Online calendars

Model how to use tools and options that are available in online calendars to support independence, success, and wellbeing.

Work with your learners to set up systems to manage assignments, exams, and time frames.

Useful features in online calendars include:

- the ability to set and receive reminders when assignments are due or tests are coming up
- customisable alarms for reminders or prompts, for example, “Use your relaxation techniques”
- the use of colour to visually track blocks of work or colour code classes
- options to customise the view and avoid distractions, for example, day, week, month, or year schedule
- the ability to share important dates and deadlines with key people
- the ability to add an attachment such as a document or topic outline to an event
- options to sync and access across multiple devices such as laptops and smartphones.

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