

Course Communication Tools

FOL Training Series - Organizational Development & Learning, 2017

Quick
Reference
Guide



Calendar Tool in FOL

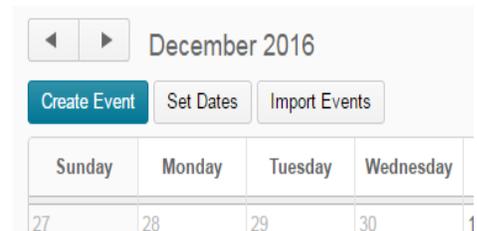
Using the Calendar Tool as an Effective Communication Tool

- **Schedule Tests, Quizzes, Activities (Discussions, Assignments)** – post these items ahead of time so they appear in the Calendar for students to see when they log in to their FOL course page

Creating Calendar Items

To create a calendar item:

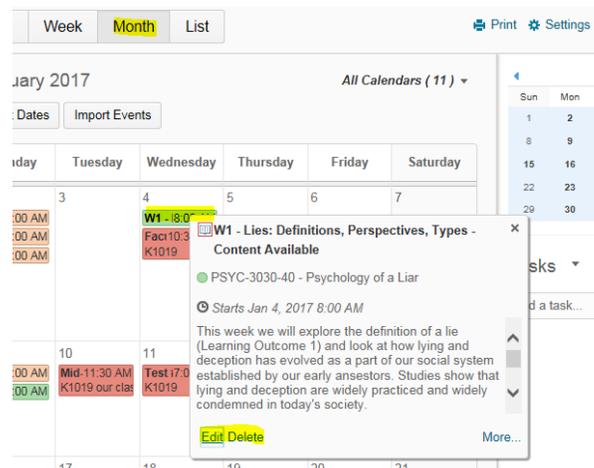
1. Click on the Calendar Tool from the course Homepage.
2. Click **Create Event** in the calendar content area.
3. Enter **Event Title** (i.e. SOSC1014 - Mid-Term Test).
4. Add description of event, if you wish.
5. Select date and time for the event.
6. Enter a location (i.e. Room H2031, FOL Quizzes).
7. Click **Create**.



Editing/Deleting Events in Calendar

To edit or delete an event in the calendar, do one of the following:

- In the day, week, or **month** view, select the event in the calendar content area, then click **Edit or Delete**.
- In the Agenda view, click the context menu for the event, then click Edit or Delete event
- In the List view, click on the event name. Click the context menu for the event, then Click Edit or Delete event.



Calendar Tool Tips

1. **Create events at the beginning of the course** – You know when the major tests and projects are scheduled and due in the course. Use the Course Plan to schedule these assessments in the calendar. This way, students can have a visual calendar of all upcoming assessments.
2. **Use the Display in calendar function** - When setting up FOL Assignments (dropbox), discussions or quizzes, make sure to select Display in Calendar so that the activity will populate to the Calendar. Students can then see upcoming deadlines for weekly, ongoing course activities. This automatically displays in the course Calendar.
3. **Use consistent and concise titles** – It is a good idea to include course code with your calendar items. Students can view their FOL calendar to see ALL course calendar items at a glance. Placing the course code in the title helps keep your course activities clear.