



CALENDAR TOOL

STUDENT

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Introduction

The **Calendar** tool is a calendar that is shared by the students, designer, instructor and teaching assistants across the section. Important entries like test dates or assignment dates can be placed in the calendar as reminders. Entries can be viewed for a day, week, or month.

Private entries as well as public entries can be added to the calendar. Private entries will only be viewed by the person entering the private entry. Public entries can be viewed by all the course participants.

The global calendar is integrated into the section. The student may select what calendar view he or she requires. The global calendar links all the different section dates into one global calendar. If a user has access to three different courses or sections, the global calendar merges all the dates for the three sections into one global calendar. This enables the student to see the section calendar entries in relation to one another.

Using the calendar tool

The calendar tool is easy to access and view.

Accessing and Viewing Calendar Entries

1. Access the calendar tool by clicking on the **Calendar** link in the left hand Course Tools menu. The **Calendar** screen displays as seen in figure 2-1.

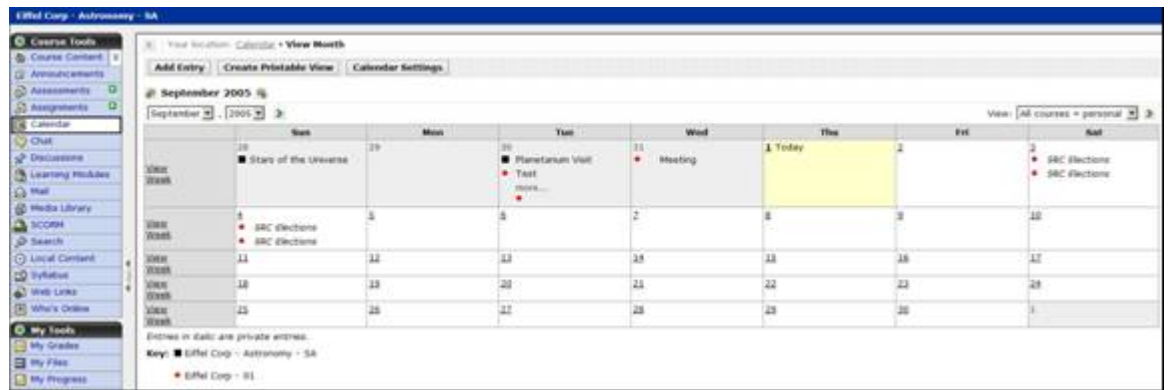


Figure 2-1

You may view your **Calendar Entries** either by month, week or day. The default setting when you click on the Calendar link is the month view.

2. Click on the **View Week** link on the left hand side of your calendar as seen in figure 2-1. The **View Week** screen displays as seen in figure 2-2 on the following page.



The screenshot displays a web-based calendar interface. On the left is a sidebar with two sections: 'Course Tools' and 'My Tools'. 'Course Tools' includes links for Course Content, Announcements, Assessments, Assignments, Calendar (highlighted), Chat, Discussions, Learning Modules, Mail, Media Library, SCORM, Search, Local Content, Syllabus, Web Links, and Who's Online. 'My Tools' includes My Grades, My Files, My Progress, and Notes. The main content area shows the current location as 'Calendar > View Month > View Week'. It features buttons for 'Create Printable View' and 'Calendar Settings'. The calendar view is for the week of August 28 to September 03, 2005, with a 'View Month' button. A dropdown menu shows 'Select a week'. The events listed are: 'Stars of the Universe' (9:00 AM - 11:00 AM) on August 28, 'Planetarium Visit' (8:00 AM - 12:00 PM) on August 30, and a 'Test' (4:00 PM - 5:00 PM) on August 30. All events are created by 'Eiffel Corp'.

Figure 2-2

3. Click on the **View Month** button as seen in figure 2-2, to return to the month view of the calendar.
4. Click on the date that you want to view, to see the day view. The **View Day** screen displays as seen in figure 2-3 on the following page. In this example August 30, 2005 has been selected.

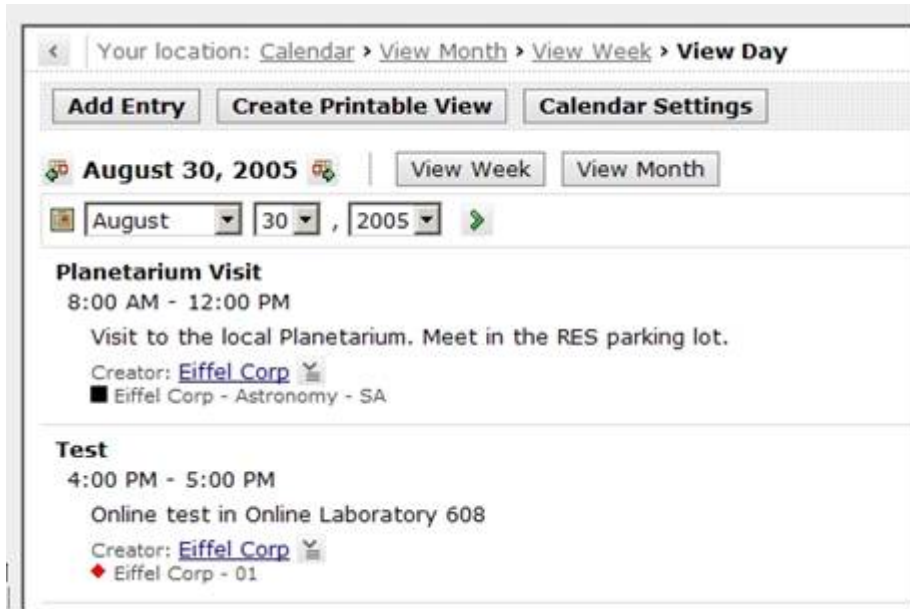


Figure 2-3

5. Click on the **View Month** button to return to the month view of the calendar.

You have the option of viewing different calendars from the **View** drop-down menu seen in figure 2-4.

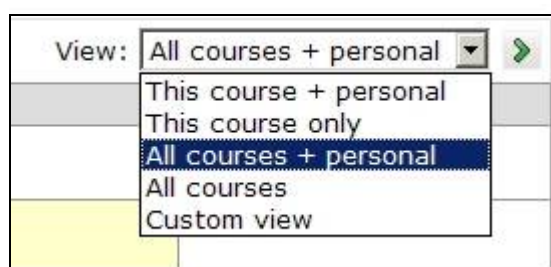


Figure 2-4

The different calendar view options are described in the table below.

View drop-down menu option	Description
This course + personal	Displays the course that you are accessing and your personal calendar.
This course only	Will only display the calendar for the course that you are accessing.
All courses + personal	Displays all the course calendars as well as your personal calendar.
All courses	Displays all course calendars without the personal calendar.
Custom view	Displays the calendars you have selected in the custom view within calendar settings.



The **View** drop-down menu is found to the right of your screen as seen in figure 2-5.

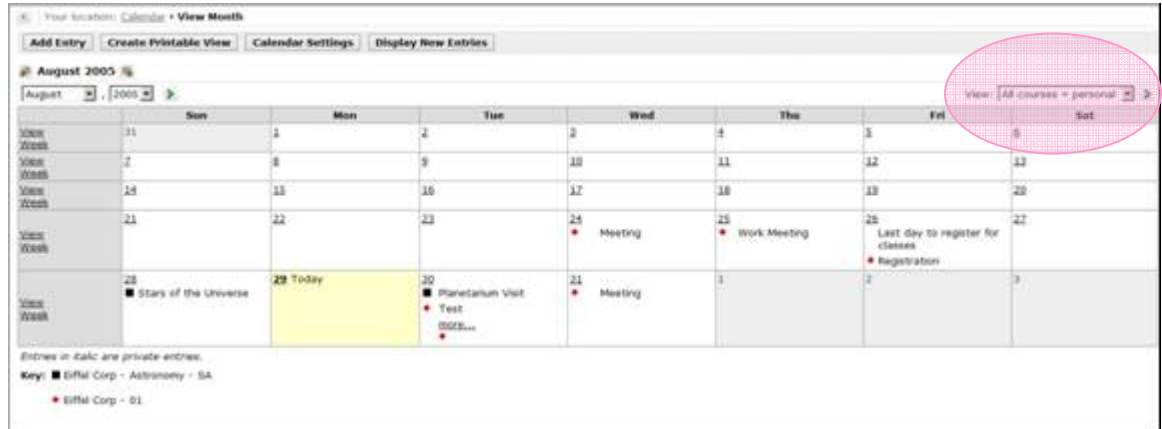


Figure 2-5

6. Click on the **View** drop-down menu. The drop-down menu displays.
7. Select the **All courses + personal** drop-down option.
8. Click on the green arrow to the right of the drop-down menu. The global calendar displays which contains all your section calendar entries for all sections (courses) you have access to. See figure 2-5.
9. To access a different calendar view, select a different option from the **View** drop-down menu.
10. Click on the green arrow to the right of the drop-down menu. The selected calendar view displays.

Creating a calendar entry

1. Access the calendar tool by clicking on the **Calendar** link in the left hand Course Tools menu. The **Calendar** screen displays as seen in figure 2-6 on the following page.

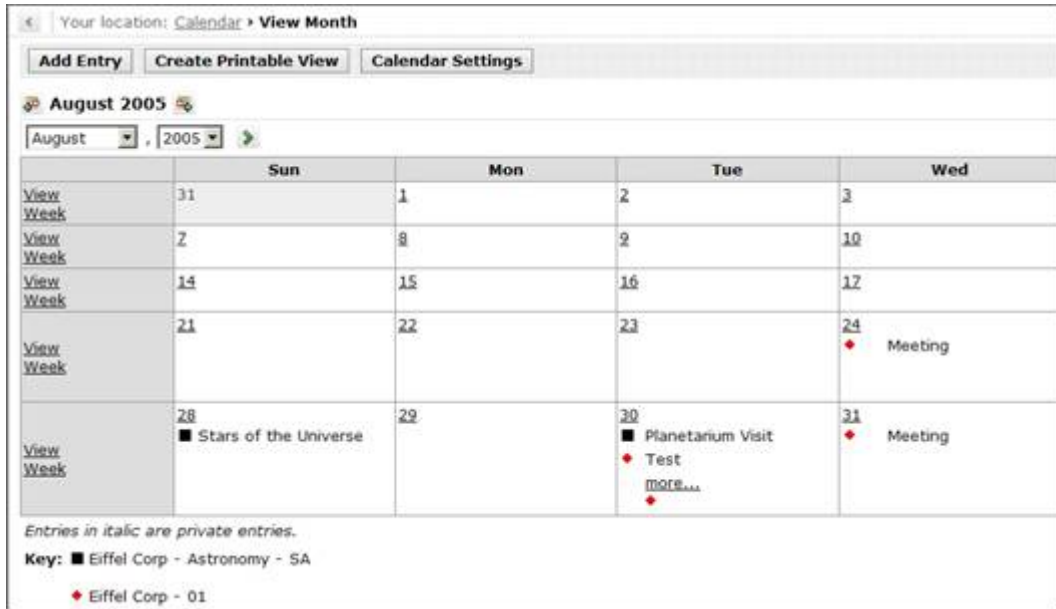


Figure 2-6

2. To add an entry click on the **Add Entry** button. The **Add Entry** screen displays as seen in figure 2-7 on the following page.
3. Type in the title of your message in the **Title** text box.

4. Type in the description of your calendar entry in the **Description** text box if you do not want to use the HTML creator.

Or you may use the HTML creator in the description text box.

5. Select the **On** radio button and the HTML editor will load. If you would like to know how to use the HTML creator please see Chapter 7: The HTML Creator.
6. Type in your description using the HTML creator.



< Your location: [Calendar](#) > [View Month](#) > **Add Entry**

Add Entry

*Title:

Description: HTML Creator: On / Off

Use HTML

Dates

Start date: , :

End date: , :

This is an all-day event

Entry type

Type:

Access:

More Options (Expand this area to see more options.)

* Required field

Figure 2-7

7. Select the **Start date** for this calendar entry from the month, day, year and time drop-down menus.
8. Select the **End date** for this calendar entry from the month, day, year and time drop-down menus.
9. If this is an all day event, select the check box to the left of **This is an all-day event**. If you select this option it is not necessary to put times into this particular entry.

From the **Type** drop-down menu you have the option of all the different calendars you have access to.

10. Select the calendar you want to add this entry to, from the **Type** drop-down menu. See figure 2-8 on the following page.



Entry type

Type: Eiffel Corp - 01

Access: Personal
Eiffel Corp - Astronomy - SA
Eiffel Corp - 01

More Options (Expand this area to see more options.)

Save Cancel

* Required field

Figure 2-8

11. Select **Public** from the **Access** drop-down menu if this entry is for all users in your course.

OR

12. Select **Private** from the **Access** drop-down menu if this entry is private and you want to be the only user to see it.

The instructor may disallow public entries for students. If you do not have an option between public and private, you may not create public entries. In figure 2-9 only the private option is available.

Access: Private

More Options (Expand this area to see more options.)

Save Cancel

* Required field

Figure 2-9

Beneath the access drop-down menu you will see **More Options** with an arrow. See figure 2-9.

13. Click on the icon with the **two arrows** to the left of **More Options**. The options display as seen in figure 2-10 on the following page.

You may link an **Internet URL** or web site to your calendar entry.

14. Type the Internet address of the website you want to link this particular entry to in the **Internet URL** text block. This step is optional.



Links

Internet URL:

Recurrence

This entry repeats:

Every day

Every week on these days:

Sun Mon Tue Wed Thu Fri Sat

Until: September 7, 2005

* Required field

Figure 2-10

Recurrence is the next option as seen in figure 2-10. **Recurrence** allows you to choose if this particular calendar entry is a repeat entry, whether it will repeat every day or every week and the date it stops recurring.

15. Select the check box to the left of “**This entry repeats**” if this entry will recur.

16. Select the **Every day** radio button if this entry is repeated on a daily basis.

Or

17. Select the **Every week on these days** radio button if this entry is repeated on a weekly basis.

18. Click on the check box to the left of the days of the week that this entry repeats on.

19. Select the date the entry repeats until, from the **Until** month, date and year drop-down menus.

20. Click on the **Save** button. The **View Day** screen displays with the newly added entry. See figure 2-11 on the following page.



Figure 2-11

Calendar Settings

Calendar settings allow you to set:

- Whether the calendar is viewed from the month, week or day view.
 - What day of the week the calendar should begin on.
 - What kind of custom view you want for your calendar.
1. Click on the **Calendar** link from the left hand Course Tools menu. The **Calendar** screen displays.
 2. Click on the **Calendar Settings** button found at the top of the month view screen. The **Calendar Settings** screen displays as seen in figure 2-12 on the following page.



< Your location: [Calendar](#) > [View Month](#) > [View Day](#) > **Calendar Settings**

Calendar Settings

Personal Settings

Preferred View

Month Week Day

Week begins on:

Custom View

To display course calendar entries, select the appropriate check box.

Show entries from all my courses

Only show entries from these courses:

- Eiffel Corp - Astronomy - SA
- ◆ Eiffel Corp - 01

To select a different symbol for a course, click the current symbol.

Show personal entries (entries not associated with any course)

Figure 2-12

3. Select your preferred view from the options: **Month**, **Week** or **Day** by clicking on the radio button to the left of the option you require.
4. Select the day you want your week to begin on from the **Week begins on** drop-down menu.

In the custom view you have the choice of showing entries from all your courses or to only show entries from certain courses.

5. Select the radio button to the left of **Show entries from all my courses** to show entries from all courses.
- Or**
6. Select the radio button to the left of **Only show entries from these courses** to show entries from specific courses.
 7. Select the check box to the left of each section calendar you want to display in your calendar.

Each section/course has a different symbol to the left of the section/course name. This is to identify the calendar entries associated with the different sections in your calendar. These symbols may be selected and changed.

To change a symbol:

8. Click on the current symbol. The **Calendar: Change Symbol** window appears as seen in figure 2-13 on the following page.



- Click on your preferred symbol from the **Calendar change symbol** window. A green arrow appears to the right of the symbol to show that the symbol has been selected.
- Click on the **Save** button. The window closes and the symbol is changed.

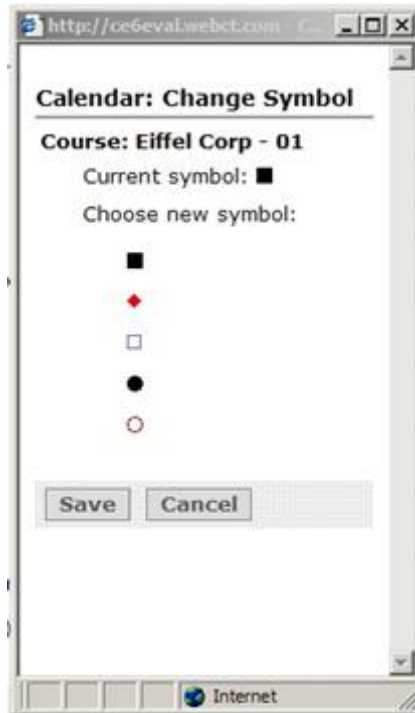


Figure 2-13

- Select the check box to the left of **Show personal entries** if you would like to show personal entries in your calendar.

Or

- Deselect the check box to the left of **Show personal entries** if you prefer to hide your personal entries in the calendar.

- Click on the **Save** button. The month view of the calendar displays with a message at the top of the screen stating: "Your Custom View settings have changed. To see these changes, select Custom view from the View drop-down list."



Creating a printable view

You may create a printable view of your calendar using the **Create printable view** option in WebCT. This enables you to print out important dates and have them available on paper.

1. Click on the **Calendar** link from the left hand Course Tools menu. The **Calendar** screen displays.
2. Click on the **Create Printable View** button. The **Create Printable View** screen displays as seen in figure 2-14.

< Your location: [Calendar](#) > [View Month](#) > **Create Printable View**

Create Printable View

Date Range

Start date: ,

End date: ,

Start time between: : AND :

End time between: : AND :

Filter Results

Only show entries whose Title and Description fields contain the text:

Course Selection

Show entries from all my courses

Only show entries from these courses:

- Eiffel Corp - 01
- Eiffel Corp - 04
- Eiffel Corp - Astronomy - SA
- Eiffel Corp - Biology

Access Level

Private entries only

Public entries only

Both private and public entries

Figure 2-14

3. Select the date to begin the printable view from the **Start date** month, day and year drop-down menus.
4. Select the date to end the calendar printable view from the **End date** month, day and year drop-down menus.
5. Select the time to begin the printable view from the **Start time between** hour, minute and AM/PM drop-down menus.



6. Select the time to end the printable view from the **End time between** hour, minute and AM/PM drop-down menus.

If you would like to filter your printable view, add text that the entries you are searching for will contain in the title or description of the entry.

7. Type in the relevant text that those calendar entries will contain in the **“Only show entries whose Title and Description fields contain the text”** text box.

8. Select the radio button to the left of **Show entries from all my courses**, to show entries from all sections/courses.

Or

9. Select the radio button to the left of **Only show entries from these courses**, to show entries from specific section/course calendars.

10. Click on the check box to the left of the course calendars that you would like to show entries from. A tick appears next to each calendar you select.

11. Select the radio button to the left of the **Private entries only** if the **Access Level** you require for your printable view is private entries only.

Or

12. Select the radio button to the left of the **Public entries only** if the **Access Level** you require for your printable view is public entries only.

Or

13. Select the radio button to the left of the **Both private and public entries** if the **Access Level** you require for your printable view is both public and private entries.

14. Click on the **Continue** button. All the relevant calendar entries are displayed in the **Printable View** screen and you have the option of either printing this screen or cancelling it as seen in figure 2-15 on the following page.



Figure 2-15

15. Click on the **Print** button. The print window will display where you select your printer and choose the print option. The document will then print the selected calendar entries.

Or

16. Click on the **Cancel** button after viewing the entries if you do not want to print the entries.

Accessing new entries

The display new entries button will only appear in your calendar when you have new entries that you have not seen. When this button is available you may click on it and all the new entries added to the calendar display in one screen that you may print.

1. Click on the **Calendar** link from the left hand Course Tools menu. The **Calendar** screen displays as seen in figure 2-16 on the following page.



Your location: [Calendar](#) > **View Month**

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Display New Entries](#)

📅 **September 2005** 🗓️

September ▾ , 2005 ▾ ➡

	Sun	Mon	Tue	Wed
View Week	28 ● Stars of the Universe	29	30 ● Planetarium Visit ♦ Test more... ♦	31 ♦ Meeting
View Week	4 ● SRC elections	5 ♦ CUT Visit	6 Today	7
View Week	11	12	13	14
View Week	18	19	20	21
View Week	25	26	27	28

Entries in italic are private entries.

Key: ● Eiffel Corp - Astronomy - SA
♦ Eiffel Corp - 01

Figure 2-16

2. Click on the **Display New Entries** button. The **New Entries** screen displays all the new entries that have been added to the calendar as seen in figure 2-17 on the following page.



< Your location: [Calendar](#) > [View Month](#) > **New Entries**

Printable View

August 26, 2005

Registration
All day
Please visit the registrar office by today to collect access cards
Creator: Eiffel Corp

August 22, 2005

Meeting
9:00 AM - 11:00 AM
Remember the meeting with the group at the library!
Creator: Eiffel Corp

August 24, 2005

Meeting
9:00 AM - 11:00 AM
Remember the meeting with the group at the library!
Creator: Eiffel Corp

August 25, 2005

Work Meeting
5:00 PM - 6:00 PM
Creator: Eiffel Corp

August 30, 2005

Planetarium Visit
8:00 AM - 12:00 PM
Visit to the local Planetarium. Meet in the RES parking lot.
Creator: Eiffel Corp

August 31, 2005

Meeting
9:00 AM - 11:00 AM
Remember the meeting with the group at the library!
Creator: Eiffel Corp

Figure 2-17

3. Click on the **Print** button to print the entries.

Or

4. Read the new entries and click on the **Cancel** button. The **Calendar** screen displays.



Deleting a single calendar entry in the day view

1. Click on the **Calendar** link from the Course Tools menu. The **Calendar** screen displays.
2. Click on the date that you want to delete an entry from in the month view of the calendar. The **View Day** screen displays the selected date as seen in figure 2-18.



Figure 2-18


3. Click on the action link icon  to the right of the entry you would like to delete. A menu appears seen in figure 2-18.
4. Select the **Delete** option from the menu. A confirmation screen displays as seen in figure 2-19.



Figure 2-19

5. Click on the **OK** button. The entry is deleted and the **View Day** screen displays.



Deleting all entries in the day view including recurring entries

1. Click on the **Calendar** link from the Course Tools menu. The **Calendar** screen displays.
2. Click on the date that you want to delete all entries from in the month view of the calendar. The **View Day** screen displays the selected date.
3. Click on the **Delete All** button. The **Delete All Entries** screen displays as seen in figure 2-20.

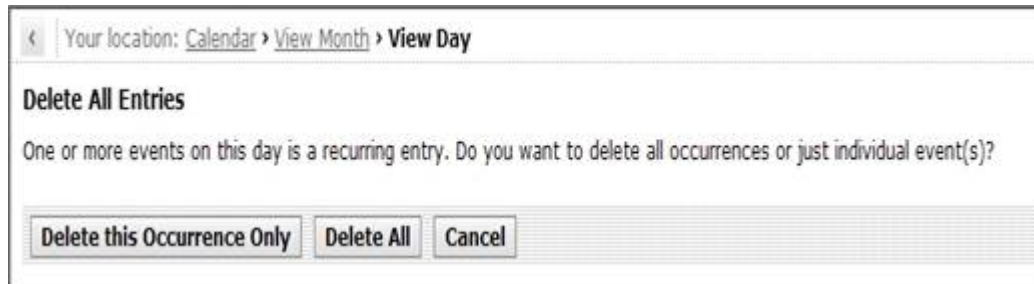


Figure 2-20

The Delete All Entry screen gives you two different options:

4. Click on the **Delete this Occurrence Only** button if you would like to just delete this occurrence of the entry. The **View Day** screen displays.
- Or**
5. Click on the **Delete All** button if you would like to delete all occurrences of this entry in your calendar. The **View Day** screen displays.

Deleting all entries in a day

1. Click on the **Calendar** link from the Course Tools menu. The **Calendar** screen displays.
2. Click on the date that you want to delete all entries from in the month view of the calendar. The **View Day** screen displays.
3. Click on the **Delete All** button. The **Delete All Entries** screen displays as seen in figure 2-21 on the following page.



Figure 2-21

4. Click on the **OK** button to confirm that you would like to delete all entries for this day. The **View Day** screen displays with no entries showing for the day because they have all been deleted.