

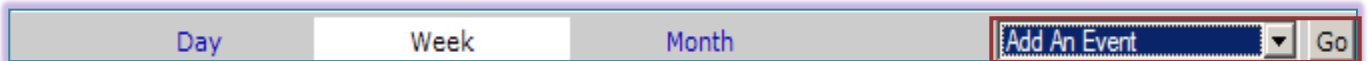
Customize Calendar

Customizing a Calendar involves making changes to which events display when an item is created, the time intervals for the calendar, and to change the default beginning and end dates for displaying Calendar events. It is also possible to change the Category color, to add a new event, and to delete an event.

Customize Default Display Events

There are several event categories available in the Calendar.

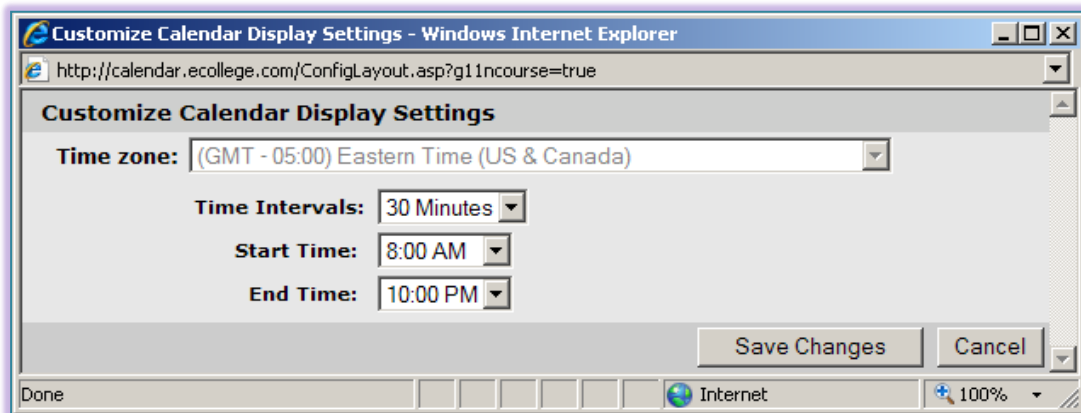
- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow on the main **Calendar** page (see illustration below).



- ❖ Click **Customize View** from the list.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Default View** window will display.
- ❖ Select the **Categories** that are to display in the list.
- ❖ Click **Save Changes**.

Set Default Time Zone

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Display Settings** window will open (see illustration below).



- ❖ Click the **Time Zone** from the **Time Zone** list.
- ❖ Click **Save Changes**.
 - If the changes don't show immediately, click the **Refresh** button in the browser window.
 - They should take effect when the **Refresh** button is clicked.

Select Time Intervals

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.

- ❖ The **Customize Calendar Display Settings** window will open (see illustration above).
- ❖ Select a **Time Interval** from the list of options.
- ❖ Click **Save Changes**.

Set Begin and End Dates

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Display Settings** window will open (see illustration on previous page).
 - Select a **Start Time** and/or **End Time** from the appropriate lists.
 - If the **Start Time** is set for 7:00 a.m. and the **End Time** is set for 6:00 p.m., the Calendar will show the scheduled events between those times.
- ❖ Click **Save Changes**.
 - If the changes don't show immediately, click the **Refresh** button in the browser window.
 - They should take effect when the **Refresh** button is clicked.