



Calendar fact sheet

The **Calendar Tool** allows you to view and create dated reminders about events. Assuming the Calendar Tool has been added to your course (refer to Customise your course fact sheet), it can be accessed from the **Course Tools** menu.

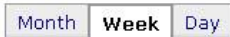
There are two types of entries: Private and Public:

- Private entries (***italicized***) can only be seen by the person who made them.
- Public entries can be seen by all the users of a module.

Adding Calendar entries

- Open the Calendar Tool.
- Click on the day that you want to add the entry.
- Click on the **Add Entry** button.
- Complete the form with all the details.
- Click on **Save**.

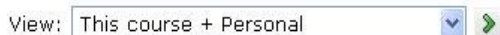
Viewing entries



You can view calendar entries by month, week, or day. Click on the different tabs to switch between the views. Refer to My settings fact sheet to change the default view for all your modules. (this will not influence the student's display!)

You can also choose which entries to display. When you select to display all the entries and you have more than one module, the entries are marked with different symbols next to every entry.

Click on the "View" drop-down list to see the options available.



The **month view** displays entries for the current month in a calendar view. Only the title is displayed, not the description.

- To navigate through the different months you can use the next month and previous month buttons next to the date. You can also use the drop-down list to select a specific month and year.



The **week view** displays full entries, including title and description, as well as a calendar of the full month with the current week highlighted.

The **day view** displays the full entry for the day, including title and description, as well as a calendar of the full month with the current day highlighted.



REMEMBER

Public entries: all course members can see this entry.
Private entries: only you can see this

All users can create personal entries that are personal reminders, not related to any course. These types of entries are *Private*

Deleting entries

You can delete entries you no longer want to appear in **Calendar**. Selecting *Delete All* in the week or month view deletes all calendar entries in the entire course. Selecting *Delete All* in the day view deletes only entries for that day.

To delete entries, click on **Delete All** or **Delete a Range**, which are part of



Modifying Personal Settings

Click on the **Calendar tool** on the **Course Tools** menu.
From the month, week or day view, click **Calendar Settings**.



1. **Entry Settings** options:
 - Allow Students to make public calendar entries. The default setting is students can only make *private* entries.
 - Choose default settings for yourself as well.
2. Under **Personal Settings**, *Custom View*, customize your view:
 - Set up the default view you prefer.
 - Remember to click **Save**.

Managing Dates

Use the calendar tool to manage dates in your course. You can add links to the calendar for many clickUP tools. See the illustration below.

Date Rollover

The Date Rollover is a separate administrative utility that enables you to change the dates from one year to the next.

You can set forward the dates for all course items by a certain number of days. For example, if the earliest course item is January 15, 2006 and you change it to September 15, 2006, this will set the dates forward for all course items by 243 days. Then you can further adjust the dates and times for individual course items.

To access the Date Rollover utility: Click on **Manage Course** on the **Designer/Instructor tools** menu. The Date Rollover is the last function on the list.