

# Calendar Tool

The calendar tool provides a way for students and instructors to create a calendar for their course. Course designers can create public entries in the calendar for all to see or private entries only seen by the designer(s). Students also may (if allowed by the course designer) add private entries to the calendar for their own personal use. It is possible to also allow students to make public entries in the calendar; however, this is generally inadvisable.

## *Adding the Calendar Tool*

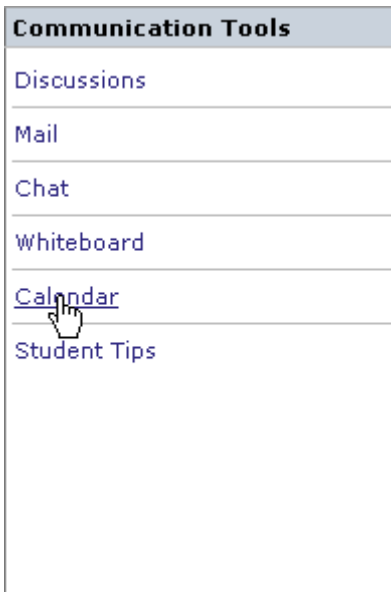
Add this tool to your course home page (or other organizer page) as follows:

**"Add Page or Tool" > "Calendar " > provide a title > indicate link location > "Add"**

1. In designer view, click **Add Page or Tool** under the **Options: links**.



2. Choose Calendar under Communication Tools

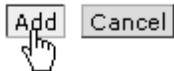


3. The **Add Calendar** window will then show up.

#### Add Calendar

1. Enter a title for this item:
2. Decide where to show the link to this item.
  - On the *Course Menu*, visible on all pages. Link will appear as text.
  - On an *Organizer Page*:
  - Link shows item title
  - Link shows icon (select below)
    - Use default icons
    - Use custom icons:
      - Choose regular icon:        - Choose icon to announce new messages:

3. Add this item to your course.



4. "Enter a title for the page" actually means *Enter a title for the Calendar*.

5. Where to show item:

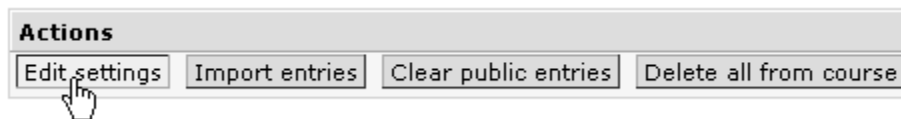
- If you check "on the navigation bar", the URL title will show on the left under Course Menu.
- If you check "on an organizer page", the URL will appear on that page.

- You can check both.
6. Under "On an organizer page", you have several options:
    - Links shows title: the URL title appears on the page
    - Link shows icon: WebCT generates a clickable icon
    - You can decide to have both options selected.
  7. Click **Add** when you finish the setting.
  8. The Calendar tool then appears on your designated organizer page.
  9. Click on your Calendar Tool (icon or text) to modify it:



### ***Calendar Settings and Options***

Click on the Calendar icon.



On the Actions menu select edit settings.

**Settings**  
Student entries:  Allow students to make public entries  
 Allow students to make private entries  
Default instructor access:  The default access level for a new calendar entry is public  
 The default access level for a new calendar entry is private

### ***Making Calendar Entries***

To make a calendar entry, click on a day-number link, click "Add entry", and a screen similar to the following appears:

**Add a Calendar Entry**

Date:

\*Summary:

URL:

Internal link:

Detail:

Start time:

End time:

Access level:  Private  Public

\*Required fields.

The information typed into the Summary box appears on the calendar. Clicking a day-number link for which "Summary" information has been provided displays the contents of the "Detail" field. Note: The "Summary" field is the only required field. If the designer wishes to make a private entry you only need remember to switch the access level when adding your entry.

Here is an example in the student view:

	Sunday	Monday	Tuesday	Wednesday
View Week		<a href="#">1</a>	<a href="#">2</a> - Today -Quiz 2	<a href="#">3</a>
View Week	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>

**Note:** The calendar tool does not allow for entries covering date ranges. To specify information that spans multiple days, the information must be entered for each day. Times may also be specified in the calendar entry, but if so, then the entire hour and minute must be specified (not just the hour). A description may be entered for the event and web links can be included (internal or outside of WebCT).

***Using Compile, Download, and Import Features to Move a Calendar between Semesters***

In the Designer Options mode, the following options are available:

### Compile or Download Calendar Entries

To compile and display or download entries, select a date range and criteria for your search and click **Compile** or **Download**.

From:

To:

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Criteria	Comparison	Value
<input type="text" value="None"/>	<input type="text" value="Contains"/>	<input type="text"/>

\* Only applies to public entries.

Public entries only

Private entries only

Both

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Selecting "Compile or download..." allows you to specify all or a subset of calendar entries ("compile" them), and then write them as text (.txt) file saved on your computer ("download" them).

### Import From File

To populate your calendar with multiple entries, import a pre-formatted text file containing the entries. For formatting instructions, click **Help** on the top Menu Bar.

Filename:

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You can then edit the text file to reflect new dates for the next semester, and then import these entries into next semester's calendar (using "Import", the option choice shown above).

**Example:** Following is the result of the Compile operation. Clicking Download will either open or save the file. The file will always be in text (.txt) format. Clicking Done will bring you back to the current calendar month.

**Compiled Calendar Entries**

Download Done

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**Public entries:**

**March 2004**

Date	Event
Tuesday, March 2	Quiz 2 - Today we will be having a Quiz on chapters 3 and 4.

Download Done

### ***Clearing Calendar Entries***

Clicking "Clearing Public Entries" will bring up the following window and allow you to delete entries within a date range. Clicking on "Delete All from Course" will delete all entries on your calendar, both public and private.

**Clear Calendar Entries**  
Select the time period to clear.

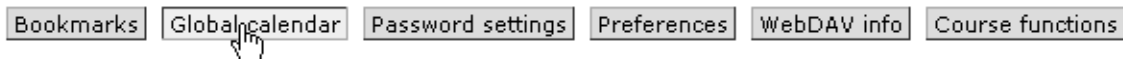
From the start of:

To the end of:

Clear Cancel

### ***The Global Calendar***

Click on the "Global Calendar" link on your myWebCT page to view the global calendar.



The global calendar is automatically made available to every WebCT user, designer and student alike. Whereas the course calendar described above displays the calendar for a single course, the global calendar initially displays calendar entries for all courses listed on your myWebCT page. In the global calendar, a symbol beside each entry indicates the course to which it applies. A key is listed below the calendar to indicate the course symbols. A sample key follows:

Note: All private entries are italicized.

Key

- X myWebCT
- = CDE Sample Course (Wednesday)
- ☆ CDE Training - Sunny Sun

This key shows a symbol for myWebCT in addition to those courses listed on your myWebCT page. This designation refers to entries residing in the global calendar only.

	Sunday	Monday	Tuesday	Wednesday	Thursday
View Week		1	2 - Today = -Quiz 2	3	4
View Week	7	8	9	10	11
View Week	14	15	16	17 ☆ -Episode Marathon Tonight!	18

The above global calendar displays the March 2nd entry shown in the course calendar above for the course **CDE Sample Course (Wednesday)**, and in addition the entry for March 17th for Course **CDE Training – Sunny Sun**. The key above shows course-indicator symbols. This key actually appears below the global calendar.

### ***Making Entries in the Global Calendar***

**Course Entry:** Entries for courses residing in one's myWebCT area can be made either in the individual course calendars or in the global calendar. To create an entry for course **CDE Training – Sunny Sun** in our example, open the View menu located above the calendar, choose **CDE Training – Sunny Sun**, click **Go**, and proceed as you would in the **CDE Training – Sunny Sun** course calendar, a process described under the heading ***Making Calendar Entries*** above.

View:

**myWebCT Entry.** Open the View menu above the calendar, choose "myWebCT", click Go, and proceed as described in Making Calendar Entries above. Entries of type "myWebCT" are private and can be viewed only in the global calendar.

### ***Customizing the Global Calendar***

Clicking on "Customize" above the global calendar, allows you to customize this calendar in three ways:

- (1) You can choose the symbol to be associated with a particular course,
- (2) You can choose which of the courses listed on your myWebCT page are to be displayed in your global calendar (thereby making the display non-global), and
- (3) You can choose the starting day of the week for the global calendar. You can use the View menu to view any particular course (by choosing the course name) or collection of courses--as defined by your custom setup (by choosing the item "Customized course list").

Your customized settings are remembered from session to session, so if your global calendar fails to display entries for all of your WebCT courses when you access myWebCT at some time in the future, it is because your custom setup so indicates. If this happens and you wish to see calendar entries for all courses, click on the Customize button above the global calendar, and specify that all courses be included.