FAU College of Medicine Support Center

OwlMed Calendar Overview

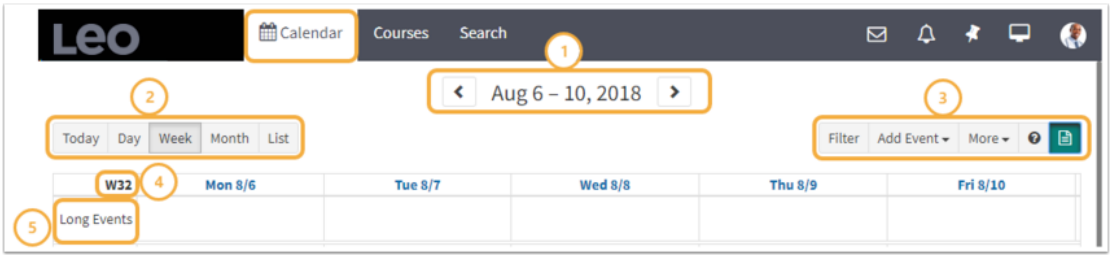
Jeff Clark - 2023-07-28 - OwlMed and Canvas

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

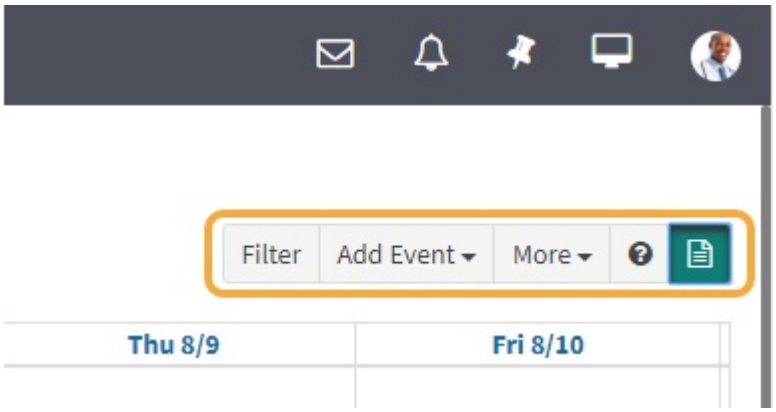
The Leo Calendar tab offers you many options for viewing your schedule, managing materials, accessing courses, sending and receiving messages, and much more.



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

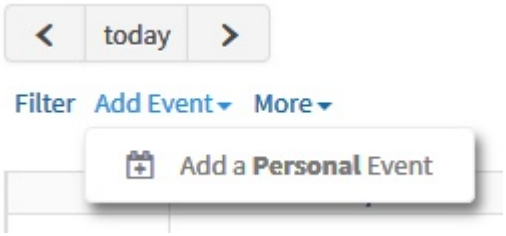


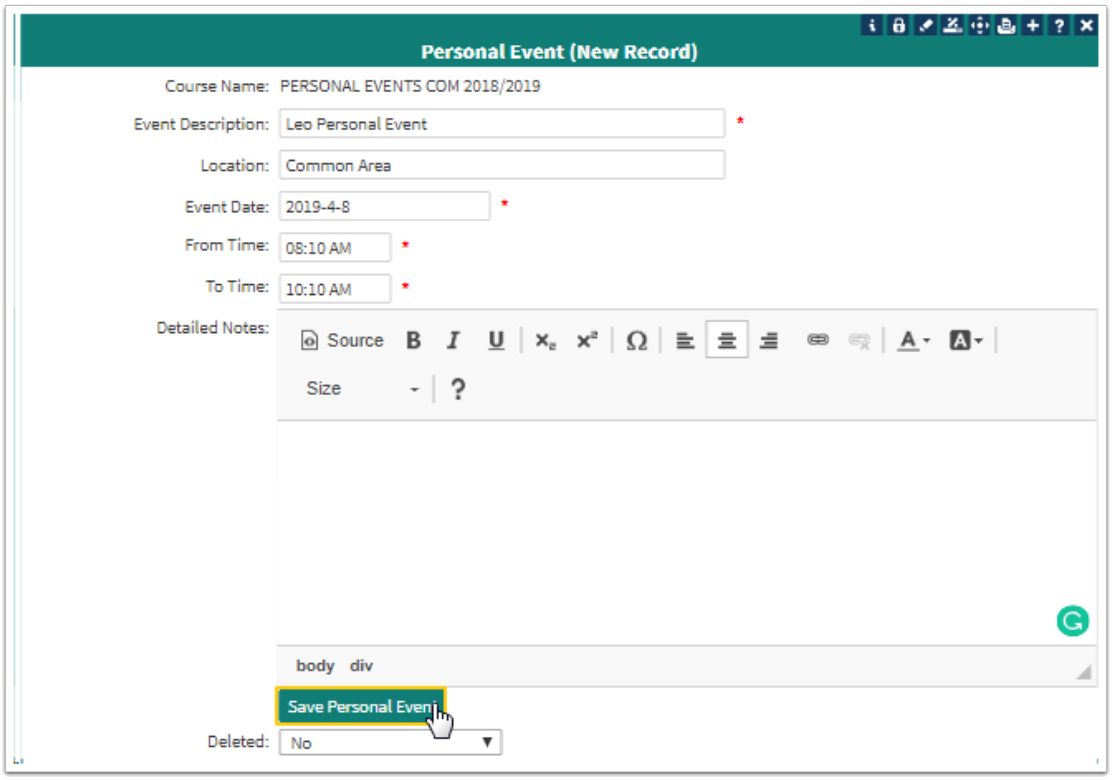
The **Set Calendar Filters** feature allows Users to set personal preference defaults and/or clear filters that they are currently using on their calendar.

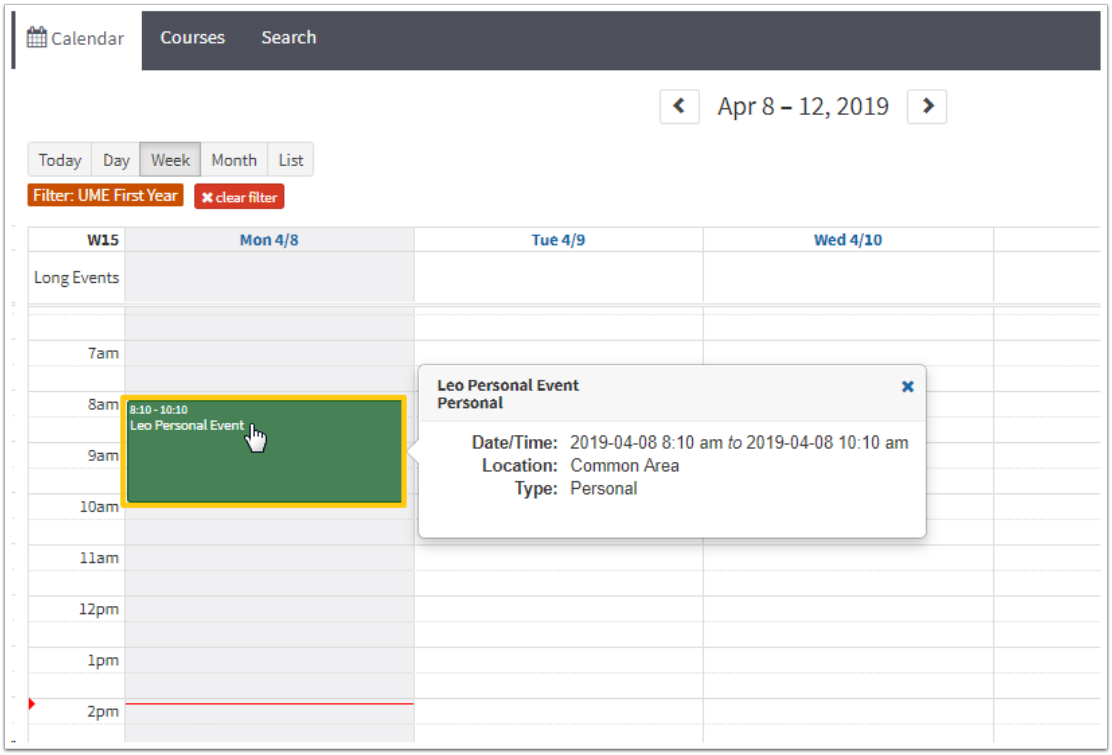
Users can select their Campus and Program as well as School Year and Course or choose to see only Events in which they are either enrolled in, auditing, the instructor, or are serving as a Grader for.

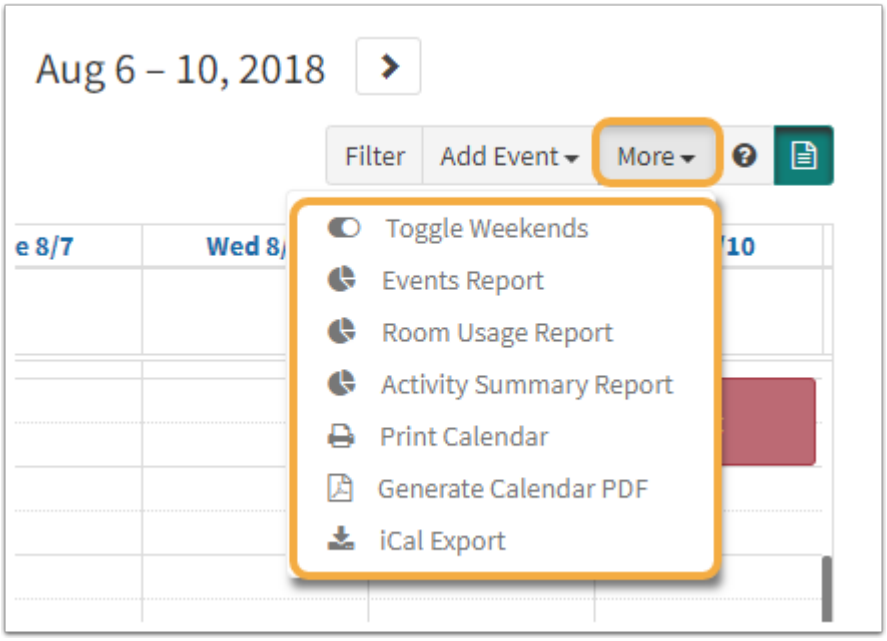


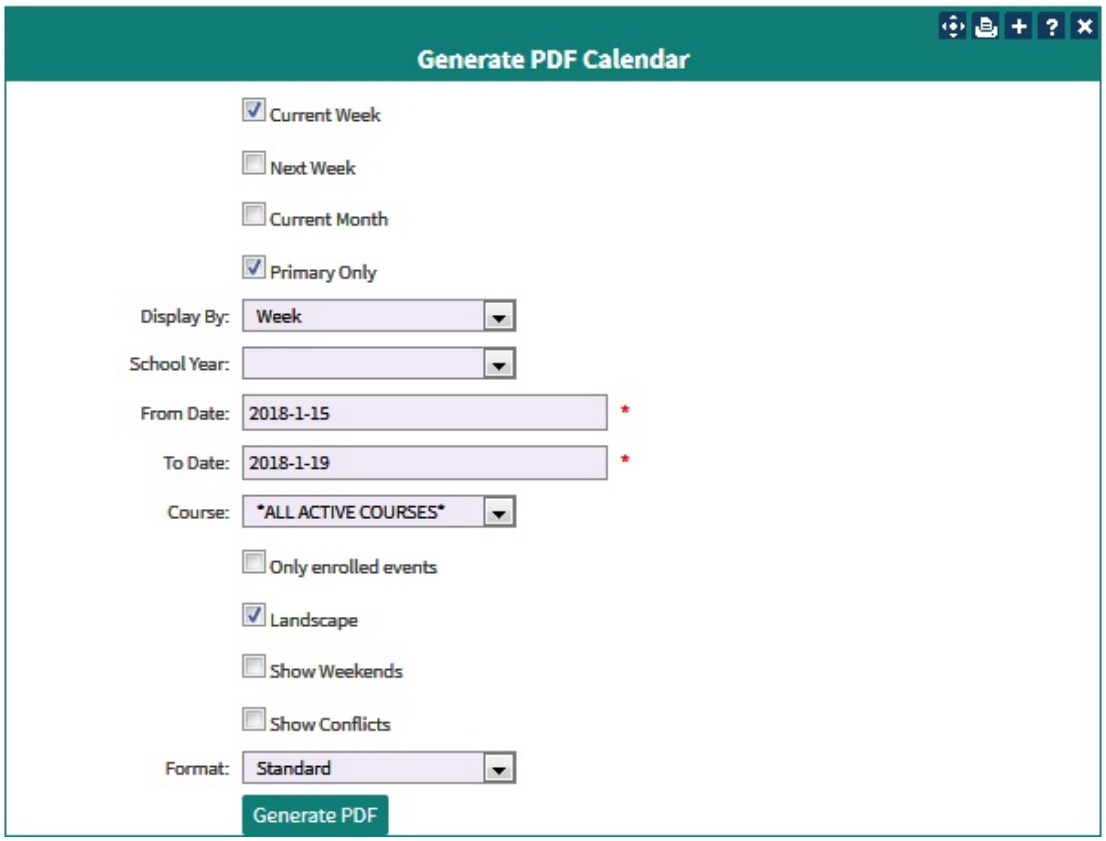
Toggle inline help off or on with the +/- sign.






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
9am
10am
11am
12pm
1pm
2pm
8:10 - 10:10
Leo Personal Event
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
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



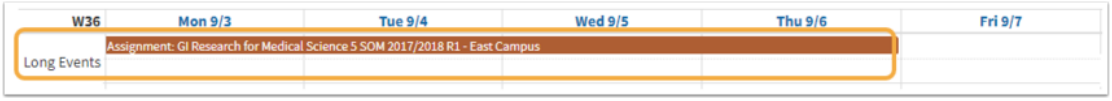
(4) Numbered Weeks

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



(5) Long Events

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



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