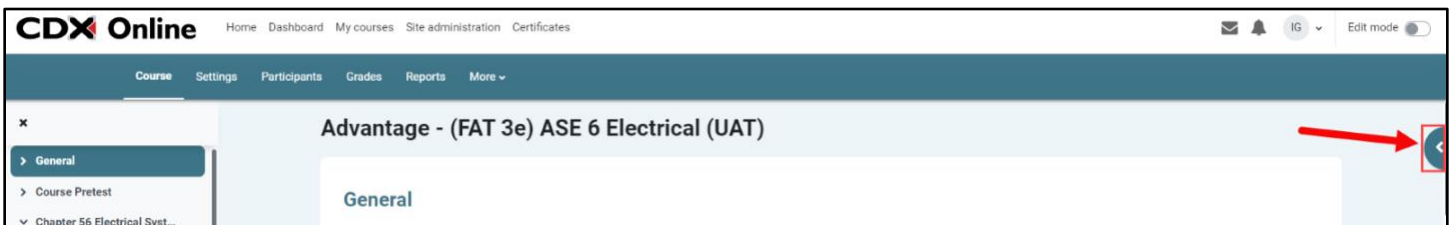


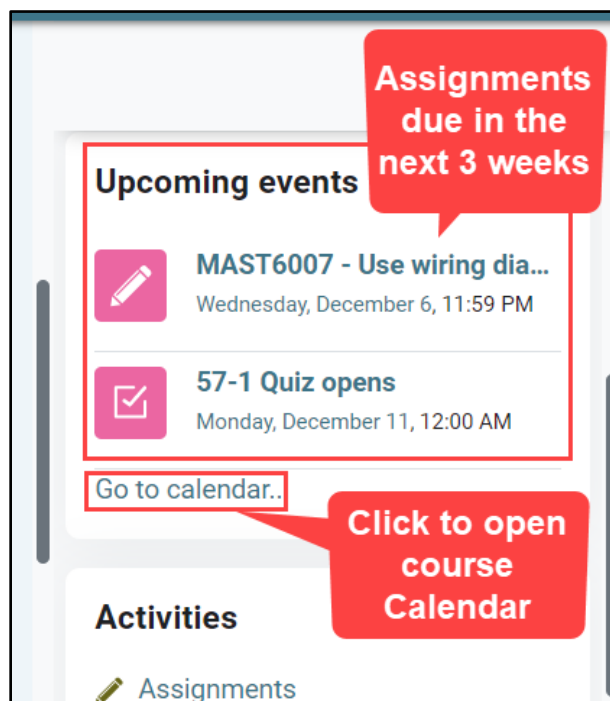
How to use Upcoming Events and the Calendar

Below are instructions for using the Upcoming Events block and course Calendar. The Upcoming Events block, found in the Course Blocks Drawer, displays all assigned and work due for students in the next 21 days along with their due dates. Through the same block, you may access the Calendar to review assignments due further in the future and make quick adjustments on the fly.

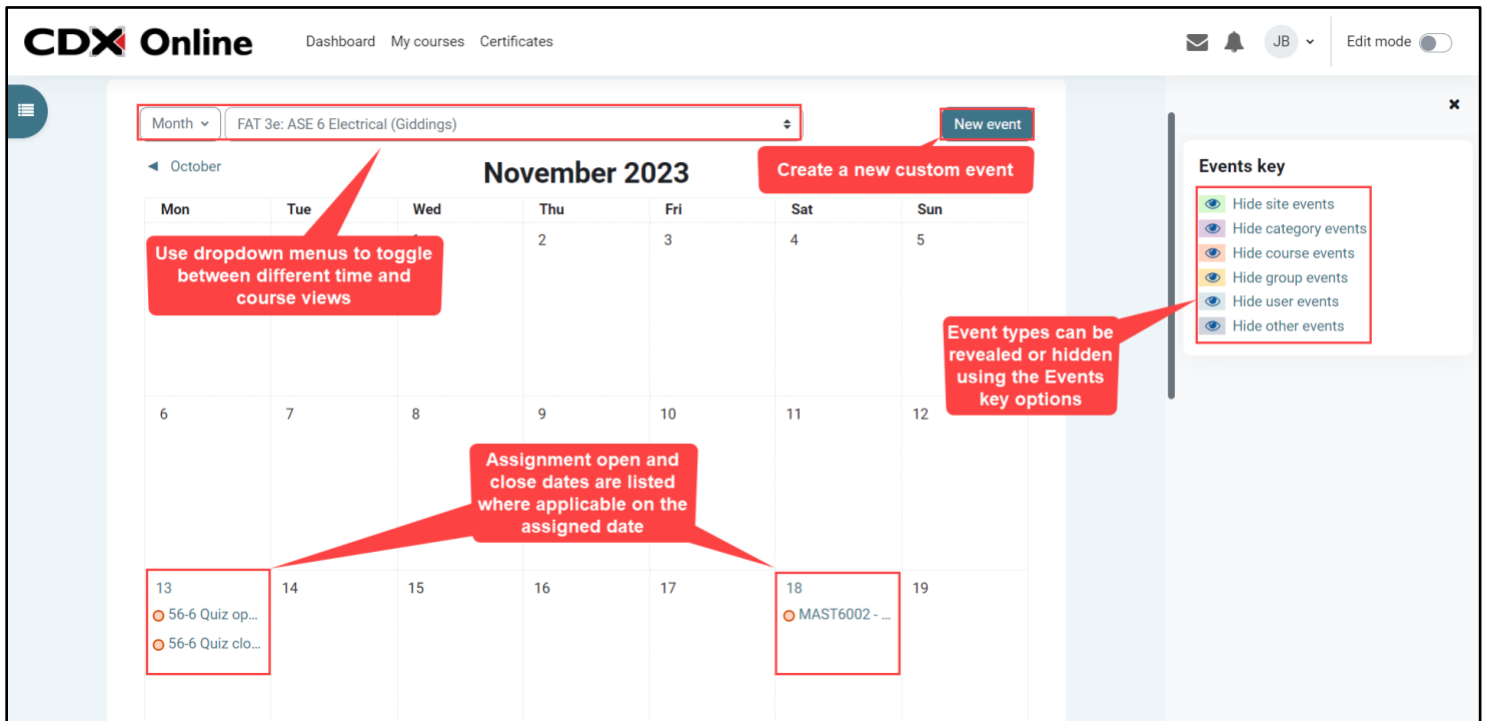
1. From your course's homepage, open the Course Block Drawer to the right of the page by clicking the **arrow tab**.



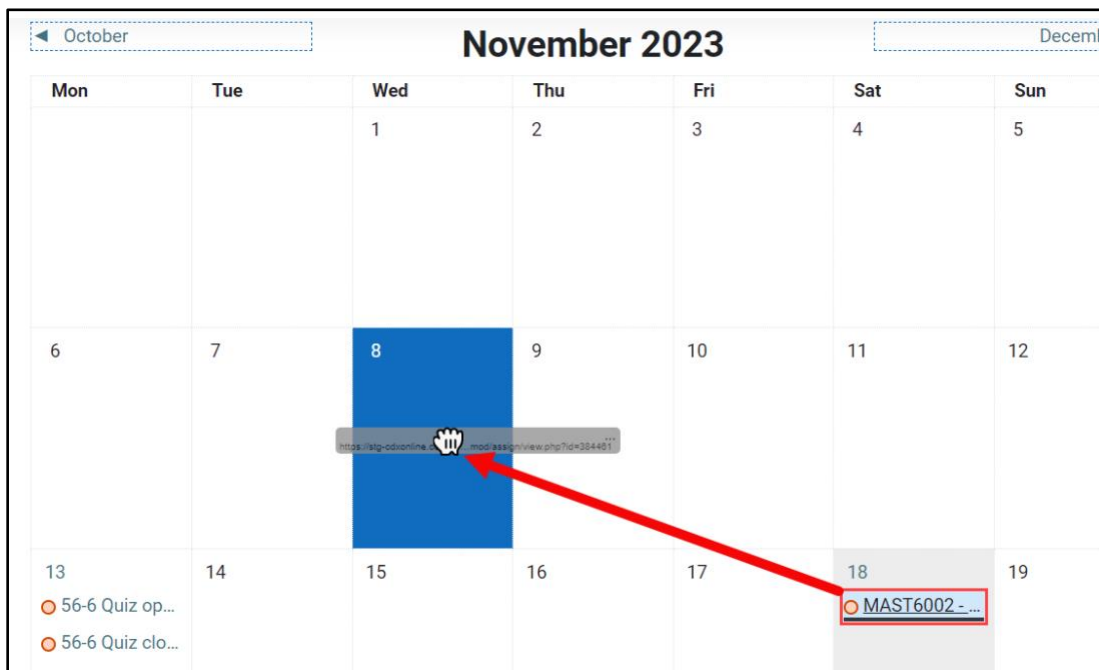
2. Look for the block named **Upcoming Events**. Any assignments with due dates in the next 21 days are listed here for visibility and easy access by your students. From this same block, you may click the **Go to calendar...** option to access the course's full calendar of timed events.



3. The course Calendar provides an easy way to visualize your timed course events/assignments in a calendar format, and add new events and/or make changes to current events on the fly.



4. To add a custom new event, use the **New event** button in the top right of the page or click on a date on the calendar of when to set the event and complete its fields where required. To make changes to a current event's date, or assignment's due date, click and hold on the event to drag-and-drop it to its new date.



5. Note, students are not automatically notified of changes made to due dates or events on the Calendar, however all changes are reflected in their course Upcoming Events and Calendars in realtime. You may export the calendar by clicking the **Import or export calendars** option at the bottom of the page. Note, the import feature is not compatible with some third-party types and results may vary.

