

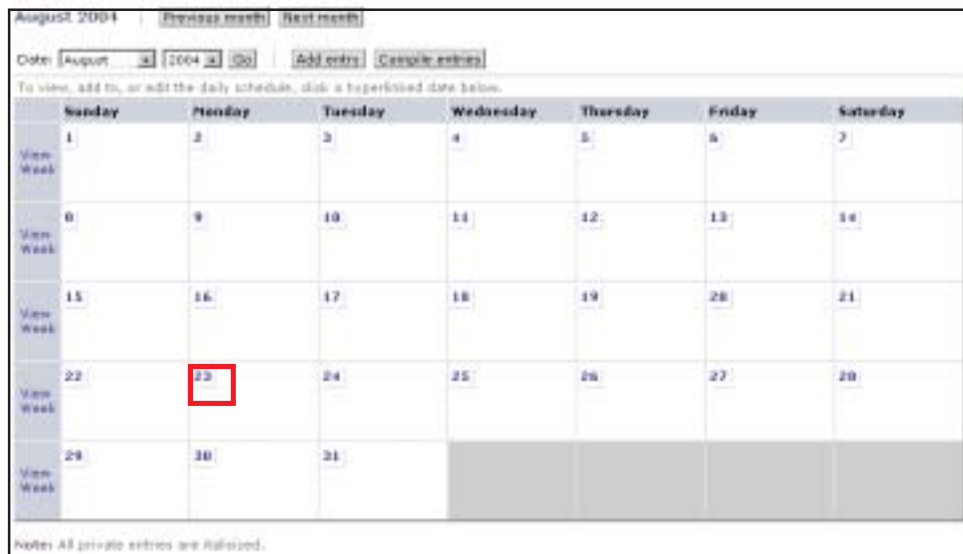


Calendar

The Calendar feature helps you to organize your schedule. Both you and your faculty have access to this feature. You may add, edit and delete your entries to update any changes in your schedule. At one quick glance, you may look at the entire month, week, or day to make sure you are current on all your work. In **myWebCT**, use the global calendar button to see your schedule in all your courses.

Accessing Calendar

1. Select “Calendar” from your WebCT homepage.
 - You will see a calendar for the current month.
2. Select the “Previous month” or “Next month” buttons, located at the upper left of your screen, to move back or forward one month.
 - The drop-down list located below these links allow you to specify the month and year you want to view. Select your preferences and select the “Go” button.
 - The screen will display the month you chose.
3. Select the hyperlinked number (date) within the calendar to view entries for that specific day.



- At the top of your screen you have options to view the “Previous day” or “Next day.”
- You also have the option to “View month” or “View week.”

Viewing Calendar by the Week

1. Select “Calendar” from your WebCT homepage.
2. Select the “View Week” hyperlink on the left hand column of the calendar (to the left of the Sunday column).



- This option offers a view from Sunday to Saturday in chronological order.
- Both days and dates are hyperlinks to viewing entries.
- You may stay in the weekly view format by selecting “Previous week” and “Next week” buttons to move around.
- You may return to the monthly view format by selecting the “View month” button at the top of the window.

Adding a Calendar Entry

1. Select “Calendar” from your WebCT homepage.
2. Select the “Add entry” button at the top of the screen (located after the date drop-down lists).
 - The **Add a Calendar Entry** screen opens.

Add a Calendar Entry

Date:

*Summary:

URL:

Detail:

Start time:

End time:

Access level: Private

*Required fields.

3. Select date from the drop-down lists for the “Date” heading.
4. Enter a summary of your calendar entry in the “Summary” text box.
 - This information will be displayed in the date box of the calendar.
 - This field is required.
5. Enter a Web site address in the “URL” field to make your summary information a hyperlink in calendar view.
 - This field is not required but is useful if your task requires you to go to a specific Web site.
6. Enter details about your entry in the “Details” field.
 - You may view this information when you select the hyperlinked dates in calendar view.
7. Enter a time interval using the “Start time” and “End time” drop-down lists.
 - “Start time” and “End time” are text entries in the display and do **not** control when the calendar entry appears.
8. Select the access level if your faculty has allowed you to post public calendar entries.
9. Select “Add” button.
 - You will now see your activity displayed on the calendar for that specific day.
 - Private entries will appear in *italic text*.



Private entries appear on your calendar **ONLY**.
Public entries appear for all class members. Faculty must provide access for students to enter Public entries.

Editing a Calendar Entry

1. Select “Calendar” from your WebCT homepage.
2. Select the hyperlinked date of the entry you want to edit.
 - The **View Day** window will open with a list of all calendar entries for the date.
3. Select the radio button next to the entry you want to edit.
4. Select the “Edit” button.



Homepage > Calendar > View Week > **View Day**

Monday, August 23, 2004 ... Previous day Next day ... View week View month

JCF Classes Begin

☛ indicates a selection is required from the list above.

Add entry **Edit** Delete Delete all from day

Note: All private entries are italicized.

- The screen that you see during the “Add entry” process will appear.
5. Update the existing information.
 6. Select the “Update” button.
 - Your new information will automatically appear for the day.

Deleting a Calendar Entry

1. Select “Calendar” from your WebCT homepage.
2. Select the hyperlinked date of the entry you want to delete.
 - The **View Day** window will open with a list of all calendar entries for the date.
3. Select the radio button next to the entry you want to delete.
4. Select the “Delete” button.



- You may delete all the entries for a specific day by selecting the “Delete all from day” button.
5. Select “OK” in the warning box that appears.
 - Your entry will be removed from the calendar.

Compiling Calendar Events

You may compile Calendar entries to see entries based on a date range or refine your compilation by entering a filter and search value.

1. Select “Calendar” from your WebCT homepage.
2. Select the “Compile entries” button.
 - A new screen will appear prompting you for dates and criteria.

Criteria	Comparison	Value
None	Contains	

* Only applies to public entries.

Public entries only
 Private entries only
 Both

3. Select the period of calendar entries you want to compile using the “From” and “To” drop-down lists.
4. If applicable, enter your search using the following parameters:
 - Criteria** = Specifies the component of a message to be searched. Includes:
 - None = no filter
 - Name = author’s name
 - Summary = name of entry
 - Detail = information provided in “Detail” box
 - URL = link provided with the entry
 - Start time = start time of entry
 - End time = end time of entry
 - Comparison** = Specifies how the information entered in the Value text box will be compared with the filter.
 - Contains = retrieves messages that match any part of the text or numbers entered in the Value text box
 - Equals = retrieves messages that match exactly the text or numbers entered in the Value text box
 - Before = used in combination with the Date or Number filter, retrieves all messages before the date or number entered in the Value text box. In combination with a text filter, retrieves all messages containing letters that occur alphabetically before the word entered in the Value text box

- After = used in combination with the Date or Number filter, retrieves all messages after the date or number entered in the Value text box. In combination with a text filter, retrieves all messages containing letters that occur alphabetically after the word entered in the Value text box
- Starts with = used in combination with a text filter, retrieves messages with words that begin with the letter entered in the Value text box
- Ends with = used in combination with a text filter, retrieves words that end with the letter entered in the Value text box

Value = Type the words or numbers to be searched

5. Click the radio button next to the type of entries you want to display.
 - Public entries = displays only entries available to the entire class.
 - Private entries = displays only those entries you added for yourself.
 - Both = displays public and private entries.
6. Select the “Compile” button at the bottom left of the screen.
 - A new screen will appear showing all the entries you specified.
7. Select “Done” at the top or bottom of the screen when you are finished viewing your compiled entries.
 - This link will take you back to the first Calendar page.

