Sakai 12: Calendar
Student User Guide
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What is the Calendar Tool?
The Calendar tool allows instructors to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

The Calendar can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

Project sites may use Calendar to post key dates, such as deadlines.

All calendars from all sites you have access to are merged in your Home Calendar.

How do I Access the Calendar Tool?
To access this tool, select Calendar from the Tool Menu of your site.

![Calendar Tool Menu](image)

How do I Customize my Calendar display?
The calendar tool can be customized according to your individual display preferences.

Calendar Options

![Calendar Options](image)

To modify the display, select the Options button.
Display Settings

1. The drop-down menu under Calendar Display allows you to select your default view by Month or by Day.
2. You may define High, Medium, or Low priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and select the Move Up or Move Down buttons to change the priority level of that item.
3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical Hex color value, or by clicking on the color palate icon to bring up a selection of web colors from which to choose.
4. Don't forget to click Update to save any changes.
How do I View Calendar Item Details?

Go to Calendar. Select the Calendar tool from the Tool Menu in your site.

Click on the item you want to view.

Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "View" drop-down list, change your calendar’s view to Calendar by Day or List of Events.
View item details.

<table>
<thead>
<tr>
<th>Meeting</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Nov 30, 2017</td>
</tr>
<tr>
<td>Time</td>
<td>10:00 am - 11:00 am EST</td>
</tr>
<tr>
<td>Description</td>
<td>This is a sample meeting description.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Activity occurs once</td>
</tr>
<tr>
<td>Event Type</td>
<td>🎀 Activity</td>
</tr>
<tr>
<td>Owner</td>
<td>Instructor Demo</td>
</tr>
<tr>
<td>Site</td>
<td>Discussion 2 SMPL202</td>
</tr>
<tr>
<td>Event Location</td>
<td>Room 101</td>
</tr>
<tr>
<td>From Site</td>
<td>&quot;Discussion 2 SMPL202&quot; (7c780466-b042-438f-803f-da4cf6ab4e66)</td>
</tr>
</tbody>
</table>

The item details will display.
How do I Change the Calendar View?

In Calendar, you can view your calendar by day, week, month, or year. You can also set the default view for your calendar.

Set the Calendar View
Go to calendar. Select the Calendar tool from the Tool Menu in your site.

Select the desired view in the drop-down menu.

You can also view a list of events.

Note: When viewing the calendar in list format, you also have the option to select a custom date range and filter events by start/end dates.
Set the default view

If you have a preferred view (e.g. monthly view), click the **Set as Default View** button while viewing the calendar in your preferred view.