



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:3094382542) if you have questions.

ReggieNet: Calendar

Video - [Using the ReggieNet Calendar Tool](#)

The calendar tool allows you to manage events such as due dates, tests and quizzes dates and special days in your ReggieNet course by including them in the course calendar. You can do a variety of things including add an event, import events, merge calendars, ensure that your calendar is published and change access and editing permissions. You can view the calendar by day, week, month, year, or list of events. You can easily navigate through your calendar by using the **previous**, **today** and **next** navigation buttons.

Add Event

1. To start, click on **Calendar** tool in the left-hand navigation menu
2. Click the **Add Event** tab. This will open the add event screen where you can customize the details of your new event.
3. Enter a title, a date for your event and a start time. Duration and end time are optional as well as adding in any additional message details.
4. If your event is occurring more than once throughout the semester, you can change the event frequency by clicking on the **Frequency** button. You have the option of your item showing up for daily, weekly, several times a week, monthly or yearly.
5. Indicate the type of event that you're adding to your calendar – the different event types are represented by different icons.
6. Enter event location details to let participants know where they need to be.
7. To add an attachment, click the **Add Attachments** button.
8. Click **Save Event** to confirm any changes you've made on this page. You will now be redirected back to your calendar view and you can see that your new event is now displaying on your calendar

Edit or Delete an Event

1. To make any changes to an event, select the event in your calendar.
2. Click on **Edit**. This will take you back to that event's detail page. You can make any adjustments.
3. Select **Save Event** to save.

Delete an event - If you need to delete an event from your calendar, select the event in your calendar and then click on **Remove Event**. You will need to confirm this one more time and then your item should be deleted your calendar

Adjusting the view

You can choose how the calendar is displayed by selecting the appropriate option from the **View** dropdown list located at the top of the **View** tab. You can choose to view by Day, Week, Month, or Year. The daily, weekly, and monthly views will contain event names that are clickable links. The yearly view will indicated which days have events by highlighting those days. Clicking on a day will automatically switch the display to view by Day; any events on that day can then be clicked to see more information.

There is also a “List of Events” option which will display all the events in a chronological list. The date range can be adjusted using the dropdown list or by setting a date range.

Regardless of which view is chosen, there will be **Previous** and **Next** buttons to navigate forwards and backwards in time. The **Today** button will automatically switch the display to view by day, and showing the events on the current date.