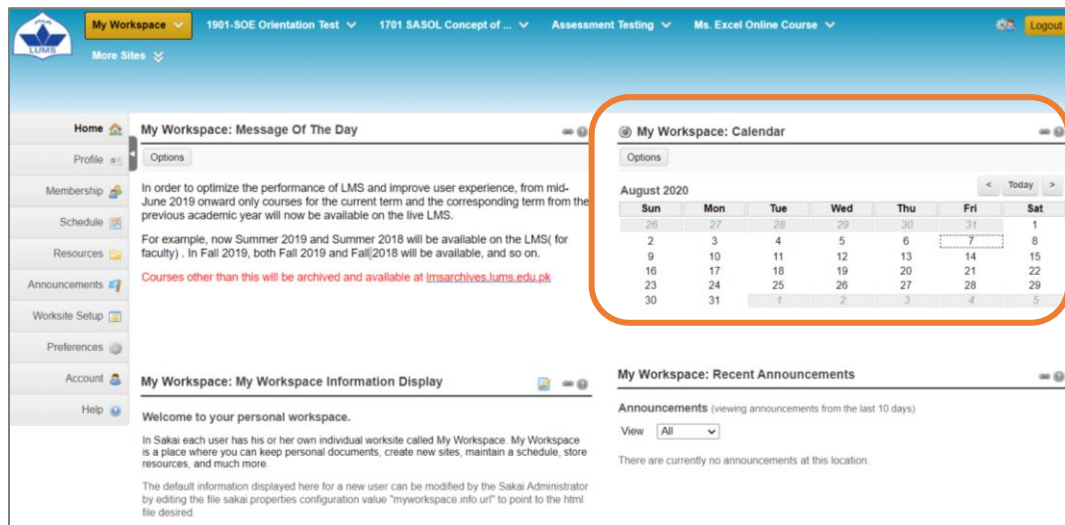


# What is the My Workspace Calendar?

The My Workspace Calendar shows events from all of the sites in which you are enrolled. In addition, you may also create individual, private calendar entries that are only visible to you from your My Workspace.

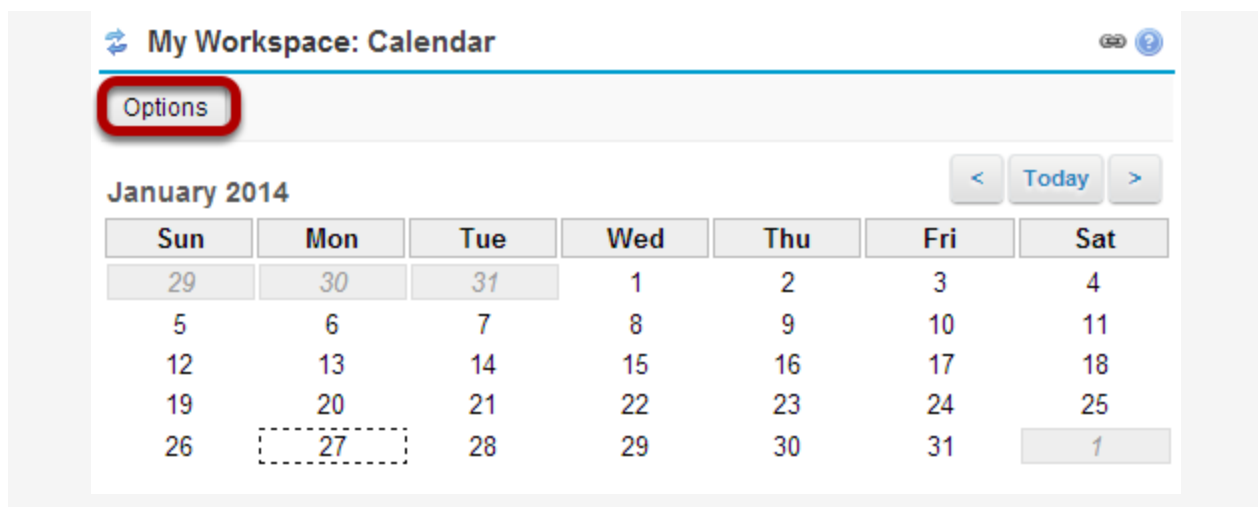
## View Calendar.



The screenshot shows the My Workspace interface with a sidebar on the left containing navigation options like Home, Profile, Membership, Schedule, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is divided into several sections: 'My Workspace: Message Of The Day' with a message about course availability, 'My Workspace: Calendar' (highlighted with an orange box), 'My Workspace: My Workspace Information Display', and 'My Workspace: Recent Announcements'. The calendar widget shows a grid for August 2020 with a 'Today' button and an 'Options' button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	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	31	1	2	3	4	5

## Click Options to customize calendar display. (Optional)



This image is a close-up of the 'My Workspace: Calendar' widget. The 'Options' button is highlighted with a red rounded rectangle. Below the button is a calendar for January 2014. The calendar grid shows days from 29 to 31 of the previous month, followed by 1 to 25 of the current month, and 26 to 31. The date 27 is highlighted with a dashed border. Navigation buttons for '<', 'Today', and '>' are visible above the grid.

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	31	1

You may customize the appearance of your Calendar by selecting the **Options** button.

**Select custom preferences and Update.**

### Options

Set calendar preferences.

#### Calendar display

Change your calendar's view.

View:

#### Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

##### Event types

High priority:

Medium priority:

Low priority:

##### Colors

High priority:  

Medium priority:  

Low priority:  