Eagle Online

Calendar Tool

You’ve seen that your course has a sidebar calendar with four views. Here’s what the views mean to you:

**Global** – *Lets you see events for all your HCC online courses.*

**Group** – *Shows you activities with deadlines if you are in an assigned group.*

The two views you will use the most are:

**Course** – *Showing only the course you are in. This is where assignments will appear IF THEY HAVE A DUE DATE. This includes any notices your instructor puts on the Calendar.*

**User** – *This is just for you. You can add your own events to your calendar.*

To hide any of the views, click on the eye icon next to it (eye closed hides the view). Be sure your calendar setting icon for “Course” is set on “eye open” to view assignments from your instructor.

When you look at the calendar, assignment due dates are marked in gold. (The “Events Key” will remind you that Course events are in gold, while your own personal User events are marked in blue.)

Hover over a date and the event for that date will show in a popup. There is a link in the popup, click it to go to the calendar entry for this event.
If you want to add your own events or appointments to the calendar, click on the **New Event** button.

Fill in your event.

Click the **Save changes** button.

The event will show up on your calendar in blue.
The calendar is not the only way to see your assignments. The best way to view your assignments is to go to the current section in your course. Click on the links and you will find your assignments. Use your syllabus to see when they are due.

1. Start this Topic By Clicking Here
2. Read this Article
3. Topic 1 Quiz
4. Mid-Term Paper Assignment