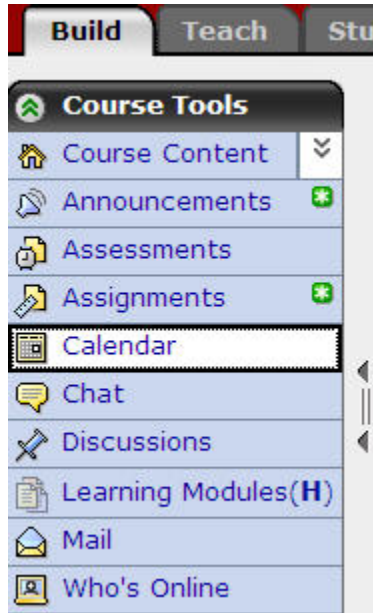


Using Calendar — Instructor Version

Add the Calendar tool under Course Tools to allow students to access the Calendar.



Accessing and Viewing the Calendar

The Calendar allows you to view and create entries for campus or personal events. Entries can be viewed for a day, a week, or a month on both the My Courses page and from within your section(s).

My Courses: On your My Courses page, click the **Calendar** icon on the upper right-hand side of the screen.



You can also view weekly entries under the Calendar Week, which is located below the list of courses and Campus Announcements.



Section: From within your section, select the **Calendar** under Course Tools, as shown in the previous figure. You can access the Calendar from both the Build and Teach tabs.

TIP TIP

Make sure your entries are public if you want your students to view them.

Month View

[Add Entry](#)
[Create Printable View](#)
[Calendar Settings](#)

June 2006

June , 2006
View: All courses + personal

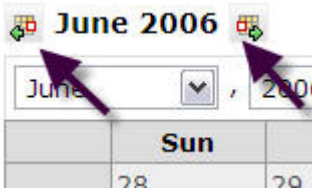
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	28	29	30	31 ○ Assessment 1 Available	<u>1</u>	<u>2</u>	<u>3</u>
View Week	<u>4</u>	<u>5</u>	<u>6</u>	7 Today	<u>8</u>	<u>9</u>	<u>10</u>
View Week	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
View Week	<u>18</u>	<u>19</u>	<u>20</u>	21 ◆ Assignment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

Entries in italic are private entries.

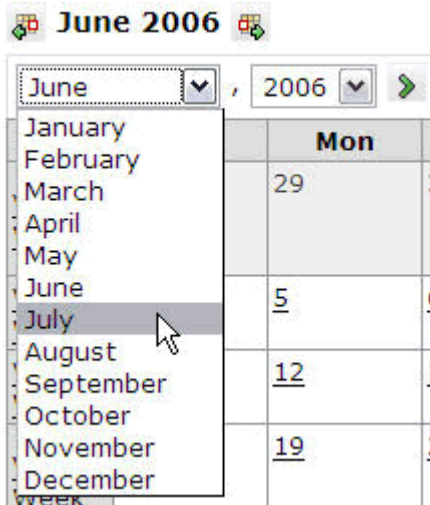
Key:
 VCC- Blackburn - VCC Section 1
 VCC- Blackburn - VCC Section 4
 Vista Consortium Collaboration - Consortium Collaboration
 VCC - Blackburn - VCC Section 5

The Month View displays entries for the current month with the current date highlighted. Entries do not show details.

To display entries for the previous or next month, on either side of the month name click the **Previous Month** or **Next Month** icon.

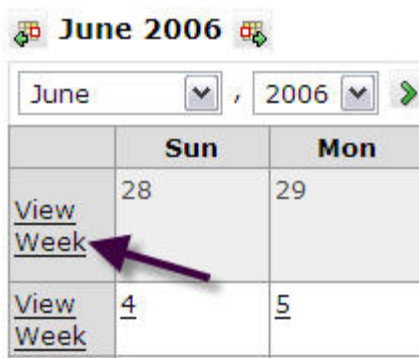


To quickly select a month not adjacent to the current month, select the month and year from the drop-down lists and click the green arrow icon.



Week View

To view entries for a particular week, select the **View Week** link next to the week that you want to view.



Week View shows full entries, including summaries and details.

 **May 28-June 03, 2006**  | [View Month](#)

Select a week  | View: [All courses + personal](#) 

May 28, 2006	Add Entry
May 29, 2006	Add Entry
May 30, 2006	Add Entry
May 31, 2006	Add Entry



[Assessment 1 Available](#) 
 10:00 AM - 10:00 AM
 Creator: Sally Yang
 VCC- Blackburn - VCC Section 3



June 1, 2006	Add Entry
June 2, 2006	Add Entry
June 3, 2006	Add Entry



You can toggle back to Month View by clicking the **View Month** button.



Day View

To view entries for a single day, select the date and the Day screen appears.

 **June 21, 2006**  | [View Week](#) [View Month](#)

 June , 2006  | [View](#)

[Assignment 1 Due](#) 
 12:00 PM - 12:00 PM
 Creator: Rhonda Blackburn
 VCC- Blackburn - VCC_Demo

The Day screen displays the full entry for the day, including summaries and details. To display entries for the previous or next day, on either side of the day name click the **Previous Day**  or **Next Day**  icon.

To quickly select another day, which is not close to the current day, select the month, day, and year from the drop-down lists and click the green arrow icon to go.

 **June 21, 2006**  | [View Week](#)

 June , 2006 

You can also click the **Date Selection Calendar** icon  next to the drop-down lists. Locate and select the date you want from the pop-up Calendar.



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

You can toggle among the Week and Month Views by clicking the buttons at the top.

To choose which entries you want to display, use the View drop-down list:

All Courses + Personal: All the possible Calendar entries you can view. It displays all entries associated with all the sections in which you are enrolled as well as your personal and private entries.

All Courses: Displays only course-related entries for all the sections in which you are enrolled.

Custom View: Displays a subset of entries, depending on how you set up a custom view using the Calendar Settings.

Calendar Settings

The Calendar can display three types of entries:

- **Course-Related:** Entries that are public (viewable by all section members) or private (viewable only in your Calendar).
- **Personal:** Private entries that are not related to the course but are meant for personal reminders.
- **Institution:** Entries created by the Institution Administrator to communicate campus events are viewable by all institution members (Note: These are not being created at the moment).

As a Section Instructor, you can create Course-Related or Personal entries. It is up to you to grant privileges to your students and teaching assistants to create course-related entries that are public. To grant privileges and perform other setting manipulations, select **Edit Settings** on the upper right-hand side.

On the settings page, you can change the types of entries the Calendar can display for you and your students:

- You can allow students to add public entries. If you do not check this textbox, students (by default) **cannot** make entries for everyone to see.
- The default entry type for the Instructor is Public. Change this to Private if you do not want your entries to be seen by everyone. Change this setting to Public if you want people to see your entries. Keep the Calendar private if you are using it for personal purposes.
- You can view Calendar entries by month, week, or day and start the week on a day of your choice.
- You can also choose to display:
 - entries associated with all courses
 - entries associated with specific courses
 - a symbol of your choice to associate with a course
 - personal entries

Calendar Settings

Personal Settings

Preferred View

Month Week Day

Week begins on:

Custom View

To display course calendar entries, select the appropriate check box.

Show entries from all my courses

Only show entries from these courses:

VCC- Blackburn - VCC Section 1

VCC- Blackburn - VCC Section 4

Vista Consortium Collaboration - Consortium Collaboration

VCC- Blackburn - VCC Section 5

VCC- Blackburn - VCC Section 3

VCC- Blackburn - VCC Section 2

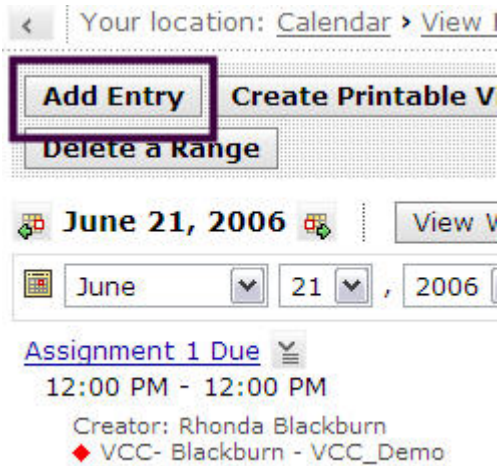
VCC- Blackburn - VCC_Demo

To select a different symbol for a course, click the current symbol.

Show personal entries (entries not associated with any course)

Adding a Calendar Entry

To add a new entry to the Calendar, select the day you want to add the entry to. This will take you to the Day View. Click **Add Entry**.



Create a summary for the entry. This is a short descriptive title for the entry, which will be shown on the Calendar. Determine a start and finish day and time for the entry. If this is an all-day entry, select the related textbox.

Choose the type of entry. It can be personal or associated with a course. Next, choose an access level. Course-related entries can be private or public. Personal entries can only be private. Type a detail for the entry.

Add Entry

*Title:

Description: HTML Creator On Off

Use HTML

Dates

Start date: , :

End date: , :

This is an all-day event

Entry type


Type:

Access:

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

* Required field

For additional settings, click **More Options**.

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

Links

Internal link:  

Internet URL:

Recurrence

This entry repeats:

Every day

Every week on these days:

Sun Mon Tue Wed Thu Fri Sat


Until:   , 

Within these options, you can provide a link to a component in your course or to an outside URL (Web page). You can also repeat this entry every day or every week on the days of your choice over the course of the semester. Note, however, that if you decide to repeat this entry, you need to make the summary generic; for example, name a quiz you give every week something like “Weekly Quiz” instead of “Quiz 1.” Also make sure that if you are repeating every week that the start date, end date, and the date repeating must be the same for all the Calendar entries.

When you complete your new entry, click **Save**. You will see the new entry displayed.

 **June 7, 2006** 

  ,  

Exam 1 

9:00 AM - 11:00 AM

Don't forget all the materials for the exam!

Creator: Rhonda Blackburn

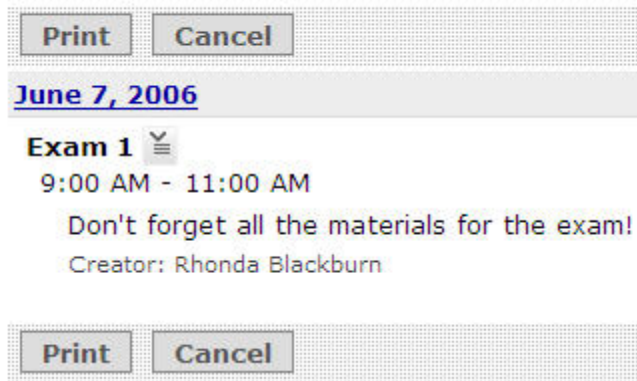
■ VCC- Blackburn - VCC Section 1



If there are new entries since you last visited the Calendar, the Month screen will display the **Display New Entries** button.



When you select **Display New Entries**, all the new entries will appear.

Printable View



You can view the new entries and print them. You can also edit the entries by clicking the **Edit**  button or the **Delete**  button in the drop-down menu for that entry. Clicking the **Cancel** button will take you back to the Month View.