

# Students: [Access Calendar/Schedule](#) Calendar & Schedule

- [Add a New Event](#)
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## About the Calendar/Schedule Tool

The **Calendar** is a tool you can use to manage course-related dates and events. You will be able to view course events such as project due dates, virtual office hours, exam and test information, that your instructor posts through the **Calendar** tool on the course home page. You can also add personal events that only you can see.

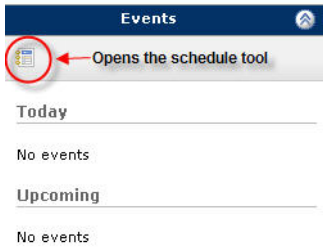
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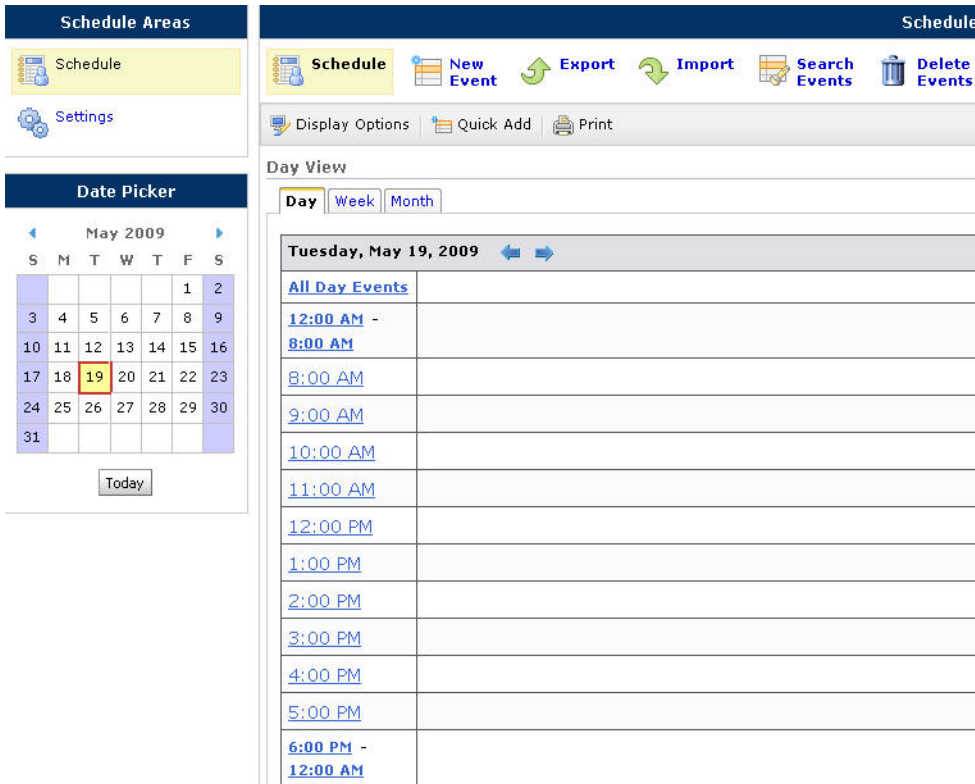
## Access the Calendar/Schedule

You have access to an on-line calendar through the **Schedule** tool. Available on the [My Home](#) pages, the **Schedule** tool allows you to set reminders of important dates and activities.

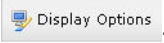
- To access the Calendar/Schedule from the main **Course Home** click the icon that looks like a calendar located along the left edge of the screen.

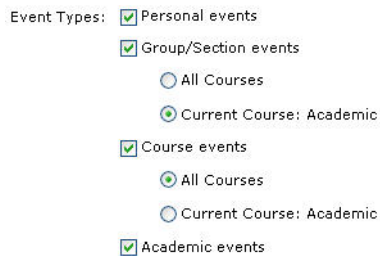


The main **Calendar** page displays:



You can select to view Personal events, Group/Section event, Course events, or Academic events.

- Click the **Display Options** icon  .
- After you have clicked the **Display Options** icon the **Display Options** widow will open allowing you to select to display Personal events, group/section events etc.



This is the easiest way to see all the events for your course.

- You can also click on the Search Events icon  at the top of the **Schedule** page to search by date, event type, etc. You will need to click on [Show Search Options](#) in the **Search Events** window.

Search Events

Schedule New Event Export Import Search Events Delete Events

Search Events

Search For: Search Hide Search Options

Search In:  Title  Description

Event Type:  Personal events  
 Group/Section events  
 All Courses  
 Current Course: Academic

Course events  
 All Courses  
 Current Course: Academic

Academic events

Event Date:  Start  
May 19 2009 12:00 AM Now

End  
May 26 2009 12:00 AM Now

Priority:  Normal

Entering a start and end date will allow you to see events for the entire semester.

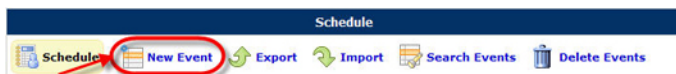
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## Add a new event

To add a personal event, from the main **Calendar** page:

- Click **New Event**



The **New Event** page displays:

- Type the **Title** of your event.
- Type a **Description** of the event
- Choose a date by using either the drop-down boxes or by clicking the small calendar image beside the drop-downs.
- Select whether you want to **Share with other users**, and if so, **Add Users** you would like to see the event.
- Click **Save**

You now have a personal event scheduled for that date. Click the date to see the calendar event and the description in the screen beside the calendar.

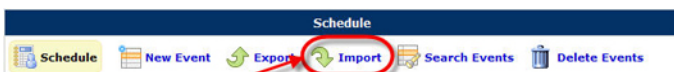
NOTE: You can also add an event by clicking on  from the menu on the **Schedule** page.

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## Import events






If you want to create multiple events at once, you can upload an existing calendar (for example, from iCal). To import events in the form of an Excel spreadsheet or .txt file, from the main calendar page:


- Click on **Import**.



The **Import Events** page displays:

**Import Events**

 [Schedule](#)  [New Event](#)  [Export](#)  [Import](#)  [Search Events](#)


 [Delete Events](#)

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**Note:** You can only import iCal and CSV file types into the schedule.

**Step 1: Select File to Import**

\*.csv file format: \*Title, Description, Location, Link, \*Start Date, Start Time, End Date, End Time  
\* Denotes a required field. Fields should be separated by a comma, and each row by a line break.

\*.csv Sample:  [Schedule Sample Import file.csv](#) (81 Bytes)

\*.ics file: iCal formatted file provided from another application

\* Import File:

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- Here you can upload a file by:
- Clicking on **Browse** and selecting an existing file.
- Clicking **Next**.


NOTE: It is highly recommended that you avoid importing as the import file must be set up in very particular ways. We recommend using the **Add Event** feature and add each event one at a time.

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## View and print your calendar

To view a version of your calendar in printable format and then have the option of printing it:

- Click on the  **Print** button on the top of the page.
- A pop-up window will open allowing you to preview your calendar.
- Click **Print** on the bottom of the window to print the calendar, or **Close** to close the window and cancel the printing.

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[Help Page](#)

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Source URL (retrieved on Nov 23 2009 - 6:47pm): <http://helpd2l.arizona.edu/students/calendar>