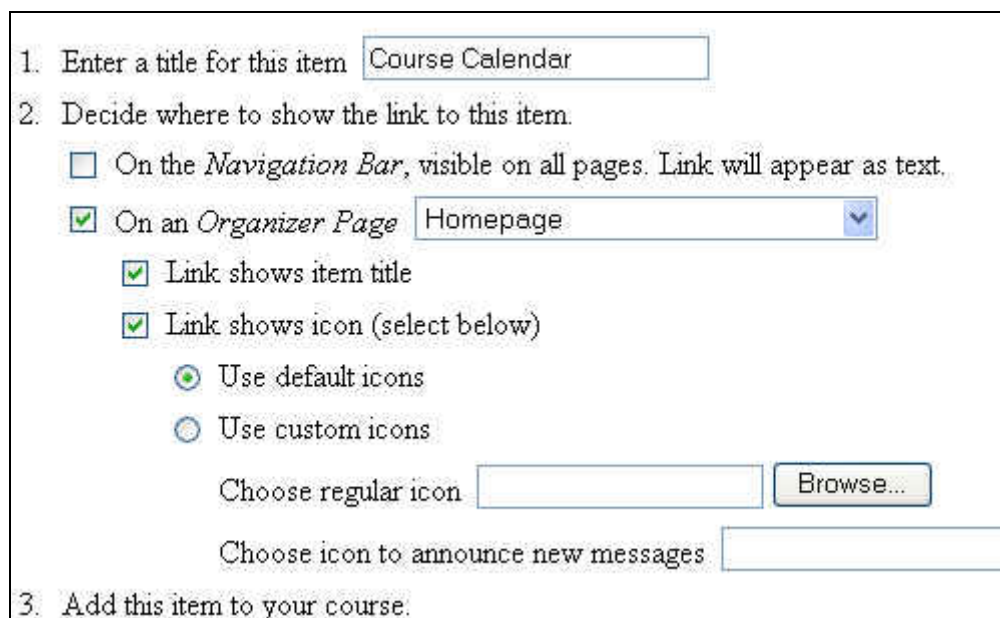


The Calendar tool is a calendar that is shared by the students and faculty. Important information like test dates or assignment dates can be placed in the calendar. You even have the option to add an URL link (to an external website) or an internal link to a page in the course content. There are two types of entries that can be added to the calendar, namely, private entries and public entries. Private entries will only be viewed by the person entering the private entry. Public entries can be viewed by all the course participants.

To use the Calendar tool you must first activate it in your course. To add the Calendar to your course homepage:

1. Click on the **Add Page or Tool** option in the right-hand column and click on **Calendar** under *Communication Tools*
2. Fill in the title and choose to add this tool to your *Organizer* home page. Click on the **Add** button. You should now see the icon link for the Calendar on your page.

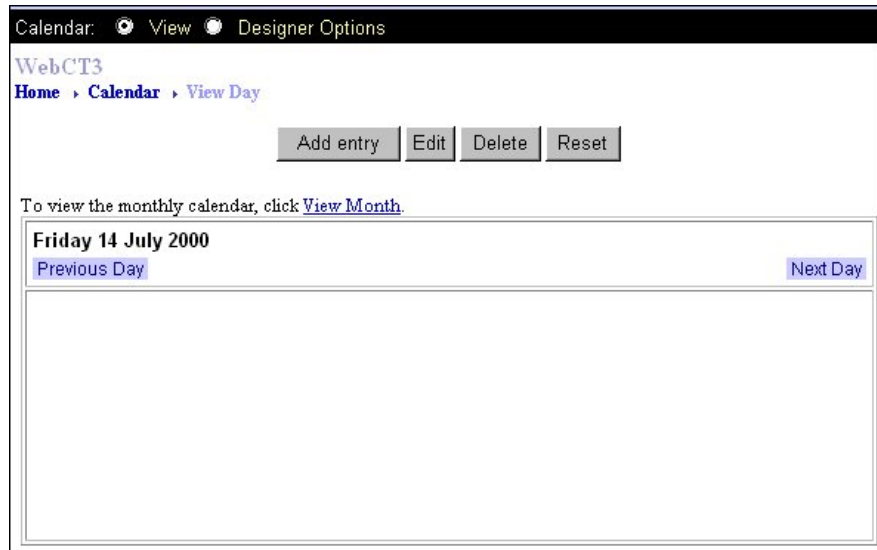


The screenshot shows a configuration window for the Calendar tool. It contains the following elements:

- Step 1: A text input field with the value "Course Calendar".
- Step 2: A heading "Decide where to show the link to this item." followed by two options:
 - On the *Navigation Bar*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*. A dropdown menu is set to "Homepage".
- Below the second option, there are two checked checkboxes:
 - Link shows item title
 - Link shows icon (select below)
- Under the "Link shows icon" option, there are two radio buttons:
 - Use default icons
 - Use custom icons
- Below the radio buttons, there are two input fields:
 - "Choose regular icon" with a "Browse..." button to its right.
 - "Choose icon to announce new messages" with an empty input field.
- Step 3: A heading "Add this item to your course."

Adding entries to the Calendar

1. **Click on the Calendar icon** from the homepage or an organizer page. The screen displays the current month of the year in the calendar.
2. Decide on a month and day to make a calendar entry in.
3. Click on the arrow next to the text box with the month name in it. All the months are displayed in a drop-down list.
4. **Click on the month name** you want to view.
5. Click on the **Go** button. The selected month displays on the screen.
6. Click on the number representing the day of the month an entry is to be added to. A new screen is displayed.



7. Click on the **Add Entry** button. The **Add A Calendar Entry** screen is displayed.

The screenshot shows the "Add a Calendar Entry" form. The title bar is "Calendar: View Designer Options". The page header includes "WebCT3" and a breadcrumb trail: "Home > Calendar > View Day > Add a Calendar Entry". The form title is "Add a Calendar Entry". The fields are: "Date" with dropdowns for "14", "July", and "2000"; "Summary*" with a text input field; "URL" with a text input field containing "http://"; "Internal link" with a dropdown menu set to "None"; "Detail" with a large text area; "Start time" and "End time" with time selection dropdowns; "Access level" with radio buttons for "private" (selected) and "public"; and "Add" and "Cancel" buttons. A note at the bottom says "(* Required fields)".

8. Place your cursor in the text box next to the word, **Summary**.
9. Type in the summary for your entry. E.g. **Chapter 1 Test**
10. Type in the **URL** (if required) in the URL text box. If you add a URL here, a link is created to the specified URL from the heading of the calendar entry.
11. Click on the arrow attached to the internal link text box. The content pages contained in the content module appear in a drop-down box.
12. Select the content page you want to add as an internal link.
13. Click in the **Detail** text box and type in the details of the entry.

14. Select start and end times for your entry, if required, by using the relevant drop-down boxes
15. Choose an access level: either private or public.
16. Click on the radio button next to your choice (public or private).
17. Click on the **Add** button. The calendar entry is displayed



Note: By clicking on the **Add Entry** button it is possible to add more entries to your calendar as detailed above. Clicking on the **Reset** button will erase all entries on the calendar for that particular day.

All private entries will display in the calendar in Italics and public entries will be displayed in a normal font.

