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**.
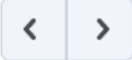

You can change the view of the calendar by using the top bar, giving you five choices of views.

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

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.

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.

| Course Home | Content | Assessments ⌄ | Communication ⌄ | Progress ⌄ | Edit Course | More ⌄ |

| 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