

Competencies

After reading this document, you will be able to:

- ◆ Establish a method and schedule for course announcements and calendar postings

Calendar Overview

Calendar allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively. Depending on the calendar settings chosen, both instructors and students can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author). Entries can be simple text or HTML. Examples of calendar entries include links to course content or to relevant external websites, assignment due dates, or changes to instructor office hours.



Note Course calendars only enable you to create and view entries for the given course. To create and view entries across multiple courses, use the Global Calendar, accessible from *myWebCT*.

To access the course calendar

- 1 Click **Calendar** from the *Course Tools* menu on the *Build* or *Teach* tab.
- 2 The main *Calendar* screen displays.

Calendar

View:

,

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	29	30	31	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
View Week	<u>5</u>	6 Today	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
View Week	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
View Week	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>
View Week	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	1	2

Entries in italic are private entries.

Figure 1: Managing the Calendar - Main Calendar screen (Build Tab)

Specifying Calendar Access Levels

You can specify whether students can add public and private entries to the calendar. You can also specify the default access setting for new entries posted by the instructor. These instructions work on both the Build and Teach tab.

To specify student access

- 1 Navigate to the main *Calendar* screen and click **Calendar Settings**.
- 2 Under *Entry Settings*, check *Allow Student Public entries*.
- 3 Click **Save**.

To specify the default access level for instructor entries

- 1 Navigate to the main *Calendar* screen and click **Calendar Settings**.
- 2 Under *Entry Settings*, next to *Default Entry Type for Section Instructor*, select either public or private.
- 3 Click **Save**.

Calendar Views

The Calendar dates can be viewed in any of the following three ways.

- ◆ **By day:** You can access a single calendar day by clicking the appropriate date in either the *Week* or *Month* view or clicking the *Day* tab. Once in the *Day* screen, you can move between dates by clicking the **Previous Day** and **Next Day** icons [📅📅].
- ◆ **By week:** You can access the *Week* view by clicking the **Week** link in one of the following places:
 - In the *Month* view, click the link to the left of the week you wish to view in the calendar.
 - In the *Day* view, click the **Week** tab at the top of the *Day* page.

You can navigate between weeks in the Calendar by using the **Previous Week** and **Next Week** icons.

- ◆ **By month:** This is the default Calendar view; you can also access it by clicking the **Month** tab at the top of the *Week* and *Day* pages.

CE 6.0 offers six views of various calendars available to you based on your permissions:

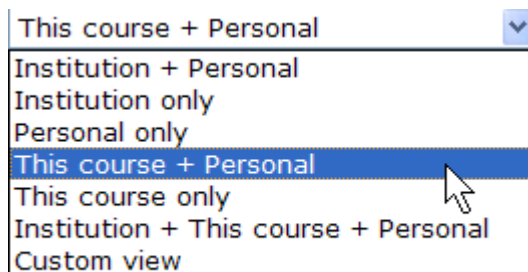


Figure 2: Managing the Calendar - Views menu

- ◆ **Institution + Personal:** shows entries for the institution plus your private entries
- ◆ **Institution Only:** shows entries for the institution
- ◆ **Personal Only:** shows your personal entries
- ◆ **This course + Personal:** shows entries for the course and your personal ones
- ◆ **This course only:** shows entries for the course
- ◆ **Institution + This course + Personal:** shows entries for the institution and course, plus your personal ones
- ◆ **Custom view:** shows entries as set in the *Calendar Settings*

Adding and Deleting Calendar Entries

You can use the *Calendar* tool to add and remove both public and private calendar entries. Any public entries that you add will be posted in a popup window the next time that users access the calendar. This window allows users to access these entries immediately, without searching the calendar.

Adding Calendar Entries

This option allows you to add individual personal or course-related calendar entries. Course-related entries are marked as public or private. When adding an entry, you can specify its date, a title of the entry, a description about the entry, and its duration.

To add a calendar entry

- 1 Navigate to the main *Calendar* screen.
- 2 Click on the hyperlinked number that corresponds to the day of the month for which you wish to add an entry. The *View Day* screen appears.
- 3 Click **Add entry**. The *Add Entry* screen appears.

Add Entry

***Title:**

Description:

Use HTML

Dates

*** Start Date:**

Start Time:

End Date:

End Time:

Entry Type

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access: Public (All course members can see this entry.)

Private (Only you can see this entry.)

(Expand this area to see more options.)

*** Required field**

Figure 3: Managing the Calendar - Add Entry screen

- 4 Select or type the appropriate information to describe your entry. Available choices include:

Title: brief description of the entry

Description: details about the calendar entry

Start Date: preselected, but you can change it

Start Time, End Date, and End Time: duration of the entry

Entry Type: choose Personal or Course (public or private)




Note Only the *Title* and *Start Date* fields are required. Creating an entry as course-related allows you to link directly to course content like a test or discussion topic. Click **More Options** to link to the content.

- 5 Click **Save**. The *Day* screen appears, displaying the new entry.

Deleting Calendar Entries

The instructor can delete individual public or private calendar entries. In addition, instructors have the option of deleting a range of entries, or deleting all entries from the Calendar.

To delete individual calendar entries

- 1 Navigate to the *Calendar* screen.
- 2 Click on the hyperlinked number that corresponds to the day of the month to which you wish to delete an entry. The *Day* screen appears.
- 3 Click the **Action Link Menu** [] for the entry you wish to delete.
- 4 Select **Delete**. CE 6.0 presents you with a warning message.
- 5 Click **OK** to confirm the deletion. The revised *Day* screen appears.

To delete multiple calendar entries

- 1 Navigate to the *Calendar* screen and click **Delete a Range**. The *Delete a Range of Entries* screen displays.
- 2 Enter the **Start** and **End Date** of the range you want to clear.
- 3 Click **Delete**. CE 6.0 presents you with a warning message.
- 4 Click **OK** to confirm the deletion.

To delete all calendar entries

- 1 Navigate to the *Calendar* screen and click **Delete All**. CE 6.0 presents you with a warning message.
- 2 Click **OK** to confirm the deletion. CE 6.0 will delete all entries from your calendar.





Note Entries made in other tools such as Assignments will not be removed from the calendar. Those need to be removed via the tool they were created in.

Compiling Calendar Entries

This option allows designers and students to search all public calendar entries using specific criteria, and view the results as a list. You cannot compile private entries.

To compile calendar entries

- 1 Navigate to the *Calendar* screen and click **Create Printable View**. The *Create Printable View* screen displays.
- 2 Enter the date range for your search by typing the date or by using the calendar selection icon [].

- 
- 3 If you want to limit the entries you compile, please do the following:
 - a Enter a term in the *Filter Results* field.
 - b Choose a course from the list under *Course Selection*.
 - 4 Select an *Access Level*.
 - 5 Click **Continue**. The results display.
 - 6 Click **Print**.