

The Calendar




Calendar allows you to view and create entries for campus or personal events. Entries can be viewed for a day, a week, or a month.

You can access **Calendar**, either from **My WebCT**, or from the course toolbar in any of your courses/sections.

Your calendar can display three types of entries:

- *course-related*: for each of your courses, you can create entries that are public (viewable by all section members) or private (viewable only in your calendar).
- *personal*: you can create entries that are not related to the course but are for personal reminders. These are private.
- *institution*: Your Institution Administrator can create entries to communicate campus events that are viewable by all institution members.

Course list Calendar Icon

Today is April 10, 2007. [Content](#) [Color](#) [Layout](#)   

Course List	Who's Online
Number of Hidden Course Links: 2	
Bus Systems Analysis and Design	Sample Course - Venita 2
Information Systems Topics	Sample Course - Make Money on eBay 101 2
Strategic Management	Student Orientation - how to use Vista 9
Telecommunications Management	Bus Systems Analysis and Design - Spring 2007 CISM-4310-01 1
	Telecommunications Management - Spring 2007 CISM-4330-01 5
Sample Course - Make Money on eBay 101	Information Systems Topics - Spring 2007 2
Sample Course	
Student Orientation	

Use the calendar icon here to access calendar for all your courses.

Build/Basic View Calendar Icon

Also you can place the calendar in the course toolbar by clicking calendar in the 'add to course toolbar' row.

By clicking on the Calendar once it has been added to the course toolbar, a menu will open. Click on 'Go to Calendar tool' to edit.

Viewing Entries

You can view calendar entries by month, week, or day. You can also choose to display entries associated with all courses, entries associated with all courses plus personal entries, or a custom view.

1. To view entries for a month, a week, or a day:
 - o The *Month* screen displays entries for the current month, with the current date highlighted. Entries show the summary only, not the detail.
 - a. To display entries for the previous or next month, on either side of the month name, click the **Previous Month** or **Next Month** icon.
 - b. To quickly select a month which is not close to the current month, select the month and year from the drop-down lists and click the **Go** icon.
 - c. To view entries for a single week, next to the week whose entries you want to view, click the **View Week** link. The *Week* screen appears.
 - d. To view entries for a single day, click the date. The *Day* screen appears.
 - o The *Week* screen displays full entries, including summary and detail.
 - a. To display entries for the previous or next week, on either side of the week name, click the **Previous Week** or **Next Week** icon.
 - b. To quickly select another week, up to six weeks ahead of or prior to the current week, from the *Select a week* drop-down list, select the week and click the **Go** icon.
 - c. To view entries for a single day, click the date. The *Day* screen appears.
 - d. To view entries for the month containing the current displayed week, click the **View Month** icon. The *Month* screen appears.

- o The *Day* screen displays the full entry for the day, including summary and detail.
 - a. To display entries for the previous or next day, on either side of the day name, click the **Previous Day** or **Next Day** icon.
 - b. To quickly select another day, which is not close to the current day, select the month, day, and year from the drop-down lists and click the **Go** icon. If you prefer, next to the drop-down lists, click the **Date Selection Calendar** icon, and from the pop-up calendar, locate and click the date you want.
 - c. To view entries for the week containing the current displayed day, click the **View Week** icon. The *Week* screen appears.
 - d. To view entries for the month containing the current displayed day, click the **View Month** icon. The *Month* screen appears.

- 2. To choose which entries you want to display, use the *View* drop-down list:
 - o To display all entries associated with all the sections in which you are enrolled, as well as your personal, private entries, select *All Courses + Personal*. This is all the possible calendar entries you can view.
 - o To display only course-related entries for all the sections in which you are enrolled, select *All Courses*.
 - o To display a subset of entries, depending on how you set up the custom view using **Calendar's** Personal Settings (see *Modifying Personal Settings*), select *Custom View*.

- 3. If there are new entries, since you last visited **Calendar**, the *Month* screen displays the **Display New Entries** button.
 - a. From the *Month* screen, click **Display New Entries**. The *Display New Entries* screen appears.
 - b. View the new entries.
 - c. Click **OK**. The *Month* screen appears.

Modifying Personal Settings

You can customize how **Calendar** works for you by:

- selecting whether the *Month*, *Week*, or *Day* screen appears when you first enter **Calendar**.
 - selecting the day that starts your calendar week.
 - setting which types of entries display for your custom view.
 - selecting the symbol used to represent each section in which you are enrolled.
1. From the *Month*, *Week*, or *Day Calendar* screen, click **Edit Settings**. The *Calendar Settings* screen appears.
 2. Under *Preferred View*, select whether you want the *Month*, *Week*, or *Day* screen to be the screen that displays first when you enter **Calendar**.

3. From the drop-down list, choose the day that determines the start of the week. You can choose any of the seven days of the week.
4. Under *Custom View*, you can create a custom view which can be selected to display a subset of entries in your calendar:
 - a. To enable the custom view to show entries from all the sections in which you are enrolled, select *Show entries from all my courses*.
 - b. To enable the custom view to show entries from a subset of sections in which you are enrolled, select *Only show entries from these courses* and, next to the courses you want to display in custom view, select the check box.
 - c. To enable custom view to include personal entries (not course-related), select *Show personal entries*. This includes personal public entries created by the Institution Administrator that are known as institution entries.
5. To change the symbol used to represent any displayed section in which you are enrolled:
 - a. Click that section's symbol. The *Change Symbol* pop-up window appears.
 - b. Under *Choose new symbol*, click a new symbol. The selected symbol appears next to *Current symbol*.
 - c. Click **Save**. The pop-up window closes and the focus returns to the *Personal Settings* screen.
6. Click **Save**. Your personal settings are updated.

Adding Entry & Course Icons

The screenshot shows a calendar interface with a week view. The days are labeled 29, 30, 1, 2, 3, 4, 5. The entry for the 29th is "Module 4 Assignments 1 & 2 Due". Below the calendar is a key for icons representing different courses. Annotations include: "Use Add Entry to add to calendar" pointing to the "Add Entry" button, "Entries in italic are private entries." pointing to the key, and "Each course has it's own icon to distinguish it from the other courses taught." pointing to the key.

View Week	29	30	1	2	3	4	5
	Module 4 Assignments 1 & 2 Due						

Key:

- Sample Course - Venita
- ◆ Sample Course - Make Money on eBay 101
- Student Orientation - how to use Vista
- Cool Tools 2 Enhance Learning - Sept 06
- Bus Systems Analysis and Design - Spring 2007 CISM-4310-01
- Telecommunications Management - Spring 2007 CISM-4330-01
- ◆ Information Systems Topics - Spring 2007 CISM-4390-01
- Strategic Management - Spring 2007 MGNT-4660-03
- test course template - TEST AREA
- Advanced Technologies for DL - Mar 2007
- Sample Course - Michaels Course

Adding Entries

You can add the following types of entries to your calendar :

- *Personal*: these entries are not course related and will display only for you.
- *Course-related*: these entries are related to a course and can display only for you or for all course members.

1. From the *Month*, *Week*, or *Day* screen, click **Add Entry**.

Note: Depending on the screen from which you click **Add Entry**, the default start and end dates differ:

- On the *Month* screen, there is one **Add Entry** button. Clicking it brings up the *Add Entry* screen with the entry's start and end dates defaulting to today's date.
- On the *Week* screen, there is an **Add Entry** button next to each day. Clicking one brings up the *Add Entry* screen with the entry's start and end dates defaulting to the selected date.
- On the *Day* screen, there is one **Add Entry** button. Clicking it brings up the *Add Entry* screen with the entry's start and end dates defaulting to that date.

The *Add Entry* screen appears.

2. In the *Summary* text box, enter a brief summary of your entry. To ensure the summary displays properly, we recommend you use 20 characters or less.

Note: When viewing entries on the *Month* screen, the summary is the only identifier of the entry.

3. To select a different start date and end date, do one of the following:
 - Use the *month*, *day* and *year* drop-down lists.
 - Next to *Start Date* and *End Date*, click the **Date Selection Calendar** icon, and, in the pop-up calendar that appears, navigate to the month and click the desired date.

Note: If your start and end dates cover more than one day, you will be creating one entry that spans all the days contained in your selection. To make an entry that repeats on multiple days at a certain time, see step 10.

4. Select a time duration for your entry by doing one of the following:
 - From the drop-down lists, select a start time and an end time.
 - To make this entry an all-day event (for the day or days selected in the previous step), select the *This is an all-day event* check box.
5. Next to *Course*, from the drop-down list, select the type of entry:
 - To make this an entry that is not associated with any of your courses, select *Personal*.
 - To make this an entry that is associated with one of your courses, select the section. This allows you to filter calendar entries by section.

6. Next to *Access level*, from the drop-down list, select who will be able to view the entry:

- o To make this an entry that only you can view, select *Private*.

Note: If you selected *Personal* in the previous step, the only choice is *Private*.

- o To make this an entry that all members of the course, as selected in the previous step, can view, select *Public*.

Note: The ability for you to make a public course-related entry is controlled by your Section Instructor.

7. To include more information about the entry, enter text in the *Detail* text box. If you select *Use HTML*, you can include HTML tags to format the text.

8. If you want to add links to your entry or repeat the entry on specified days, next to ***More Options***, click the **Expand** icon. The ***More Options*** section expands.

9. Next to *Links*, create a link by doing one of the following:

- o If you want to create a link to a component of the course:
 - a. From the *Internal link* drop-down list, select the tool to which you want to link and click the **Go** icon. The *Select Component* pop-up window for the selected tool appears.
 - b. Select the component to which you want to link and click **OK**. The *Add Entry* screen appears and the *Internal link* text box is completed with the path to the selected component.
- o If you want to create a link to something outside of the course, in the *Internet URL* text box, enter the URL.

Tip: Rather than typing the URL, copy the address from your web browser and paste it into the text box.

10. You can make this entry repeat at the specified time on several days:

- a. Ensure that the *Start date* and *End date* are the same date.
- b. Ensure that the time duration for the entry is correct.
- c. Next to *Recurrence*, select the *This entry repeats* check box.
- d. Select the days on which the entry will repeat:
 - To make the entry repeat every day after the start date, select *Every day*.
 - To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days.

- e. Next to *Until*, select the last date that the recurring entry can appear.

11. Click **Save**. The entry is added to the calendar.

Editing Entries

You can only edit entries that you created. Entries can be edited when viewed from the *Week* or *Day* screen.

1. From the *Week* or *Day* screen, locate the entry you want to edit and, at the bottom of the entry, click **Edit**. The *Edit Entry* appears.
2. Edit the entry as desired:
 - a. In the *Summary* text box, edit the summary of your entry. To ensure the summary displays properly, we recommend you use 20 characters or less.

Note: When viewing entries on the *Month* screen, the summary is the only identifier of the entry.

- b. To edit the start date or end date, do one of the following:
 - Use the *month*, *day* and *year* drop-down lists.
 - Next to *Start Date* and *End Date*, click the **Date Selection Calendar** icon, and, in the pop-up calendar that appears, locate and click the desired date.

Note: If your start and end dates span more than one day, you will be creating one entry that spans all the days contained in your selection. To make an entry that repeats on multiple days at a certain time, see step i below.

- c. Edit the time for your entry by doing one of the following:
 - From the drop-down lists, select a start time and an end time.
 - To make this entry an all-day event (for the day or days selected in the previous step), select the *This is an all-day event* check box.
- d. Next to *Course*, from the drop-down list, edit the type of entry:
 - To make this an entry that is not associated with any of your courses, select *Personal*.
 - To make this an entry that is associated with one of your courses, select the section. This allows you to filter calendar entries by section.
- e. Next to *Access level*, from the drop-down list, edit who can view the entry:
 - To make this an entry that only you can view, select *Private*.

Note: If you selected *Personal* in the previous step, the only choice is *Private*.

- To make this an entry that all members of the course, as selected in the previous step, can view, select *Public*.

Note: The ability for you to make a public course-related entry is controlled by your Section Instructor.

- f. Enter or edit the text in the *Detail* text box. If you select *Use HTML*, you can include HTML tags to format the text.
- g. If you want to add or edit links or create or edit a recurrence of the entry, next to ***More Options***, click the **Expand** icon. The ***More Options*** section expands.
- h. If you want to create or edit a link in your entry, next to *Links*, do one of the following:
 - If you want to create or edit a link to a component of the course:
 - i. From the *Internal link* drop-down list, select the tool to which you want to link and click the **Go** icon. The *Select Component* pop-up window for the selected tool appears.
 - ii. Select the component to which you want to link and click **OK**. The *Edit Entry* screen appears and the *Internal link* text box is completed with the path to the selected component.
 - If you want to create or edit a link to something outside of the course, in the *Internet URL* text box, enter the URL.

Tip: Rather than typing the URL, copy the address from your web browser and paste it into the text box.

- i. You can make this entry repeat at the specified time on several days:
 - i. Ensure that the *Start date* and *End date* are the same date.
 - ii. Ensure that the time duration for the entry is correct.
 - iii. Next to *Recurrence*, select the *This entry repeats* check box.
 - iv. Select on which days the entry will repeat:
 - To make the entry repeat on every day after the start date, select *Every Day*
 - To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days that apply.
 - v. Next to *Until*, select the last date that the recurring entry can appear.

3. Click **Save**. The entry is updated.

Deleting Entries

You can delete entries per the following:

- one entry
 - all entries for a day
 - all entries in your calendar that you have created
 - all entries in a specified date range
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- To delete one entry:
 1. From the *Week* or *Day* screen, locate the entry and click its *Delete* link. A confirmation message appears:
 - If the entry is not recurring, click **OK**.
 - If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
 - If the entry is recurring and you want to delete all occurrences, click **Delete All**.
 2. The entry is deleted.
 - To delete all entries for a day:
 1. Navigate to the *Day* screen.
 2. Click **Delete All**.
 3. A confirmation message appears.
 4. Click **OK**. All entries for that day are deleted.
 - To delete all entries:
 1. From the *Month* or *Week* screen, click **Delete All**. A confirmation message appears.
 2. Click **OK**. All entries for that day are deleted.
 - To delete a date range of entries:
 1. From the *Month*, *Week*, or *Day* screens, click **Delete a Range**. The *Delete Entries* screen appears.
 2. Under **Date Range**, next to *Start date* and *End date*, from the drop-down lists, select the date range for which entries will be deleted.

Note: If you prefer, next to *Start Date* and *End Date*, click the **Date Selection Calendar** icon and in the pop-up calendar, click the date you want.
 3. Click **Delete**.
 4. A confirmation message appears.
 5. Click **OK**. All entries for that day are deleted

Creating a Printable View of Entries

Creating a printable view of entries means you can create a list of certain calendar entries that match your criteria. You can view the list or print it to use as a reference.

1. From the *Month*, *Week*, or *Day* screen, click **Create Printable View**. The *Create Printable View* screen appears.

All the fields in this screen are for selecting criteria that limit the entries that appear in the printable view. The more selections you choose, the fewer entries will be in the printable view.

2. Under **Date Range**, next to *Start date* and *End date*, from the drop-down lists, select the date range of entries to be included in the printable view.

Note: If you prefer, next to *Start date* and *End date*, click the **Date Selection Calendar** icon and in the pop-up calendar, click the date you want.

3. To specify entries that occur only within a certain time frame next to *Start time between* and *End time between*, use the drop-down lists to select a time frame. Only entries appearing in the specified time range, for each of the days specified in the date range, will be included in the printable view.

4. To limit the entries that are in the printable view, according to entry text, next to **Filter Results**, select *Only show entries in which* and complete the criteria fields:

- a. From the first drop-down list, select the entry field to which you want to apply the filter. These are all fields in which you enter information when adding entries.
- b. From the second drop-down list, select the type of filtering operation.
- c. In the text box, enter a text value that the filter will act upon.

Note: If you selected *blank* or *not blank* in step b, you do not need to enter anything in the text box.

- d. If you want to apply another set of criteria, click **More Choices**. A second row of criteria is added. Repeat steps a to c.

Note: The use of additional rows of criteria is based on a logical AND operation, meaning only entries matching the criteria specified in all rows will be appear in the printable view.

- e. Each row of criteria must be completed. If you create an additional row of criteria that you do not need to use, click **Fewer Choices**. The last row is deleted.

Example: If you choose *Detail* and *not blank*, entries that have any text entered in the *Detail* text box will appear in the printable view.

5. Under *Course Selection*, the default is to create a printable view of the course-related entries from all the courses in which you are enrolled. To create a printable view of entries from only certain courses, select *Only show entries from these courses* and, next to the courses whose entries you want included, select the check boxes.
6. Under **Access Level**, select the type of entries you want to include in the printable view.
7. Click **Continue**. The screen displays all entries that match your selected criteria.
8. If you want to print the entries, use your browser's print function.
9. When you are finished viewing the printable view, click **OK**. The *Month, Week, or Day* screen appears.