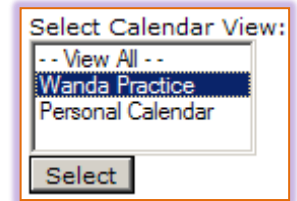


Filter Events

When the Calendar filter is used, only the Calendar events that are selected will display on the Calendar. Once the filter is removed, all calendar events, regardless of category, are visible.

Filter Calendar Events by Type

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ On the right side of the window under **Select Calendar View**, select the event type or category for the filter.
 - More than one category or event type can be selected by using **Ctrl + Click** or **Shift + Click**.
 - Once the filter is run, only events in the selected category will be visible in the Calendar.
- ❖ Once the selection has been made, click **Select**.



Reset or Remove the Calendar Filter

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ On the right side of the window under **Select Calendar View**, click **View All**
- ❖ Click **Select**.
- ❖ All the items in the **Calendar** will display.