
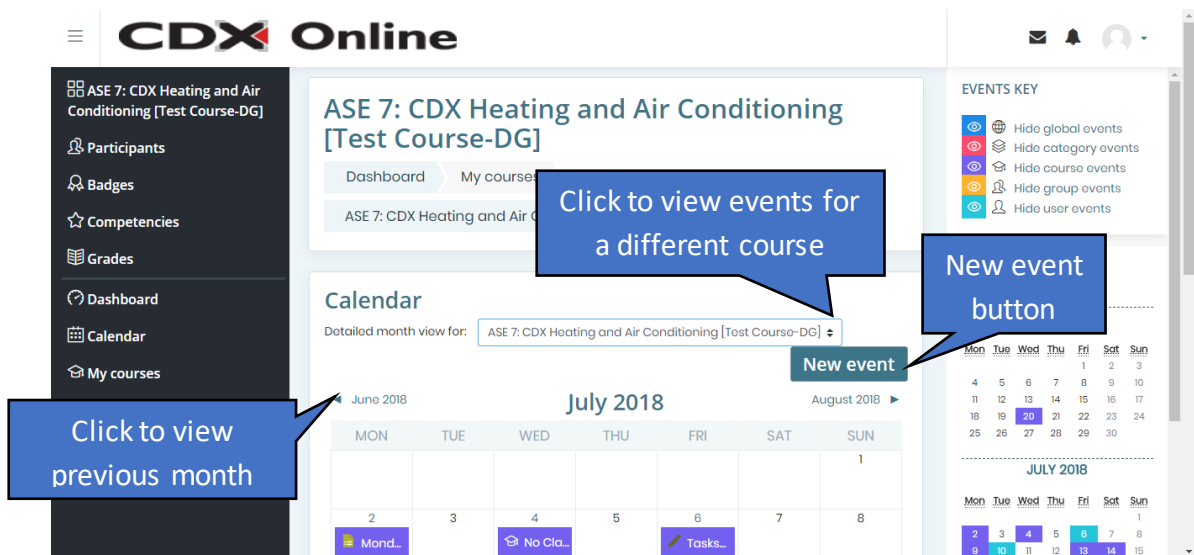


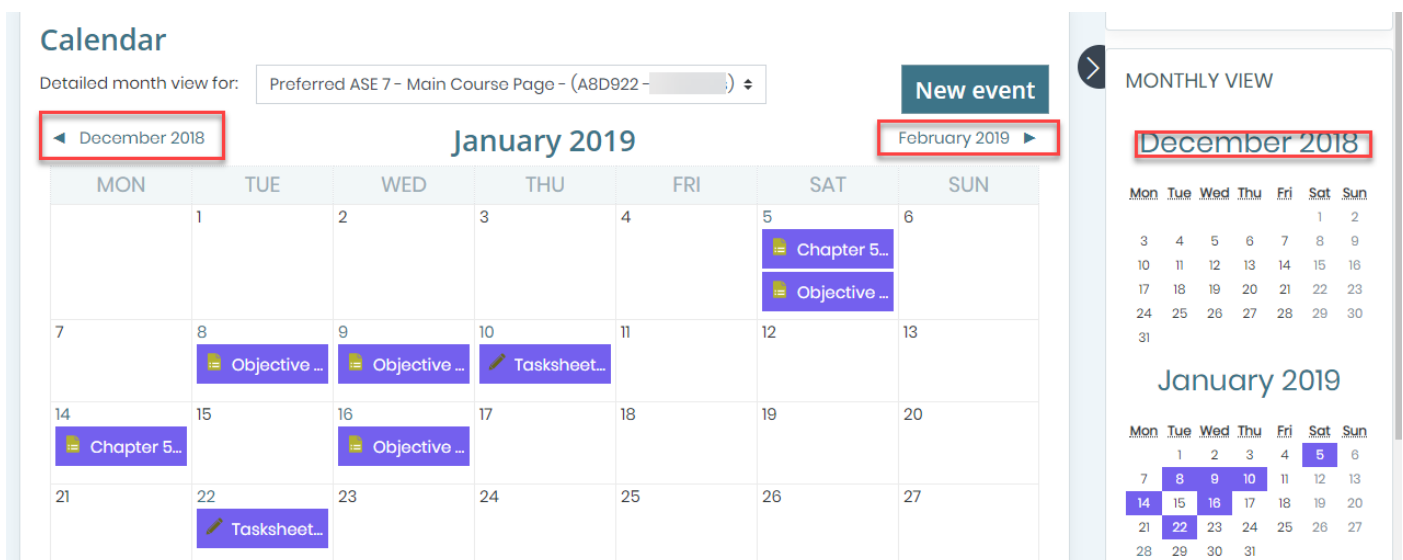
How do I use the CDX Online Calendar?


This document provides instructions on how to use your course Calendar to view, track, and manage course events.

1. From the front page of your course, look in the system drawer to the left of the page and click the **Calendar icon** . This will bring you to your course calendar where you will see all scheduled events displayed.
2. To see events for a different course or for all your courses, click the **Detailed month view for** drop-down menu. Then, select a different course or **All courses**.



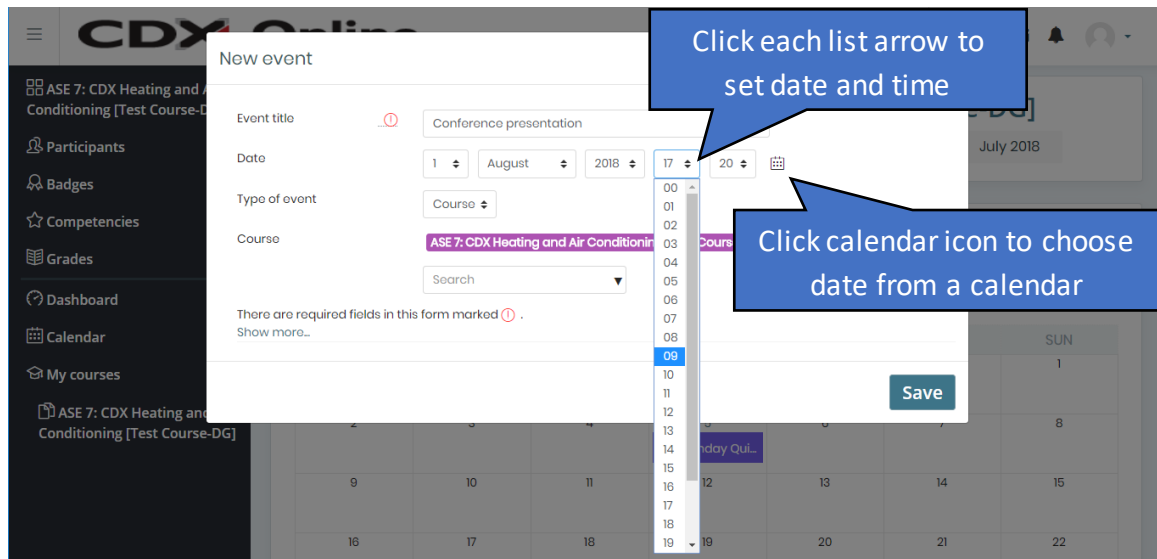
3. To view a different month, click the **arrows** in the upper left or right of the Calendar page or click a **month name** in the **MONTHLY VIEW block** in the Right sidebar.



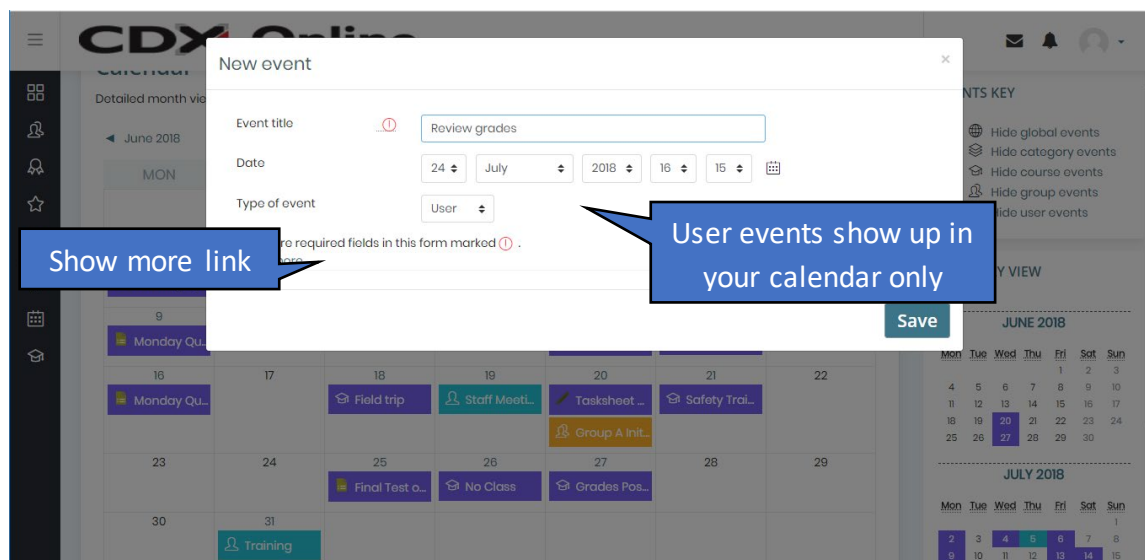
4. To add a custom event, click the **New Event button** or point to any date to display the **Add pointer** , then click. A New event page opens, providing you with informational fields to complete for this event. To change

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the date, you can use the **Date, Month, and Year list arrows** or click the **date picker icon**  and choose a date. Use the **Hour and Minute list arrows** to specify a start time.




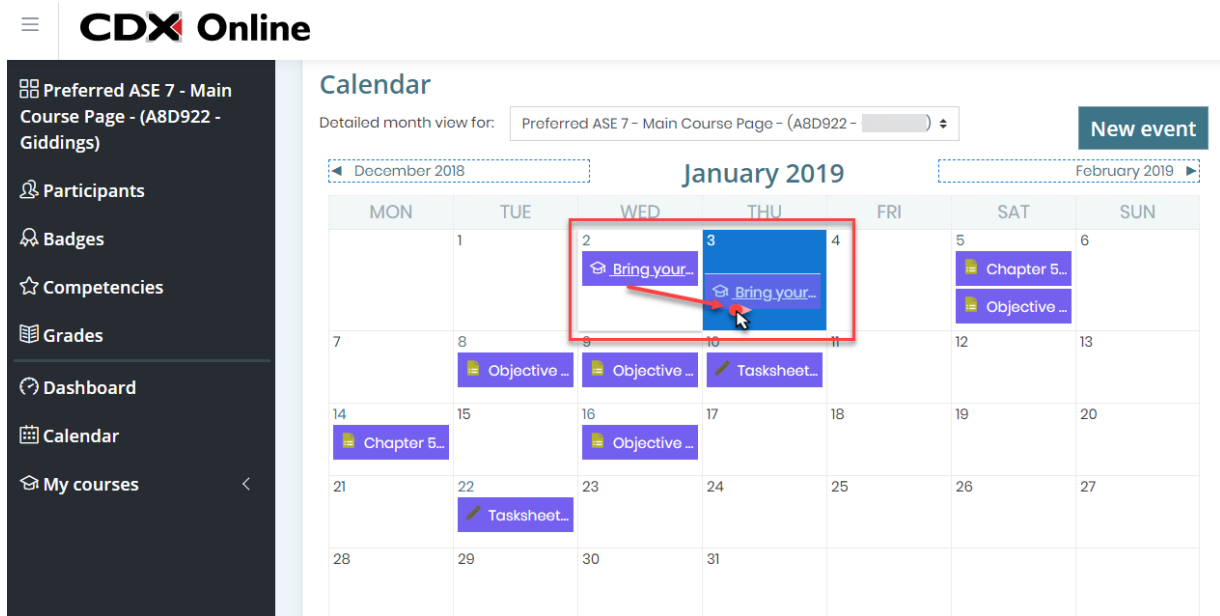
5. Use the **Type of event** drop-down menu to specify the type, such as **User, Group, or Course**. These options will allow you to limit which participants in the course can view this event in their CDX calendar. To specify more options, such as the duration of the event or to add a description, click the **Show more link**, and complete the fields as necessary. When you're finished, click the **Save button**.



6. To view the details of your custom event and make any changes to it, click on the **event** in the Calendar. Then click the **Edit button** to begin making your changes and click **Save** when finished.

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
- To easily reschedule any event to a different date, hover your pointer over the event displayed until your mouse arrow changes to a **compass arrow**  icon. Then, click, hold, and drag the event to a new date.



- As you apply activity deadlines under the **Timing** section of **Quiz** settings, or the **Availability** section in the **Tasksheet Assignment** settings, you will see those activities populate in the course calendar on those dates. Once they are scheduled on the calendar, you may then conveniently drag and drop those items as needed to make any scheduling changes in the activity's settings. **Please note:** Your students' calendars will reflect these changes, however, they will not receive an automated notice of the date change.
- To export the calendar details to your personal Google, Outlook, or other calendar application, click the **Export Calendar** button at the bottom of the calendar page. Specify which events to export and the desired time period (up to 60 days), then click the **Export** button. The exported calendar file is saved to your Downloads folder.

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The screenshot shows the CDX Online interface. On the left is a dark sidebar with a course icon and the text "ASE 7: CDX Heating and Air Conditioning [Test Course-DG]". Below this are menu items: Participants, Badges, Competencies, Grades, Dashboard, Calendar, and My courses. The main content area has a breadcrumb trail: Dashboard > My courses > ASE 7: CDX Heating and Air Conditioning [Test Course-DG] > Calendar > Export. The "Export calendar" form is the central focus. It has a title "Export calendar" and a subtitle "How do I subscribe to this calendar from a calendar application (Google/Outlook/Other)?". There are two required fields: "Events to export" and "Time period", both with a red exclamation point icon. The "Events to export" field has radio button options: "All events", "Events related to courses", "Events related to groups", and "My personal events". The "Time period" field has radio button options: "This week", "This month", "Recent and next 60 days", and "Custom range (5/07/18 - 10/07/19)". Below the form are two buttons: "Get calendar URL" and "Export". A blue callout box points to the "Events to export" and "Time period" fields with the text "Both fields are required". Another blue callout box points to the "Export" button with the text "Export button". On the right side of the interface, there is a "MONTHLY VIEW" section showing two calendar grids for "JUNE 2018" and "JULY 2018". The URL "https://qa-cdxonline.cdxlearning.com" is visible at the bottom left.

10. When you're finished working in your calendar, click the **course icon**  or your course name in the system drawer to return to your course front page.