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# Access Planit: Navigating the Calendar

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# Access Planit Navigating the Calendar

**Calendar:** This module will show you all of the workforce development courses that you are assigned to on a calendar.

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Switch to Portal	Resource Calendar									
Courses	Colour Legend			Hide Sessional Courses:					Export To iCal	Advanced
Confirmations	today	Aug, 2022				- C	Day Wee	k Month	Timeline	Agenda
Calendar										
	Mon 1 Aug	Tue 2	Wed 3	Thu Fri 4 5		Sat 6			Sun	
	8	9	CC3.5 - ICWA and Working with Native American Tribes - CWDS	11	12	1	2		14	
		CC3.5 - Interviewing Children - CWDS								
	15	16 CC3.5 - Critical Thinking and Assessment - CWDS	17	18	19	2	0		21	

- 1. To navigate to the Calendar Module, click on **Calendar** on the left side panel.
- 2. From here, you can set up how you would like to view things.
- 3. On the right side of the page, you can toggle between which calendar view you prefer: Day, Week, Month, Timeline, Agenda

a. The screenshot above shows the Month View

- 4. Above that section, click on the button **Advanced**.
- 5. Click on the words Display Details: Label
- 6. A Detail Selection panel will open. Select which details you would like to appear on the calendar view. Click **Set** once done.
- 7. Clicking on the event details from the calendar will give you more details.
  - a. Please note: Most of these details are most relevant to Academy staff, but there is information on here for you.

#### Details

Training Provider Child Welfare Development Services

#### **Course Template**

CC35-Ih5NA

#### Date

8/9/2022 9:00 AM - 4:00 PM

#### Venue

RV-Upstairs 3600 Lime St., Ste 424 Riverside California United States 92501

#### **Course Status**

Completed

#### **Delivery Method**

Instructor-Led Training

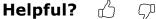
**Duration As String** 

7 Hours

#### External ID

CWDS-LWC35-15/F/SB/080922-071822

Minimum Places 10 Maximum Places 35 Delegates Booked 0 Spaces Left 35 Cost 0 USD Per Candidate Exclusive Accounts 5A444B.A.1 CDSS LC Core,San Bernardino County





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