Using the Student Calendar

These directions explain how to use the calendar in CTLS Learn.

1. From the main dashboard, select **My Calendar** on the left navigation bar.

2. Once the calendar opens it will default to show all classes. To show a single class, click on the **Select Calendar(s)** drop-down menu and select the class or classes to be viewed.

3. If there is an event or assignment due, students will see an **icon** on that date. *Note: The number in the icon shows the number of events or assignments on that day.*
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4. Click on the date to view additional information about the event or assignment. Clicking on the event will provide additional information or the assignment details where you can click to open the full assignment page.

5. The calendar view can be changed from full month to year, week, or day.