# 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 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 [icon] on the **Course Tools** menu. When you enter the **Calendar** tool the main screen appears.

| 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.



4. In the **Dates** section, select the start and end dates and times for your entry.
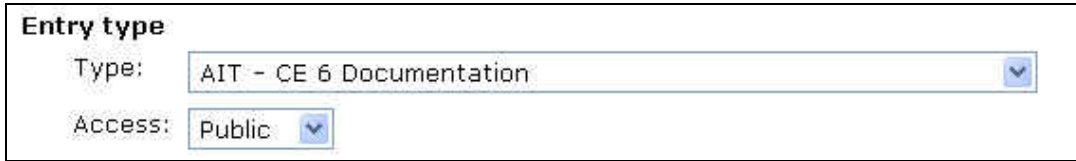
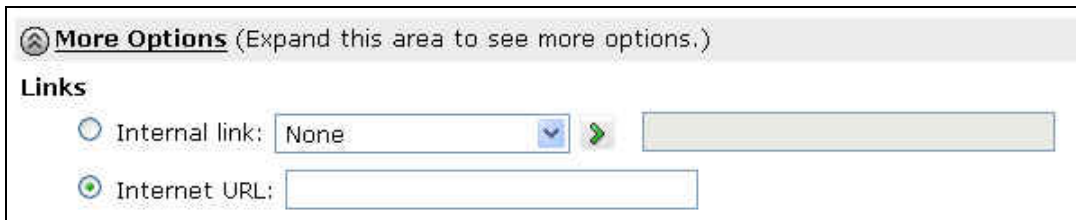5. In the **Entry Type** section, select the course (called type) and whether it is a private or public entry.



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.



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



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.