

Calendar

This PDF will give you a general overview if the Calendar tool in D2L.

From your course homepage, on the right side column, [click the down arrow](#) next to Calendar and click [Go To Calendar](#).


Course Home Content Assessments ▼ Communication ▼ Progress ▼ Edit Course More ▼

Student D2L Video Training

News ▼

Welcome to D2L Orientation for Students!

Posted Jun 12, 2020 11:54 AM



Welcome!

This course is designed to familiarize you with the navigation of D2L and share tips

Updates ▼

- 1 Unread Discussion Posts
- 1 Quizzes Not Attempted
- 8 New Emails

Calendar ▼

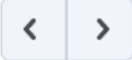

- Go to Calendar
- Collapse this widget

You can change the view of the calendar by using the top bar, giving you five choices of views.

Course Home Content Assessments ▼ Communication ▼ ⌂


Agenda Day Week Month List

For this overview, go ahead and click on [Lists](#). This view shows you all upcoming events along with ways to filter what you see.



 **Upcoming events** All Calendars (8) 

Filter By: [Dropbox](#) [Checklists](#) [Discussions](#) [Events](#) [Grades](#) [Materials](#)
[Modules](#) [Quizzes](#) [Surveys](#)

1 items shown

● **Example Test - Availability Ends** Dec 3, 2021 7:00 PM 

You can also navigate the calendar by selecting a date on the [mini calendar](#). The dates with **blue dots** under the number means there is an event happening that day.

 **December 2021** 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30 ●	1	2 ●	3 ●	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

You can choose to add your own tasks to the calendar by clicking [Add a task](#) under the tasks section that can be found under the mini calendar.

Tasks

Add a task...



Type in the task you want and then click anywhere on the screen for it to save. It should look like this once you have finished it.

Tasks (1)

Test Task



To edit the task, click on the [tasks name](#). Here you can add a [due date](#), put in a [note](#) about the task, or [delete](#) the task.

[Tasks](#) > Details

Test Task



No due date



Add a note...



Click the [check mark](#) next to your task to mark the task as completed.

Tasks (1) ▾

Today (1)

Test Task >
Due Dec 3, 2021

Add an immediate task...

You can link your calendar to show up in an outside calendar source. Click [Settings](#) in the top right corner.

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Agenda Day Week Month List Print Settings

From here, put a check mark in the box next to [Enable Calendar Feeds](#). Then scroll down and click [Save](#).

Settings ×

Calendar Options ^

Core Hours

8:00 AM ▾ to 5:00 PM ▾

Show weekends

Calendar Feeds

Enable Calendar Feeds

This enables a private address that can be used to subscribe to your calendars via an iCal feed

You should now see a **star with the word Subscribe** next to it in the top right corner.

Course Home Content Assessments ▾ Communication ▾ Progress ▾ Edit Course More ▾

Agenda Day Week Month List Print Settings **★ Subscribe**

Clicking on **Subscribe** will give you a URL that you can copy and paste into any external calendar application and it will subscribe to events that are scheduled on your D2L calendar.

Calendar Subscriptions ✕

All Calendars and Tasks ▾

Copy and paste the following URL into any external calendar application to subscribe to events for the selected calendar(s).

<https://d2l.msutexas.edu/d2l/le/calendar/feed/user/feed.ics?token=a1ex61c39b2732409281>

Download Reset

Clicking the Reset button generates a new private address and invalidates any existing feeds you have subscribed to.

Close