SUMMIT UNIVERSITY®

Calendar
SU Tech Support
Video script text (7-21-16)

You can see an overview of the current month's events by **locating the Calendar block on your *My home page*[1] or any course main page**. **Hover over a date to see a list of its events.** Events that span several days will look like this.

To access the Calendar, click on the month/year link in the Calendar block. If you accessed the calendar from one of your courses, this will take you to a detailed month view of events for that course. **Use the dropdown menu to show events for a different course, or to see all of your events at once. Different types of events will have different colors.** Hide or show these events by clicking on the links in the Events key block. **Click on a date or event to see its details.**

To add a personal event to the calendar, click the **new event button**. Give the event a name and a description, then select the date for the event, such as a personal due date for completing an assignment or unit. If your event spans several days, give the event a Duration by selecting Until and then choosing the end date of your event. You can also set up repeat events by using the Repeated events options. Click Save changes. You will now see the event. Use the Edit settings or delete icons to modify or delete your event. **Your personal events will not appear on anyone else's calendar.** Click on the *My home* link in the breadcrumbs list to return to your *My home page*.

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[1] The *My home page* has been replaced by the *Dashboard*.