

## Checking the Course Calendar

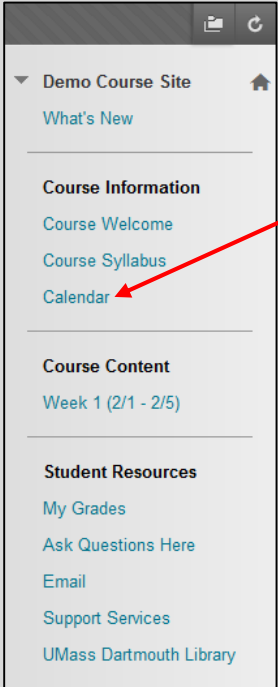
### Introduction

Follow the steps below to learn how you can view due dates and other calendar entries made by an instructor in myCourses.

#### Step 1:

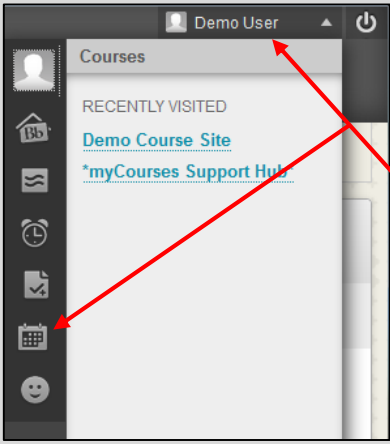
The course calendar can be accessed from two different places in myCourses:

**Method One:**



In a myCourses site you may see a “Calendar” link on the course menu along the left side of the page. This link will display calendar entries relevant to the course you are in.

**Method Two:**



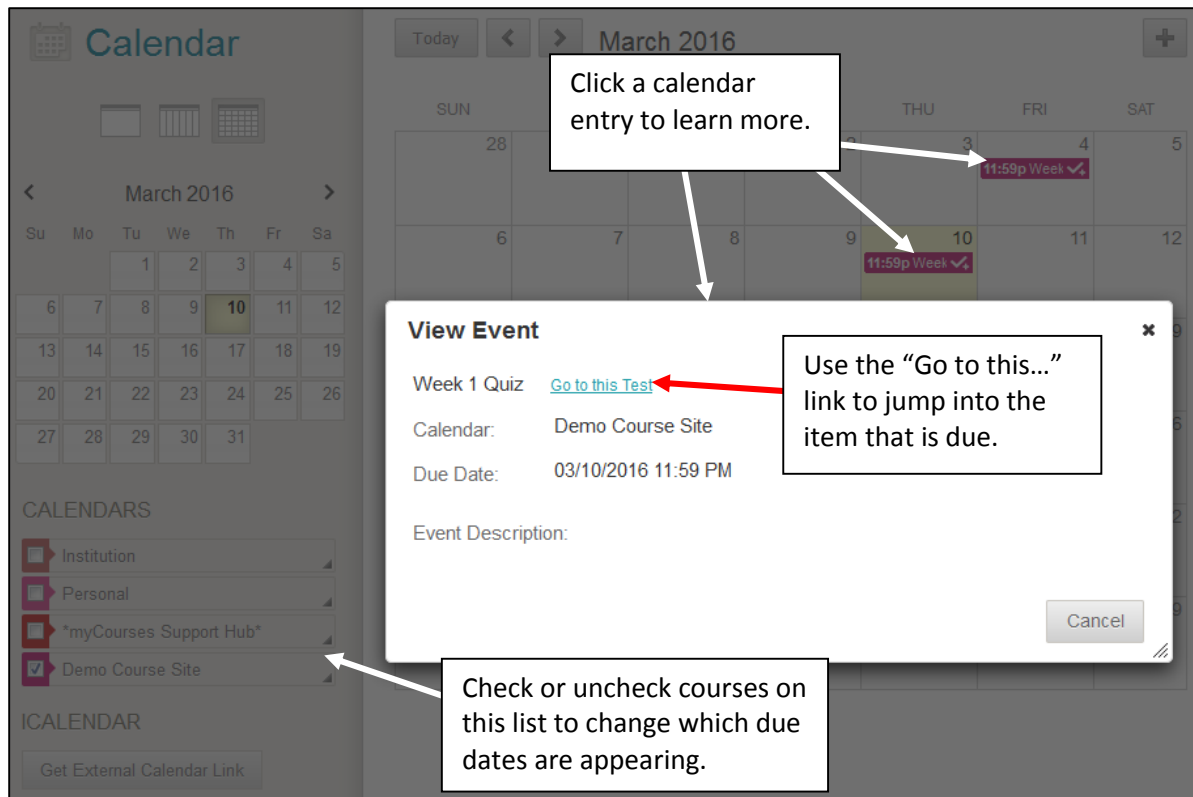
You can also access a global calendar by clicking on your name in the upper-right corner of myCourses, then clicking on the calendar icon.

#### Step 2:

On the calendar page you will see a grid view of the current month as well as a list of course calendars to the left. Click on a calendar entry to view more information about it. If that calendar entry is a due date, you can click “Go to this...” to jump right into the item that is due.

You can check or un-check calendars listed on the left to change which due dates and entries are being displayed on the calendar grid.

*Continued on the next page...*



## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).