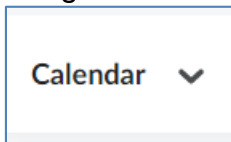


Brightspace Calendar Views

The Brightspace Calendar has five different views to help students and faculty develop a clear picture of upcoming events and due dates. It is easy to switch between views and select the view that provides the information in a preferred format.

1. From the **Course Home Page**, select the **Calendar Link** from the Calendar Widget



2. Click on the preferred view from the Calendar view menu options. All calendar views can be printed for convenience.
 - a. Agenda – view allows users to sort calendar events by date, course, or category
 - b. Day – view allows users to view scheduled activities by specific hours on a specific day
 - c. Week – view allows users to view events by specific hours during a specific week
 - d. Month – view allows user to view events by specific hours during a specific month
 - e. List – view allows user to sort events based upon category

