

Change Calendar View

It is possible to switch between the different Calendar views to see what is scheduled on the Calendar. Calendar events can be viewed by day, week, or month. To access these views, click the **Course** tab on the **Navigation Tree**.

- ❖ **View by Day** - This option will display all the scheduled events and appointments for a single day.
- ❖ **View by Week** - Use this option to display all the scheduled events and appointments for seven calendar days, Sunday through Saturday, from a single view.
- ❖ **View by Month** - To display all scheduled events and appointments for the current month in full view, along with smaller navigation calendars for the previous and next months, select this option.