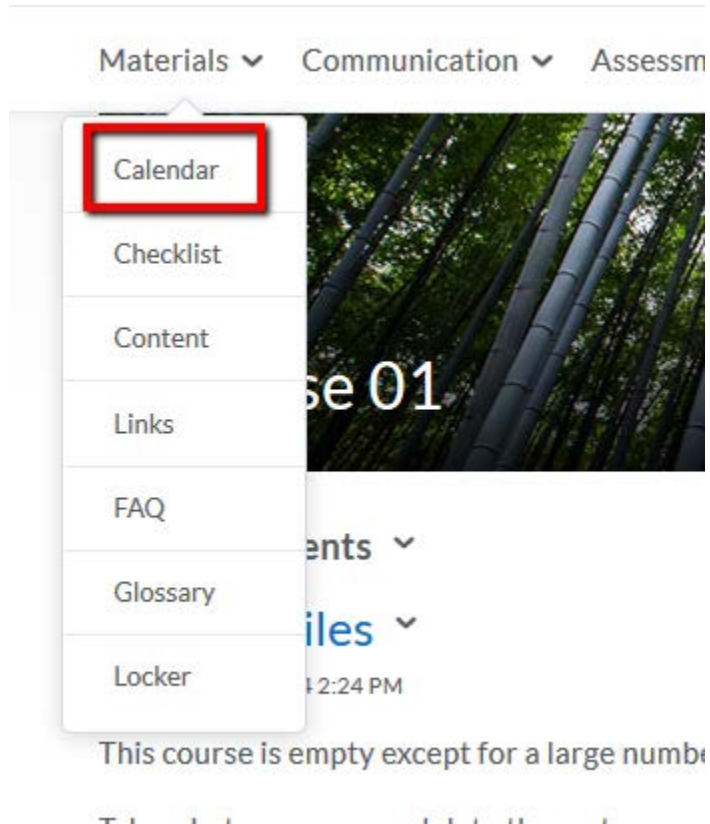


Topic: Calendar Views

To Access the Calendar Tool:

- Log in to D2L Brightspace .
- Go into a course.
- Click **Materials**, click **Calendar**.



Calendar Views:

There are five ways to view the calendar:

- Agenda
- Day
- Week
- Month

- List



Agenda View:

The Agenda view lets you view the list of upcoming events grouped by date.

To view the calendar with Agenda View:

- Click the **Agenda** button in the calendar views area.
- To change the time range of events, Click the left or right arrows.

Day View:

The Day view displays all the events on that Day.

To view the calendar with Day View:

- Click the **Day** button in the calendar views area.
- To view a different day, click the left or right arrows.

Week View:

The Week view displays all the events in that Week.

To view the calendar with Day week:

- Click the **Week** button in the calendar views area.
- To view a different week, click the left or right arrows.

Month View:

The Month view displays all the events in that Month.

To view the calendar with Month View:

- Click the **Month** button in the calendar views area.
- To view a different month, click the left or right arrows.

List View:

The List view displays all the events in the calendar.

To view the calendar in List View:

- Click the **List** button in the calendar views area.
- To view Past, Upcoming or all events, click the left or right arrows.

To Print the Calendar Content:

- Click the **Print** icon.

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.