

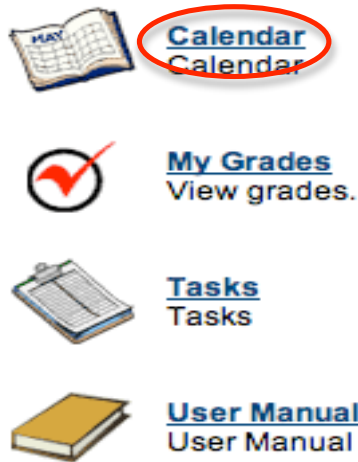
WHY WOULD YOU USE THIS FEATURE?

The Calendar tool allows students to view events by day, week, month, or year. Upcoming and past events can be viewed and organized into categories. Instructors can use this feature to put upcoming deadlines for the course. Students can not add items to this feature.


HOW TO USE


1. Click Tools on the Course Menu or Organization Menu. Click on **Calendar**.

Bb Tools



2. Here you can view the items added by day, week, month or year.

 **Calendar: View by Day**

 Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

⏪ Tuesday, June 23, 2009 ⏩

AM	6:00
	6:30
	7:00
	7:30
	8:00
	8:30
	9:00
	9:30
	10:00
	10:30
	11:00



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