

Calendar Activities

What is the Calendar Tool?

The **Calendar** tool allows you to post important information, such as assignment reminders, in a central location for all students to read.

*IMPORTANT: Click the **Teach** tab before you use the **Calendar** tool in your WebCT courses—this is the place instructors can communicate with students, teaching assistants and other instructors in the course.*

Calendar Settings



Calendar Tools	
Title	Value
Enable Calendar tool *	<input checked="" type="radio"/> true / <input type="radio"/> false
Display institution public entries in the section Calendar *	<input checked="" type="radio"/> true / <input type="radio"/> false
Allow non-Section Instructors to add public entries to the section Calendar *	<input checked="" type="radio"/> true / <input type="radio"/> false
<input type="button" value="Save Values"/> <input type="button" value="Cancel"/>	
*Required fields	

Calendar Tool settings	
Enable Calendar tool	Adds the Calendar tool to your course if the value is set to true.
Display institution public entries in the section Calendar	Allows you to display any Sac State public calendar entries into your course's Calendar.
Allow non-Section instructors to add public entries to the section Calendar	Allows students, teaching assistants and auditors in your course to add public entries in the course Calendar.

Follow these steps to view or edit the **Calendar** tool settings.



1. Click the **Teach** tab.
2. Click **Manage Course** from the **Instructor Tools** area, and then click **Settings**; and finally click **Calendar**.
3. Make your changes to the **Calendar** tool settings and click **Save Values** to save your changes. Otherwise click **Cancel** to not save your changes.

Accessing Calendar Entries


1. Click the **Teach** tab.
2. Click the **Calendar** button  **Calendar** or icon  on the **Course Tools** menu. When you enter the **Calendar** tool the main screen appears.

Add Entry Create Printable View Calendar Settings Display New Entries


Delete All Delete a Range

 **March 2006** 

March ▼, 2006 ▼ ▶ View: This course only ▼ ▶

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

Entries in italic are private entries.

Key:  AIT - CE 6 Documentation

Key to Sample Calendar Page – Teach tab	
Add Entry	Allows you to add a new calendar entry.
Create Printable View	View the entries within specified dates for all of your courses, or just this course.
Calendar Settings	Allows you to set whether students can add public entries, and allows you to customize how your calendar is displayed.
Display New Entries	Displays only new entries added since you last viewed the calendar.
Delete All	Remove all calendar entries for the entire course – your entries and those added by others.
Delete a Range	Remove entries between specified dates.

Adding Calendar Entries

1. Click the **Teach** tab, and then the **Calendar** button or icon.
2. Click **Add Entry**.
3. Type the title for your new entry and optionally type a detailed description of your entry. The title appears in the main Calendar screen when viewed by you and your students.

Add Entry

*Title:

Description: HTML Creator On Off

Use HTML

4. In the **Dates** section, select the start and end dates and times for your entry.

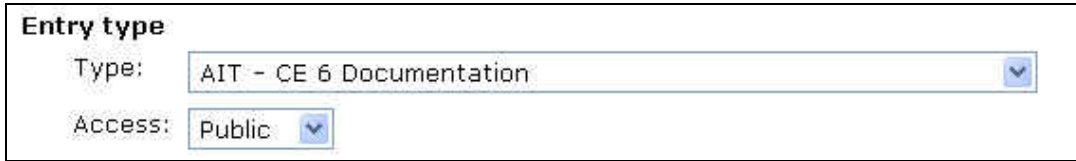
Dates

Start date:  March , 2006 : AM

End date:  March , 2006 : AM

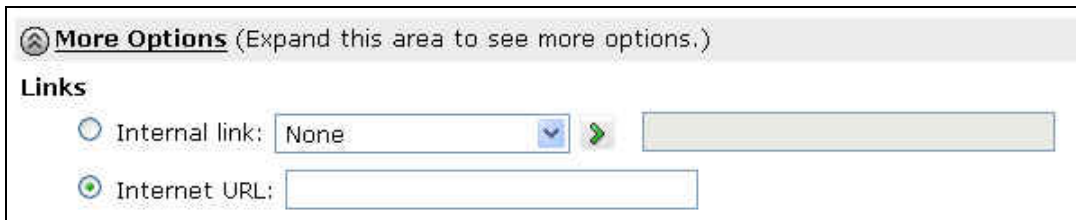
This is an all-day event

5. In the **Entry Type** section, select the course (called type) and whether it is a private or public entry.



The screenshot shows a form titled "Entry type". It contains two dropdown menus. The first is labeled "Type:" and has "AIT - CE 6 Documentation" selected. The second is labeled "Access:" and has "Public" selected.

6. Click **More Options** to enter a hyperlink or to make your entry a recurring entry.
7. In the **Links** section, select the course link or type an Internet URL (Web address) that you want your users to go to when clicked.



The screenshot shows a form titled "More Options" with a sub-section "Links". There are two radio buttons. The first is "Internal link:" with a dropdown menu set to "None" and a green arrow button next to it. The second is "Internet URL:" with an empty text input field.

8. In the **Recurrence** section, select if you want the entry to repeat, and then choose when you want it to repeat.



The screenshot shows a form titled "Recurrence". It has a checkbox "This entry repeats:" which is checked. Below it are two radio buttons: "Every day" and "Every week on these days:", with the second one selected. Under "Every week on these days:", there are checkboxes for "Sun", "Mon", "Tue", "Wed", "Thu", "Fri", and "Sat". Below these is an "Until:" field with a calendar icon, a dropdown for "March", a dropdown for "14", a comma, and a dropdown for "2006". At the bottom are "Save" and "Cancel" buttons.

9. Click **Save**. The new entry is now added.

Editing Calendar Entries

Follow these steps to change a calendar entry that you added.

1. Click the **Teach** tab, and then the **Calendar** button or icon.
2. Locate the month that contains the entry, and then click the date on the calendar with the entry to be edited.
3. Click the **ActionLinks** button next to the name of the entry, and select **Edit**.
4. Make the necessary changes to your entry.
5. Click **Save** to save your changes.

Deleting Calendar Entries

Follow these steps to remove a calendar entry that you added.

1. Click the **Teach** tab, and then the **Calendar** button or icon.
2. Locate the month that contains the entry, and then click the date on the calendar with the entry to be removed.
3. Click the **ActionLinks** button next to the name of the entry, and select **Delete**.
1. When the warning message appears, click **OK** to delete the entry.