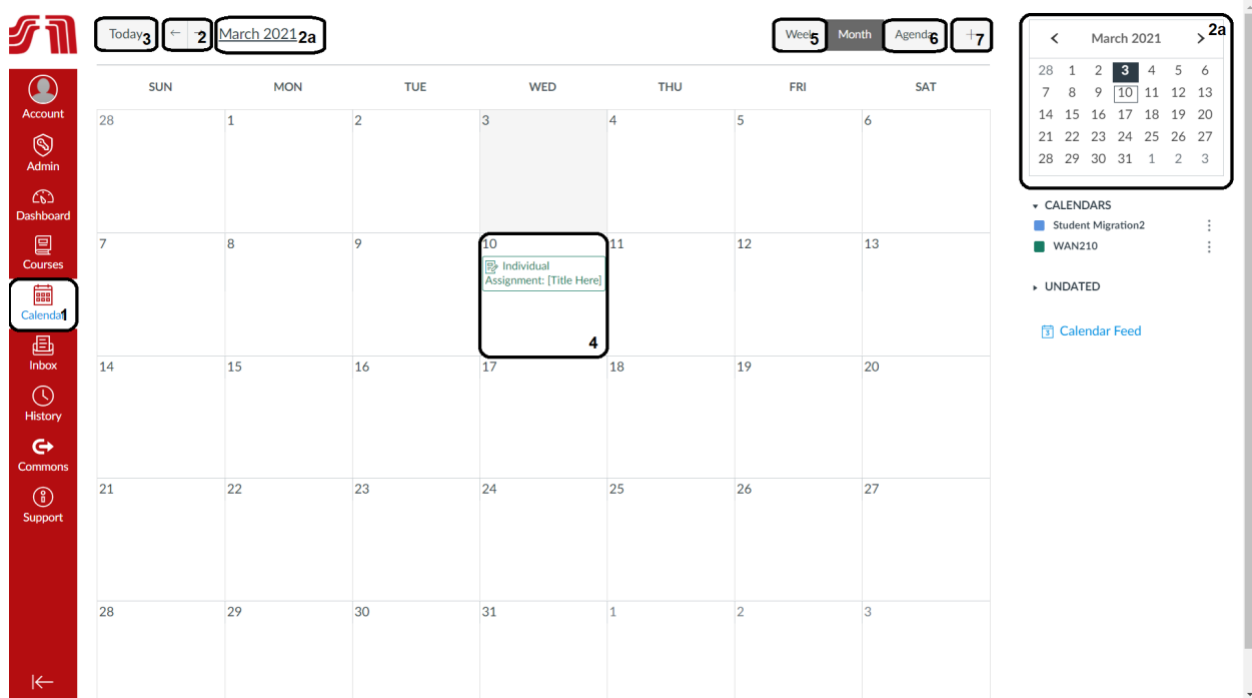# Communication

How to Use the Calendar

1. Locate the **Calendar** on the left side of the page
2. Use the arrows to go between months or weeks
   a. You also have the option to change the date by clicking and scrolling through the calendar in the top right corner
3. Click **Today** to return to the current date
4. Assignments are located on their due dates
5. Click **Week** to view your calendar one week at a time
6. Use **Agenda** to view upcoming assignments by the order of their due dates
7. Click the **Plus** icon to add a new event

a. Customize settings before clicking **Submit**

Edit Event ☒

| Event |

Title: [   ]

Date: 2021-03-03 [📅]
Wed Mar 3, 2021

From: 12:00am   12:00am
12:00am   to   12:00am

Location: [   ]

Calendar: WAN210 ⌄

7a   More Options   Submit