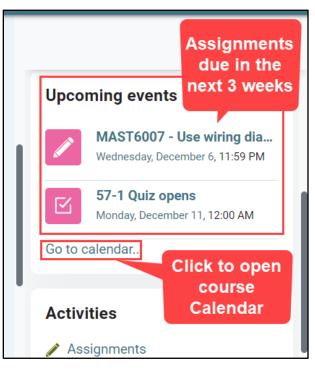
How to use Upcoming Events and the Calendar

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.**

CDX Online Home Dashboard	f My courses Site administration Certificates	🖬 🌲 🔟 🖌 Edit mode 🌒
Course Settings Participants	; Grades Reports More →	
	Advantage - (FAT 3e) ASE 6 Electrical (UAT)	
General Course Pretest Chapter 56 Electrical Syst	General	

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.

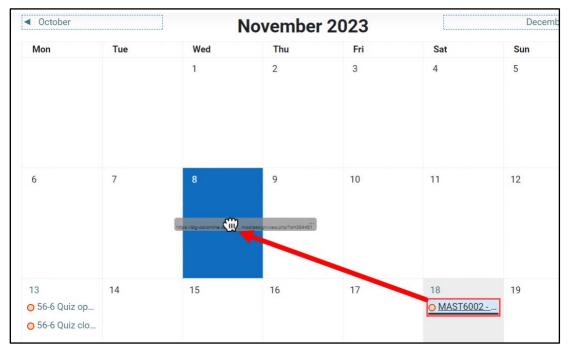




Updated: December 2023 www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239) 3. The course Calendar provides an easy way to visualize your timed course events/assignments in a calendar format, and add new events and/or make changes to current events on the fly.

CDX	Online	Dashboard	My courses Certi	ficates				\geq		JB 🗸	Edit mode 🌑	
	Month v FAT	Be: ASE 6 Electrical	New event	×								
	 October 		November 2023			Create a new custom event			Events key			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			site events		
	between d	vn menus to to ifferent time a irse views		2	3	4	5 Event types can be revealed or hidden using the Events key options	•	HideHideHideHide	category ev course ever group event user events other events	nts :s	
	6	7	clo	9 10 Assignment open and close dates are listed where applicable on the assigned date		11						
	13 • 56-6 Quiz op • 56-6 Quiz clo	14	15	16	17	18 • MAST6002	19					

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.



Updated: December 2023 www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239)



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 calendards** option at the bottom of the page. Note, the import feature is not compatible with some third-party types and results may vary.

