

Buzz: Calendaring Tools Transcript

[00:00:00] Welcome to Independent Study support. This video is about the calendaring tools provided in Buzz, our learning management system.

[00:00:10] This is the course tiles page, which displays all the courses you are enrolled in. To get to the calendar, click on the menu button in the top left corner of the page. Then click the calendar item on the menu. By default, the calendar displays all the assignments from all your courses that are scheduled to be done today. You can change which date is displayed using the calendar on the right side of the page by simply clicking on the date you want to see. You can also change the scope of the calendars of view with the day, week, month, or all buttons.

[00:00:43] These will display certain ranges of assignments. You can also look at the assignments from just one course using the filter by course button, here. If you click on it, it displays a menu that lists the courses you are enrolled in. To view assignments from only one course, just select that course from the list. These assignment due dates are controlled by what's called the target end date for your course. The target end date is by default set to a year after you started your course because that is when your independent study course expires. You can change the target end date for any course in the grades section. To get there, click on the menu. Then click on grades. Then click on settings in the toolbar. This will show your current target end date. If you click on the choose date button, you can choose a different date within the year that your course is available as a target end date.

[00:01:40] For this tutorial, we'll choose December thirty-first and see how that changes things. After changing the date, click save. Now we'll go back to the calendar. If we view the next month, October, we can see that the dates have all moved up so that if I follow the due dates, I will finish my course by December thirty-first. And that's how you can use the calendaring tools to keep your course work on track.