “Checklist Properties” page will open; it displays a list of all categories and items in the Checklist.
2. Select the items or categories you want to add to the Calendar.

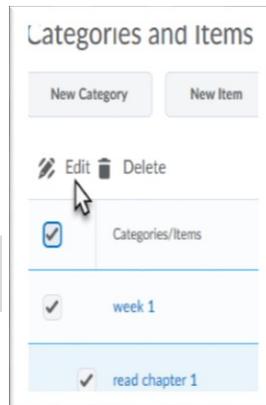


Figure 10

Note: If you select a category, all of the items in that category will automatically be selected.

3. Click **Edit** at the top or bottom of the list (Figure 10). The “Edit Multiple Items” page will open.
4. Select the checkbox in the “Due Date” column.
5. Enter a date and time for the due date.
6. Select the checkbox in the “Event” column (Figure 11).
7. Click **Save**. The due date for the checklist item or category will be added to your course’s Calendar.

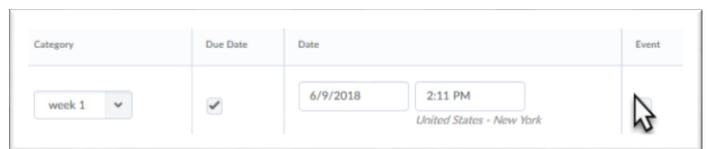


Figure 11

Add Quiz End Dates to the Calendar

You can opt to have end dates for Quizzes display in your course’s Calendar.

1. Go to the **Restrictions** tab (Figure 12) while you are creating or editing a Quiz.
2. Select a date and time for an end date in the “Dates” section.
3. Select **Display in Calendar** (Figure 13).
4. Click **Save**. The Quiz’s end date will now be displayed in your course’s Calendar.

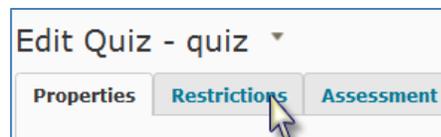


Figure 12

Add Discussion End Dates to the Calendar

You can opt to have end dates for Discussion forums or topics display in your course’s Calendar.

1. Click the drop-down arrow next to the Discussion forum or topic you want to add to the Calendar.
2. Select **Edit Topic** or **Edit Forum**. Properties options for the forum or topic will be displayed.
3. Select **Forum is visible for a specific date range** in the “Availability” section, which is in the middle of the page. Date settings options will become active.
4. Select **Has End Date**, then enter a date and time.
5. Select **Display in Calendar** (Figure 13).
6. Click **Save and Close** at the bottom of the page. The Discussion topic or forum’s end date will now be displayed in your course’s Calendar.

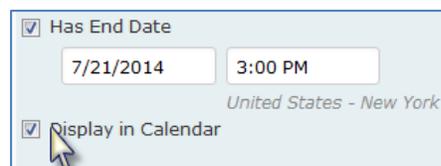


Figure 13

Offsetting All Dates in the Calendar for a New Semester/Term

You can offset all dates in the Calendar at once through the “Offset Dates” option.

1. From within the Calendar tool, click **List** to view all events in your course calendar as a list.
2. Click the checkbox at the top of the item list to select all items at once (Figure 14).
3. Click **More Actions**, then select **Offset Dates** (Figure 15). The “Offset Dates” window will open.
4. Enter the number of days you want to move dates forward in the “Range” text box.

Note: To calculate the number of days you will need to move dates forward, count the number of days from the first day of your class the last time it was offered to the first day of your class the next time it will be offered. Kodiak will calculate this number for you through the Manage Dates tool; see the “Manage Dates Quickguide” for more information.

5. Click **Save**. The window will close, and the dates for all events in the Calendar will be changed by the number of days you selected.

Subscribing to a Calendar

You can subscribe to a calendar using a personal scheduling program, like Outlook, Google Calendar, or iPhone Calendar. All course events will appear in your scheduling software.

Note: Changes you make to your course calendar after you subscribe to it will be reflected in your and your students’ personal scheduling programs, but there may be a delay before the change appears.

Subscribe to a Calendar

You must enable calendar subscription before you can subscribe to a course calendar.

1. Go to the course’s Calendar.
2. Click **Settings** on the upper-right side of the page (Figure 16). The “Settings” dialog box will open.
3. Select **Enable Calendar Feeds** (Figure 17).
4. Click **Save**. The Subscribe link will now appear to the right of the Settings link in the Calendar.
5. Click **Subscribe**. The “Calendar Subscriptions” dialog box will open.

Note: By default, the “Calendar Subscriptions” dialog box will display a link that will add the Calendars for all of your courses to your scheduling software. If you want to only add the Calendar for one course, select that course from the drop-down menu.

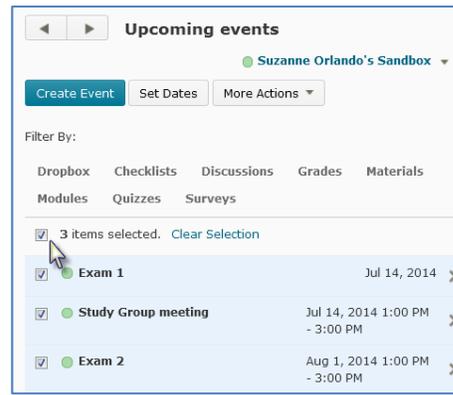


Figure 14

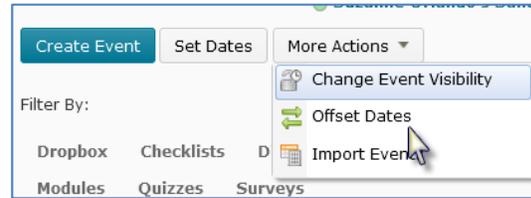


Figure 15

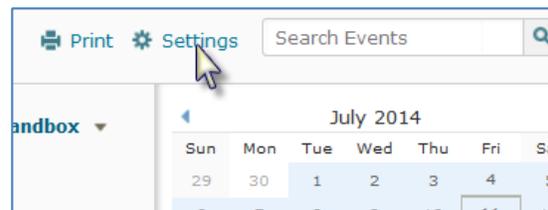


Figure 16

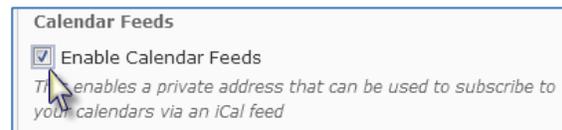


Figure 17

6. Copy the link that is displayed in the dialog box (Figure 18).
7. In your preferred scheduling software, find the option to add a calendar by URL. This varies by application.
 - In Outlook, go to the Calendar section, click **Open Calendar**, then select **From Internet**.
 - In Google Calendar, click the drop-down arrow beside “Other Calendars,” then select **Add by URL**.
 - On an iPhone, go into Settings, then touch Mail, Contacts, Calendars. Touch Add Account, then Other, and then Add Subscribed Calendar.
8. Paste the address in the appropriate field, then save or confirm. Events in the course’s Calendar will appear in your personal calendar.

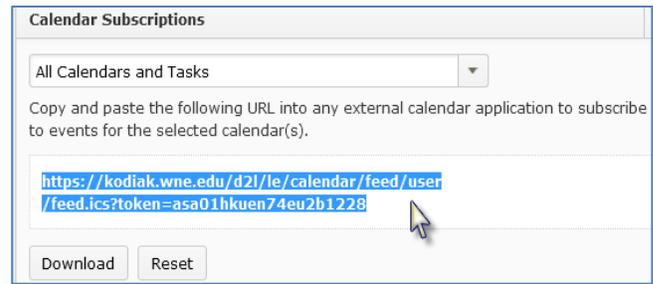


Figure 18