

# FAU College of Medicine Support Center

Knowledgebase > OwlMed and Canvas > OwlMed Calendar Overview

## OwlMed Calendar Overview

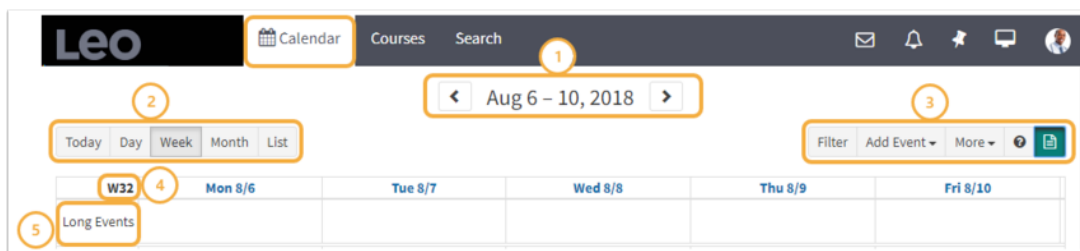
Jeff Clark - 2023-07-28 - OwlMed and Canvas

### Calendar Tab

The Calendar acts as a central information hub and resource, providing users with quick access to their schedule and tools to manage their events in Leo. In this article users have multiple ways to customize their calendar, ranging from Day, Week, Month and List view as well as various filter options.

#### Calendar Menu Options

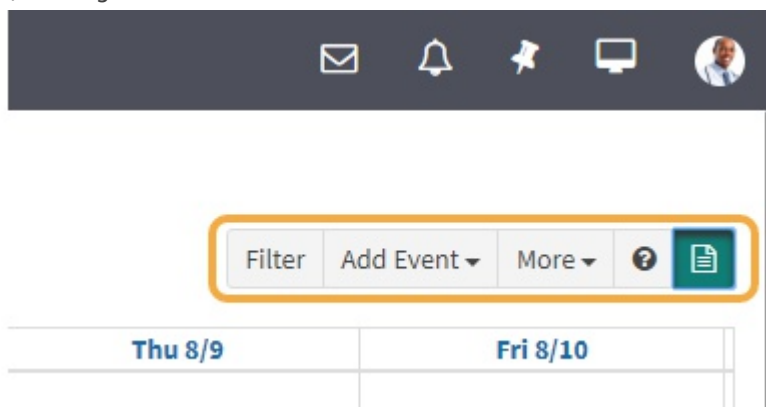
The Leo Calendar tab offers you many options for viewing your schedule, managing materials, accessing courses, sending and receiving messages, and much more.



1. Scroll using the arrows to the future or the past in increments of Days, Weeks or Months.

2. The Calendar views can be set to Today, Day, Week, Month or List.

(3) Setting 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

Campus: All Campuses ▼

Program: All Programs ▼

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

Use Your Defaults
Clear Filters
Close

Toggle inline help off or on with the +/- sign.

<
today
>

[Filter](#)
[Add Event](#)
[More](#)

Add a **Personal** Event

### Personal Event (New Record)

Course Name: PERSONAL EVENTS COM 2018/2019

Event Description:  \*

Location:

Event Date:  \*

From Time:  \*

To Time:  \*

Detailed Notes:

body div

Save Personal Event

Deleted:  ▼

Calendar Courses Search

Apr 8 – 12, 2019

Today Day Week Month List

Filter: UME First Year ✖ clear filter

W15	Mon 4/8	Tue 4/9	Wed 4/10
Long Events			
7am			
8am	8:10 - 10:10 Leo Personal Event		
9am			
10am			
11am			
12pm			
1pm			
2pm			

**Leo Personal Event**  
Personal

Date/Time: 2019-04-08 8:10 am to 2019-04-08 10:10 am  
Location: Common Area  
Type: Personal

Aug 6 – 10, 2018

Filter Add Event More

e 8/7	Wed 8/8	10

- Toggle Weekends
- Events Report
- Room Usage Report
- Activity Summary Report
- Print Calendar
- Generate Calendar PDF
- iCal Export

**Generate PDF Calendar**

Current Week

Next Week

Current Month

Primary Only

Display By: Week ▼

School Year:  ▼

From Date: 2018-1-15 \*

To Date: 2018-1-19 \*

Course: \*ALL ACTIVE COURSES\* ▼

Only enrolled events

Landscape

Show Weekends

Show Conflicts

Format: Standard ▼

Generate PDF

**Create Leo iCal Export**

Current Week

Next Week

Current Month

Primary Only

Academic Year: HCA 2018-2019 ▼

School Year:  ▼

From Date: 2019-4-8 \*

To Date: 2019-4-12 \*

Course: \*ALL ACTIVE COURSES\* ▼

Only enrolled events

Generate iCal Export

**Leo Calendar Colors** i ✎ ✕

Below you will find a listing of color codes used in the calendar along with a description of where the color is used.

Name/Code	Description
White #FFFFFF	Practical Exam
White #FFFFFF	Problem Sets
White #FFFFFF	Quiz
Yellow #FFFF00	Independent Study
Yellow #FFFF00	Lunch
Yellow #FFFF00	Conference - Teaching
LecturePurple #FFC0FF	Discussion
Light Pink #FFB6C1	Training
Magenta #FF00FF	Special Dean Advisory Lunch
Magenta #FF00FF	Exams
Rosy Brown #F08080	TBL

Close

(4) Numbered Weeks

When viewing the Calendar by Week, the **Numbered Weeks** indicates which week in the current Academic Year is being displayed.

<b>W32</b>	<b>Mon 8/6</b>	<b>Tue 8/7</b>	<b>Wed 8/8</b>	<b>Thu 8/9</b>	<b>Fri 8/10</b>
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(5) Long Events

Long Events are listed at the top of the Calendar and often span an entire day or more.

<b>W36</b>	<b>Mon 9/3</b>	<b>Tue 9/4</b>	<b>Wed 9/5</b>	<b>Thu 9/6</b>	<b>Fri 9/7</b>
Long Events	Assignment: GI Research for Medical Science 5 SOM 2017/2018 R1 - East Campus				

Leo is FERPA compliant but is not HIPAA compliant. We advise against adding patient information or appointments in your Leo Calendar.