

## Calendar tool in Illinois Compass

### 1. Overview

Build Teach Student View Illinois MBA - Full-Time and Part-Time MBA

Your location: Calendar > View Month

Calendar

Add Entry Create Printable View Calendar Settings

Month Week Day View: Institution + This course + Personal

July 2007

View Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	1	2	3	4	5	6 <i>Test on Econ 101</i>	7
View Week	8	9	10 <i>deadline for ENG 103 paper</i>	11 <i>Library books due</i> ■ Lecture Prof. Brown	12 Today ■ First term paper due	13 <i>term paper meeting</i>	14
View Week	15	16	17	18	19	20	21
View Week	22	23	24	25	26	27	28
View Week	29	30	31	1	2	3	4

Entries in italic are private entries.

Key:  
■ Illinois MBA - Full-Time and Part-Time MBA

### 2. Creating a custom view of your calendar

- a- From the drop down menu select **Institution + This course + Personal** and click on the green arrow on the right.

Settings

View: This course only

- Institution + Personal
- Institution only
- Personal only
- This course + Personal
- This course only
- Institution + This course + Personal
- Custom view

Sat 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

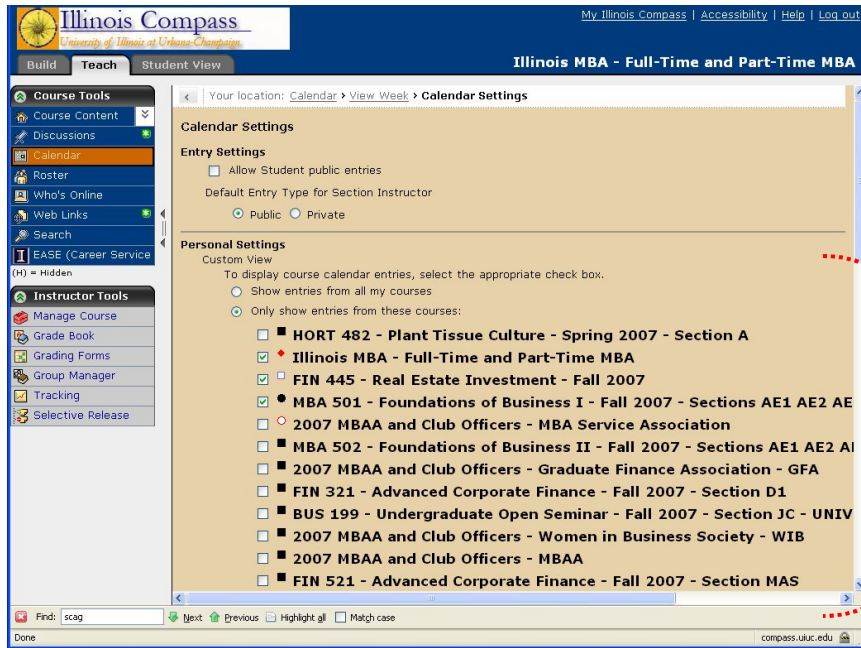
19 20 21 22 23 24 25

- b- Then go to Calendar Settings

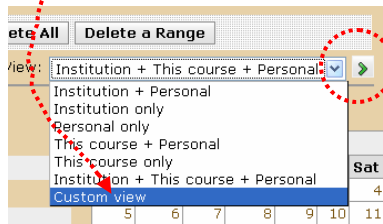
Calendar Settings

- c- A list of all the courses and sites that you are enrolled in will be displayed, then you select

the sites whose entries you would like to see displayed in you calendar and click SAVE.



d- Finally in the calendar view again, select **Custom View** from the drop down menu, and click on the green arrow on the right. From now on you will see the events for all the courses selected displayed in your calendar view.



Whenever you need to change the view you have to repeat steps a to d.