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OwlMed: Calendar Options for Students

Samantha Starr - 2025-06-20 - OwlMed and Canvas

How to Set Up Your Calendar in OwlMed

Select a feature below to get started.

Set Calendar Filters

- The Set Calendar Filters feature allows Users to set personal preference defaults and/or clear filters that they are currently using on their calendar.
- Users can select their Campus and Program, as well as, School Year and Course or choose to see only Events in which they are either enrolled in, auditing, the instructor, or are serving as a Grader for.

	Set Calendar Filters
Selecting a filter wil Changes are saved a	ll make the calendar only display events that match the chosen value. as you make choices.
Campus:	All Campuses
Program:	All Programs V
The items in the filt locations you can se	ers below will change based on the other filters chosen. For example, the list of Locations will only show the ee based on the Campus or Course filter that you have selected.
Location:	No filter - all items being shown
Event Type:	No filter - all items being shown
School Year:	No filter - all items being shown
Course:	No filter - all items being shown
	Only events in which I am enrolled
	Only events in which I am auditing
	Only events for which I am an instructor
	□ My Grader Events

Add a Personal Event



The Calendar can also be used to keep track of your personal events, study group sessions, appointments and more. Utilize the calendar to manage your time by adding Personal Events.

Event	Name:													
cation														
l day (
Start:							ŧ E	nd:						
Date				Time		Q	Da	te				Time	!	G
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Additi	ional Details Description:					Ex. 03:08 PM								Ex. 03:08 PM
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Add your own Personal Events to your calendar.

Once the Personal Event has been saved, you can also invite others from your institution to the Event. Click on the Event which now appears on the Calendar.

Le	0	🛗 Calendar Cours	ses Se	arch	
<	> Today		De	ec 18 – 22, 2023	
W 51	Mon 12/18	Tue 12/19		Wed 12/20	Thu 12/21
Tnam					
11am					
12pm					
1pm					
2pm					
> 3pm					
4pm	15 - 6:00	Study Session Personal			×
5pm	tudy Session	Date/Time Type	2023-12- Personal	8 @ 4:15 pm to 2023-12-1	8 @ 6:00 pm
6pm					
7pm					
8pm					

Once you are on the Personal Event page, complete the following steps to invite others to your event:

- 1. Click on **People**, then **Groups**
- 2. The **Assign Groups to a Personal Event Screen** will allow you to select the Users you wish to invite.
- 3. Click on the Users you would like to add to the Event from the Available Groups column. Once Users have been added to the Assigned Groups column, they will receive information about the Personal Event you created and invited them to join.

Gear Icon

• Use the Gear Icon drop-down menu to view Calendar options including available reports, export and print options for the Leo Calendar tab.



- **Toggle Weekends:** On/off on the calendar.
- Events Report: This report shows a list of all of the events in your current calendar view.
- **Room Usage Report**: This report shows a list of all rooms including a hyperlink count of Events utilizing each location.
- Activity Summary Report: This report provides a summary list of activities for a given date range.
- Print Calendar: Print directly to a printer or as a PDF file.
- **Generate Calendar PDF**: Set your own preferences for a PDF file of the calendar. See example below.
- **iCal Export**: Create an iCal calendar export file and set your own preferences. See example below.
- **Help for Calendar:** This is a listing of color codes used in the Calendar along with a description of where the color is used. This information will either be based on Course color or Event color. If Course color, the calendar will display each event with the color of the course to which the event belongs. If based on Event Types, you will be presented with a key listing out each type of event and its corresponding color.

Generate PDF Calendar

	⊕ a +	? ×
	Generate PDF Calendar	
	Current Week	
	Next Week	
	Current Month	
	Primary Only	
Display By:	Week ~	
School Year:	~	
From Date: *	2023-12-18	
To Date: *	2023-12-22	
Course:	*ALL ACTIVE COURSES*	
	Only enrolled events	
	✓ Landscape	
	Show Weekends	
	Show Conflicts	
Format:	Standard V	
	Generate PDF	

• Select your preferences for a PDF version of your calendar.

iCal Export

This will generate a standards compliant iCal data file that can be imported into most modern calendar systems. Save the generated file and then import it into your preferred calendar system.

	⊕ ≜ + ? ×
	Create Leo iCal Export
	Current Week
	Next Week
	Current Month
	Z Primary Only
Academic Year:	UME 2023/2024 V
School Year:	
From Date: *	2023-12-18
To Date: *	2023-12-22
Course:	*ALL ACTIVE COURSES*
	Only enrolled events
	Generate iCal Export

Tags		
Calendar		
OwlMed		