

How Do I Use the Calendar?

Types of Entries

The Calendar displays three types of entries:

- **Course-related:** for each of your sections, 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 entries are private.
- **Institution:** your administrator can create entries to communicate campus events that are viewable by all institution members.

Calendar Views

You can view the calendar by month, week, or day. The following shows the Month View:

The screenshot shows a calendar interface with the following elements and callouts:

- Calendar Header:** Includes buttons for "Add Entry", "Create Printable View", "Calendar Settings", "Display New Entries", and "Delete a Range".
- View Selection:** Tabs for "Month", "Week", and "Day". A callout points to these tabs: "Use the tabs to switch between views".
- Filter:** A dropdown menu labeled "View:" with the selection "This course + Personal". A callout points to it: "Select the type of entries you want to view".
- Calendar Grid:** A monthly view for July 2006. The grid shows dates from 27 to 31. Callouts include:
 - "Click to switch to Week View" pointing to a "View Week" link.
 - "Click the linked date to Switch to Day view" pointing to a date link (e.g., 16).
 - "Entries can be public or private (italicized)" pointing to an italicized date link (e.g., 28).
- Footer:** A note stating "Entries in italic are private entries."

Adding Entries

Public and Private Entries: You can create public or private course-related entries.

Add Links to Entries: Entries can be linked to external websites or to course content items such as discussion topics or categories, assessments, or assignments. For example, you could add a calendar entry that links directly to a quiz on its due date.

Recurring Entries: You can add entries that repeat at a specified time either on several consecutive days or on selected days of the week. For instance, if you have weekly virtual office hours, you could add a single recurring entry for the entire semester, rather than creating multiple, individual entries.

⇒ To add an entry:

1. From the Month, Week, or Day screen, click **Add Entry**.
2. Enter the entry Title and Description and select start and end dates.
3. Set the access level to public or private.
4. Expand *More Options* to add:

- **Internal Link** – select the tool and content item from the drop-down lists.
- **Internet URL** – enter the complete website address, including `http://`.
- **Recurring Entry** – select whether the entry shall repeat each day or week and the final date the recurring entry will appear.

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

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


Recurrence

This entry repeats:


Every day


Every week on these days:

Sun Mon Tue Wed Thu Fri Sat

Until:  07/06/2006

Links

Add File 

Add Content Link 

Save **Cancel**

* Required field

5. Click **Save**. The entry is added to the calendar on the selected dates.



You may use the Calendar as the course “hub,” by outlining activities and directing students to course resources and external URLs.

You can post calendar entries efficiently by filling in all due dates at one time and setting them to Private. As the term proceeds and deadlines approach, change their status to Public. This prevents students from feeling overwhelmed by a large number of deadlines and lets you quickly and easily release entries as needed.

Calendar Settings

You can determine how the Calendar works for you and your students by specifying its settings. You can choose whether student can make public entries, the default setting for your entries (public or private), and your preferred Calendar view.

⇒ To specify settings, from the Month, Week, or Day screen, click **Calendar Settings**.

Compiling Entries

You can create a printable view of calendar entries that match criteria you specify. For example, specify entries in a particular date range for all of your courses that have the word "meeting" in the description. Print the resulting list for a quick reference page.

⇒ To compile entries, from the Month, Week, or Day screen, click **Create Printable View**. Select a date range and other criteria to create a filtered list of entries to print.