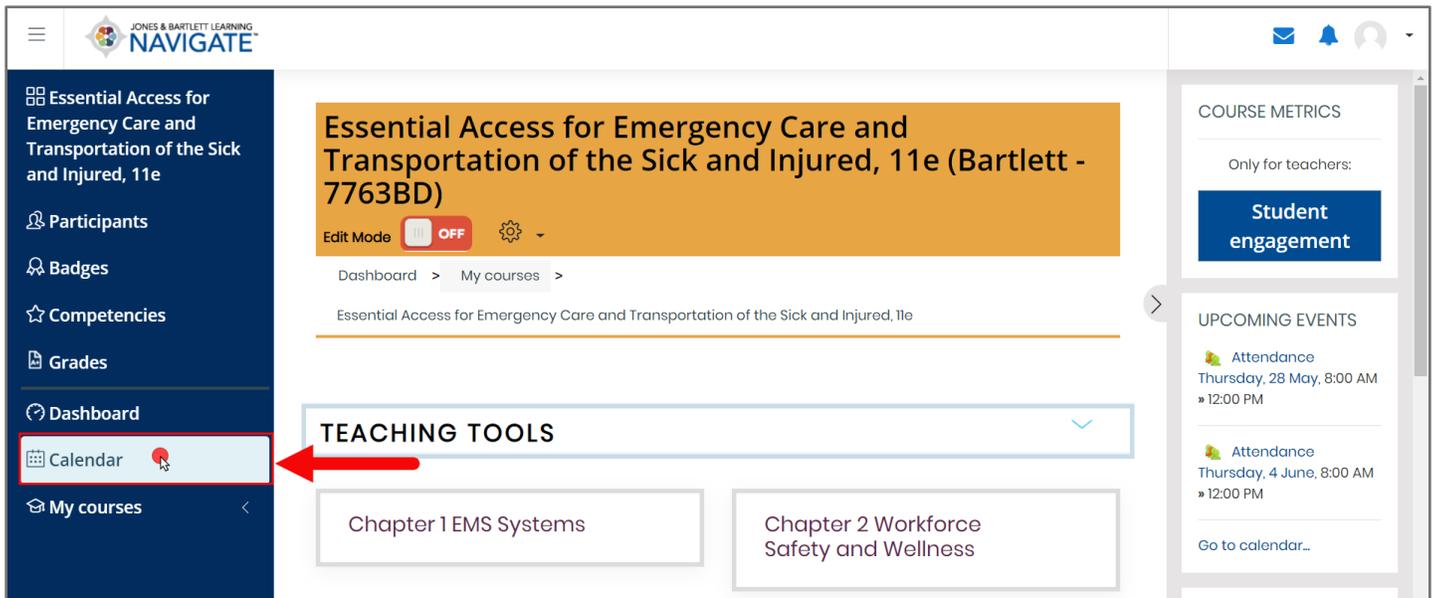


## How to Use the Course Calendar

*This document contains instructions on how to use your course Calendar to create, track, and manage course events, reminders, and assignments.*

1. On the course homepage, find and click the **Calendar** option from the **Navigation Drawer** on the left side of the page. This will bring you to your course calendar where you will see all scheduled events displayed.



The screenshot shows the course homepage for "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The interface includes a navigation drawer on the left with options like Participants, Badges, Competencies, Grades, Dashboard, Calendar, and My courses. The "Calendar" option is highlighted with a red box and a red arrow. The main content area displays the course title, an "Edit Mode" toggle set to "OFF", and a "TEACHING TOOLS" section with two cards: "Chapter 1 EMS Systems" and "Chapter 2 Workforce Safety and Wellness". On the right, there are sections for "COURSE METRICS" (with a "Student engagement" button), "UPCOMING EVENTS" (listing two attendance events on May 28 and June 4), and a "Go to calendar..." link.

- If you are currently enrolled in more than one course, you may use the **Detailed month view** for dropdown as needed to view all or only select course's events.

**Calendar**

Detailed month view for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 1le ← New event

◀ April 2020 May 2020 June 2020 ▶

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4 Chapter 4 Quiz op...	5	6	7 Attendance	8 Chapter 4 Quiz clo...	9	10
11 Chapter 5 Quiz op...	12 Bring Book to Class	13	14 Attendance	15 Chapter 5 Quiz clo...	16	17
18	19	20 Exam Study Day	21 Attendance	22 Ch. 3-5 Exam opens	23	24
25 No Class - Memori...	26	27	28 Attendance	29	30	31

Export calendar
Manage subscriptions

- Use the **arrows** in the upper left or right of the Calendar page to switch your view from month to month or jump to any date by clicking it from the **MONTHLY VIEW** block in the right-hand side bar.

**Calendar**

Detailed month view for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 1le New event

◀ April 2020 May 2020 June 2020 ▶

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
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11 Chapter 5 Qu...	12 Bring Book to ...	13	14 Attendance	15 Chapter 5 Qu...	16	17
18	19	20 Exam Study D...	21 Attendance	22 Ch. 3-5 Exam ...	23	24
25 No Class - M...	26	27	28 Attendance	29	30	31

**EVENTS KEY**

- 👁 🌐 Hide global events
- 👁 📁 Hide category events
- 👁 📁 Hide course events
- 👁 👤 Hide group events
- 👁 👤 Hide user events

---

MONTHLY VIEW

April 2020

Mo	Tue	We	Thu	Fri	Sat	Sun
n	d	d	d	d	d	d
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2020

Mo	Tue	We	Thu	Fri	Sat	Sun
n	d	d	d	d	d	d

Click the arrow to collapse/expand the events key and monthly view tabs

Export calendar
Manage subscriptions

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4. To add a custom course event, click the **New Event button** or simply click on any day. A **New event** popup opens, providing you with informational fields to complete for this event.

The screenshot shows a calendar for May 2020. At the top right, a blue button labeled "New event" is highlighted with a red rectangular box. Below the calendar, there are event cards for "Chapter 4 Qu..." on Monday the 4th, "Attendance" on Thursday the 7th, and "Chapter 4 Qu..." on Friday the 8th. The calendar header includes "Detailed month view for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e" and navigation arrows for April 2020 and June 2020.

5. Begin by entering a name in the **Event title** field.

The screenshot shows the "New event" form. The "Event title" field contains the text "Bring Book to Class" and is highlighted with a red rectangular box. Other fields include "Date" (26 May 2020 10:45), "Type of event" (Course), and "Course" (Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)). A "Save" button is located at the bottom right. A red circle with an exclamation mark is next to the "Event title" field, and a message at the bottom states "There are required fields in this form marked [red circle with exclamation mark]. Show more..."

6. Then use the **Date** options or calendar icon to its right to adjust the date and time for the event as needed.

New event ×

Event title ⓘ

Date 26 ▾ May ▾ 2020 ▾ 09 ▾ 00 ▾

Type of event

Course Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

▾

There are required fields in this form marked ⓘ .  
[Show more...](#)

Save

7. Use the **Type of event** dropdown menu to determine who the event will apply or be visible to. A **User** event will function as a self-reminder and only be visible to you, whereas **Course** events will be shared with all enrolled users.

New event ×

Event title ⓘ

Date

Type of event Course ▾  
User  
Group  
Course

Course Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

▾

There are required fields in this form marked ⓘ .  
[Show more...](#)

Save

8. When creating a **Course** event, you must use the resulting **Course** dropdown menu to confirm the course in which to create it. Please note, you may also create events that are specific to subsets within your cohort if you have created course Groups.

New event ✕

Event title ⓘ

Date

Type of event

Course

There are required fields in this form marked ⓘ .  
[Show more...](#)

9. To specify more options, such as entering event details and setting its duration, click the **Show more link** and make the needed adjustments.

New event ✕

Event title ⓘ

Date

Type of event

Course

There are required fields in this form marked ⓘ .

10. When you are finished, click the **Save** button.

Course **Essential Access for Emergency Care and Transportation of the Sick and Injured, 1e (Bartlett - 7763BD)**

Search

There are required fields in this form marked  .  
[Show more...](#)

**Save** 

11. To view the details of your custom event and make any changes to it, click on the event as shown in the Calendar.

◀ April 2020 **May 2020** June 2020 ▶

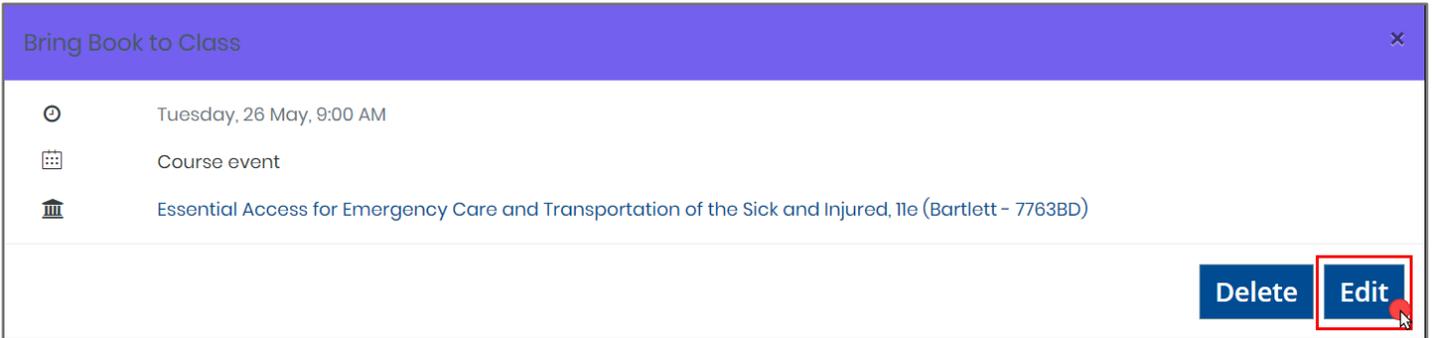
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**Export calendar** **Manage subscriptions**

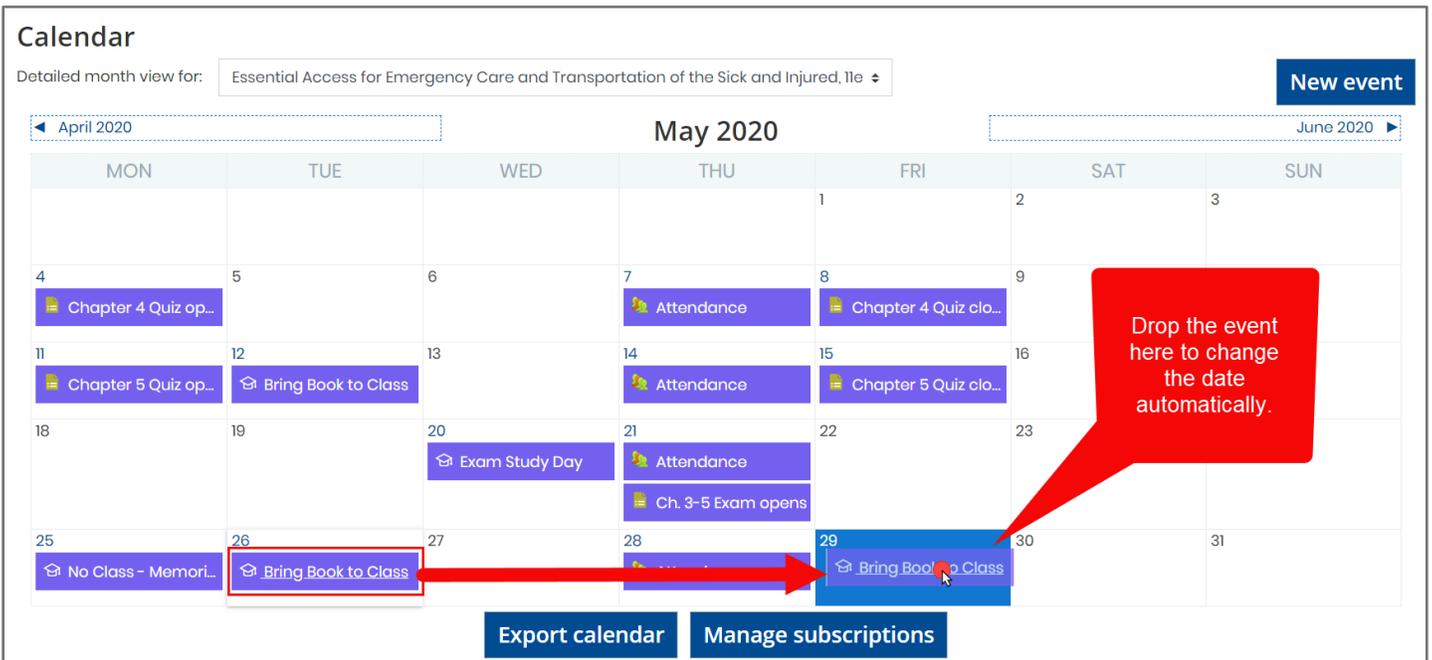
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12. Then click the **Edit button** to begin making your changes and click **Save** when finished.



13. To easily reschedule any event to a different date, hover your pointer over the event displayed until your mouse arrow changes to a **compass arrow** icon, then click and hold to drag the event to its new date.



14. Any time restrictions or deadlines applied to quizzes, assignments, or other course activities will automatically populate the respective items within your course calendar. Once populated, you may then conveniently drag and drop the activities as needed to make any date changes on the fly. Please note, drag and drop changes will only affect the activity's date and not time. Also note, while students' calendars will reflect your date changes, they will not receive a notification of the changes.

15. To export the calendar details to your personal Google, Outlook, or other calendar application, click the **Export Calendar** button at the bottom of the calendar page. Specify which events to export and the desired time period (up to 60 days), then click the **Export** button. The exported calendar file is saved to your Downloads folder.

Calendar

Detailed month view for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

◀ April 2020 May 2020 ▶ June 2020

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4 Chapter 4 Quiz op...	5	6	7 Attendance	8 Chapter 4 Quiz clo...	9	10
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			Ch. 3-5 Exam opens			
25 No Class - Memori...	26 Bring Book to Class	27	28 Attendance	29	30	31

Export calendar Manage subscriptions

16. When you're finished working in your calendar, click the **course icon** or your course name in the system drawer to return to your course front page.

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**NAVIGATE**

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

Participants  
Badges  
Competencies  
Grades  
Dashboard  
Calendar  
My courses

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)

Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

Calendar

Detailed month view for: Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e

◀ April 2020 May 2020 ▶ June 2020

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
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