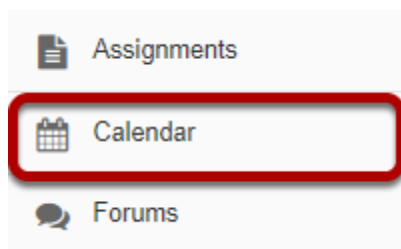


# How do I view calendar item details?

## Go to Calendar.



Select the **Calendar** tool from the Tool Menu in your site.

## Click on the item you want to view.

Calendar by Month

View **Calendar by Month** ▼

November 2017

< Previous Month Today Next Month >

Printable Version Set as Default View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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 Meeting	1	2


**Legend**

📅 Academic Calendar	📍 Activity	🗑️ Cancellation	🗣️ Class section - Discussion
🏢 Class section - Lab	📖 Class section - Lecture	👥 Class section - Small Group	🔔 Class session
💻 Computer Session	📅 Deadline	📋 Exam	📝 Formative Assessment
🕒 Meeting	🌐 Multidisciplinary Conference	★ Quiz	🎪 Special event
📅 Submission Date	📖 Tutorial	💻 Web Assignment	🔧 Workshop

*Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "View" drop-down list, change your calendar's view to Calendar by Day or List of Events.*

# View item details.

## Meeting

Date	Nov 30, 2017
Time	10:00 am - 11:00 am EST
Description	This is a sample meeting description.
Frequency	Activity occurs once
Event Type	 Activity
Owner	Instructor Demo
Site	Discussion 2 SMPL202
Event Location	Room 101
From Site	"Discussion 2 SMPL202" (7c780466-b042-438f-803f-da4cf6ab4e66)

The item details will display.