

WebCT 4.1: Calendar Tool

Choose

Add page or tool



Click on the Calendar tool to add



1. Enter a title



2. Click where to show the link



Select a title and/or an icon

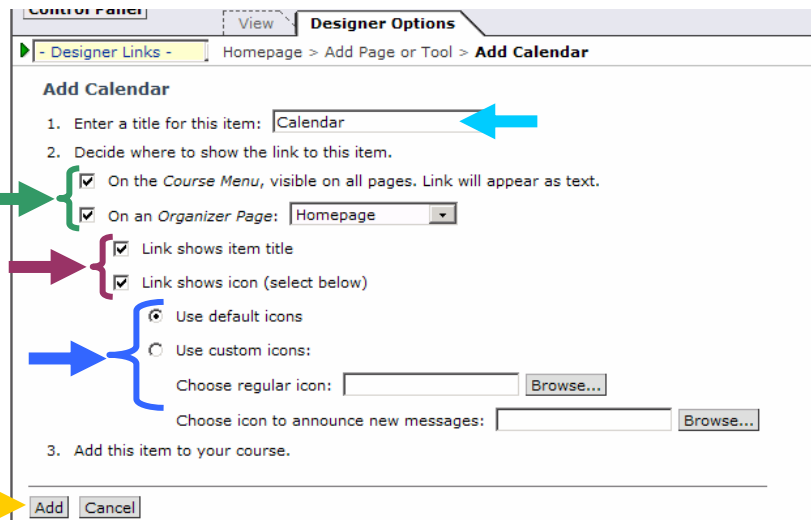
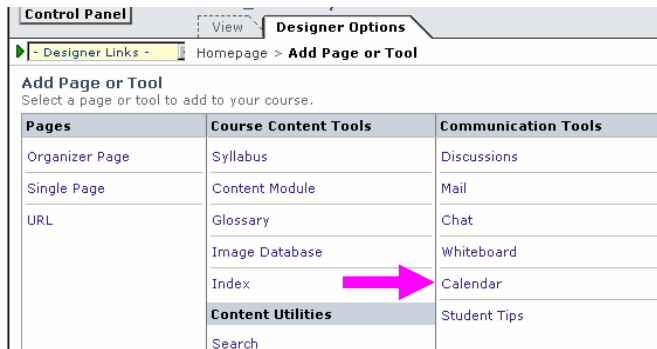
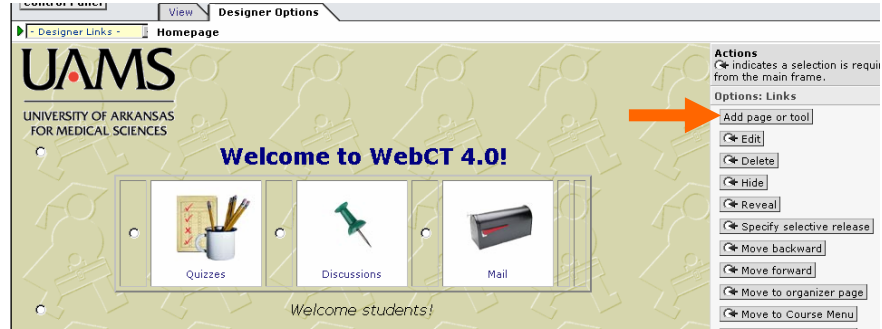


If selecting to show an icon, select either a default or custom icon



3. Choose

Add

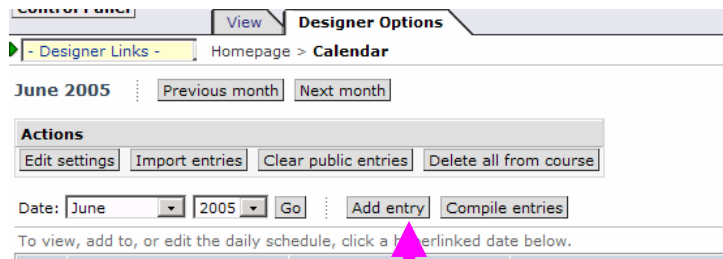


The Calendar tool is now added, choose the icon to continue →



Add an Entry

Choose **Add entry** →



Select a Date for the entry →

Enter a brief description in the Summary textbox →

Enter a URL, if needed →

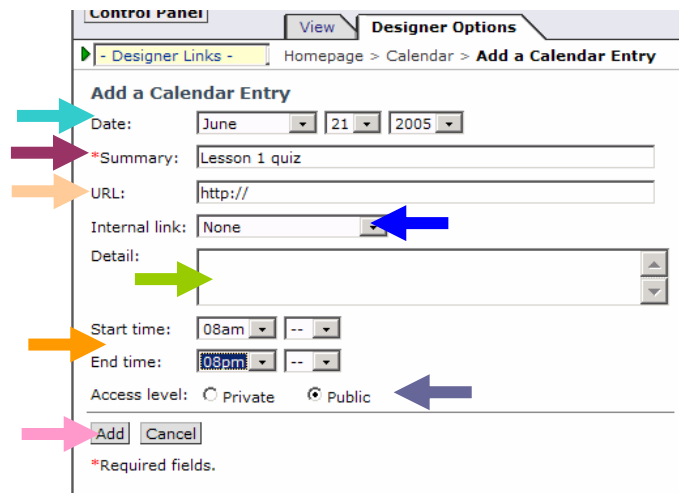
Select if there is to be an internal link →

Enter any details →

Select a start and end time if needed →

Select if the entry is to be private, displayed only on your calendar, or public, for all in the course →

Choose **Add** →



The entry is added →

Actions
[Edit settings](#) [Import entries](#) [Clear public entries](#) [Delete all from course](#)

Date: June 2005 Go [Add entry](#) [Compile entries](#)

To view, add to, or edit the daily schedule, click a hyperlinked date below.

	Sunday	Monday	Tuesday	Wednesday
View Week				1
View Week	5	6	7	8
View Week	12	13	14	15
View Week	19	20	21 - Today -8:00am-8:00pm Lesson 1 quiz	22
View Week	26	27	28	29

Edit Calendar Entry


Click on the date of the entry to edit →


Actions
[Edit settings](#) [Import entries](#) [Clear public entries](#) [Delete all from course](#)

Date: June 2005 Go [Add entry](#) [Compile entries](#)

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View Week	26	27	28	29

Click the  for the entry to change →


Choose  Edit →


Control Panel [View](#) **Designer Options**

[- Designer Links -](#) [Homepage](#) > [Calendar](#) > [View Week](#) > **View Day**

Today: **Tuesday, June 21, 2005** [Previous day](#) [Next day](#) [View week](#) [View month](#)

Actions
[Edit settings](#) [Import entries](#) [Clear public entries](#) [Delete all from course](#)

 8:00am-8:00pm Lesson 1 quiz

 indicates a selection is required from the list above.

[Add entry](#) [Edit](#) [Delete](#) [Delete all from day](#)

Note: All private entries are italicized.

Make the edit, choose

Update



Choose View month to return to the Calendar screen



To Delete an Entry

Click on the date of the entry to delete



Edit a Calendar Entry

Date: June 21 2005

*Summary: Lesson 1 quiz

URL: http://

Internal link: None

Detail:

Start time: 08am 00

End time: 10pm 00

Access level: Private Public

Update Cancel

*Required fields.

Today: Tuesday, June 21, 2005 Previous day Next day View week View month

Actions

Edit settings Import entries Clear public entries Delete all from course

8:00am-10:00pm Lesson 1 quiz

indicates a selection is required from the list above.

Add entry Edit Delete Delete all from day

Note: All private entries are italicized.



Actions

Edit settings Import entries Clear public entries Delete all from course



Date: June 2005 Go Add entry Compile entries

To view, add to, or edit the daily schedule, click a hyperlinked date below.

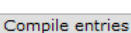

	Sunday	Monday	Tuesday	Wednesday
View Week				1
View Week	5	6	7	8
View Week	12	13	14	15
View Week	19	20	21 - Today -8:00am-8:00pm Lesson 1 quiz	22
View Week	26	27	28	29

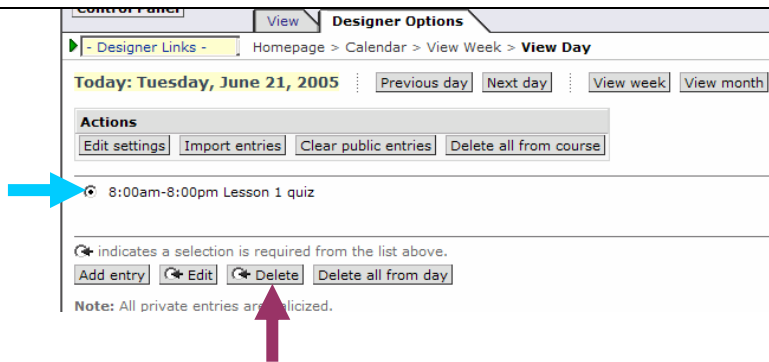
Click the  for the entry to delete 

Choose  

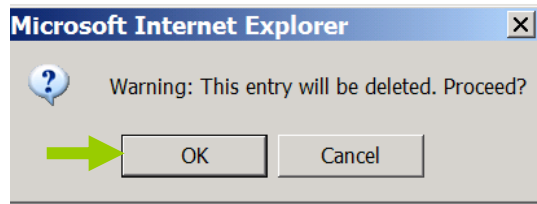
Choose  

Compile & Download Calendar Entries

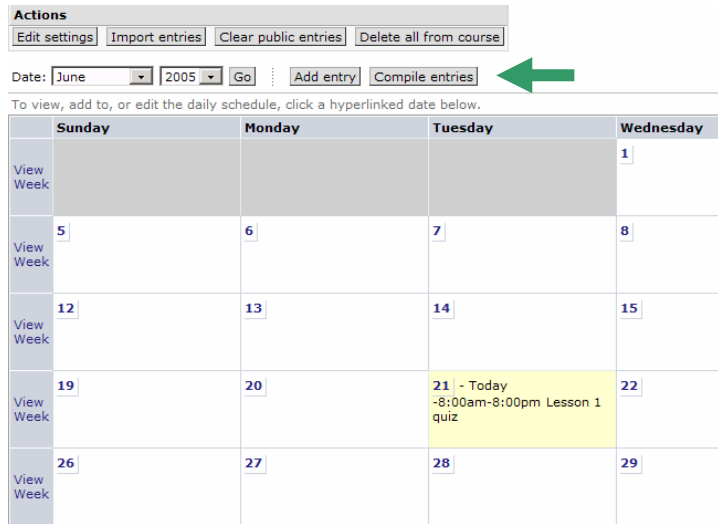
Choose  



The screenshot shows a web interface for managing calendar entries. At the top, there are navigation links: 'Designer Links', 'Homepage > Calendar > View Week > View Day'. Below this, it says 'Today: Tuesday, June 21, 2005' with buttons for 'Previous day', 'Next day', 'View week', and 'View month'. An 'Actions' menu contains 'Edit settings', 'Import entries', 'Clear public entries', and 'Delete all from course'. A list of entries shows '8:00am-8:00pm Lesson 1 quiz' with a radio button selected. Below the list are buttons for 'Add entry', 'Edit', 'Delete', and 'Delete all from day'. A note at the bottom states: 'Note: All private entries are publicized.'



A Microsoft Internet Explorer warning dialog box with a question mark icon. The text reads: 'Warning: This entry will be deleted. Proceed?'. There are two buttons: 'OK' and 'Cancel'. A green arrow points to the 'OK' button.



The screenshot shows the same web interface as above, but with the 'Compile entries' button highlighted in the 'Actions' menu. The date is set to 'June 2005'. Below the menu, there is a table for the calendar view.

	Sunday	Monday	Tuesday	Wednesday
View Week				1
View Week	5	6	7	8
View Week	12	13	14	15
View Week	19	20	21 - Today -8:00am-8:00pm Lesson 1 quiz	22
View Week	26	27	28	29

Select the date range to compile →

Select criteria, comparison, and value to filter data →

Select whether to compile public, private, or both public & private entries →

Choose →

Compiled Calendar Entries will display →

To download for archival purposes or to upload to another course, choose →

Choose →

Compile or Download Calendar Entries

To compile and display or download entries, select a date range and criteria for your search and click **Compile** or **Download**.

From:

To:

Criteria	Comparison	Value
<input type="text" value="None"/>	<input type="text" value="Contains"/>	<input type="text"/>

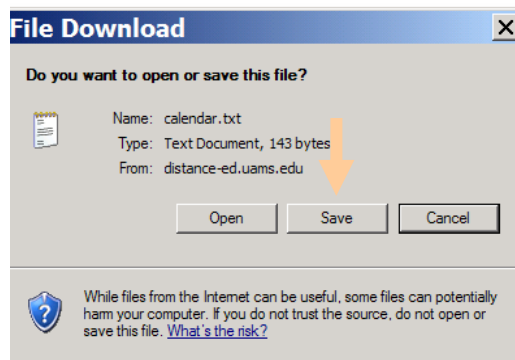
* Only applies to public entries.

Public entries only
 Private entries only
 Both

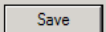
Designer Options

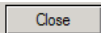
Homepage > Calendar > Compile or Download Calendar Entries > **Compiled Calendar Entries**

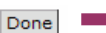
Public entries:	
February 2005	
Date	Event
Tuesday, February 22	Quiz 2
Thursday, February 24	Project 1 Due
March 2005	
Date	Event
Monday, March 21	quiz 3
April 2005	
Date	Event
Saturday, April 23	Assignment 4 Due
May 2005	
Date	Event
Tuesday, May 10	Final Project Due

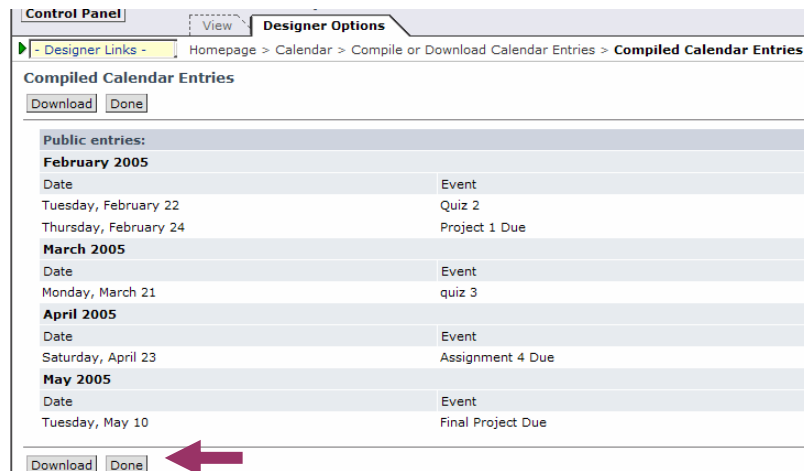
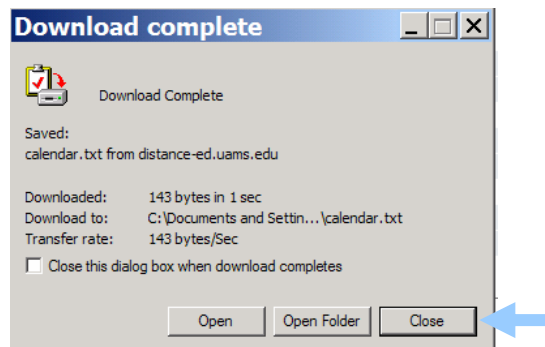
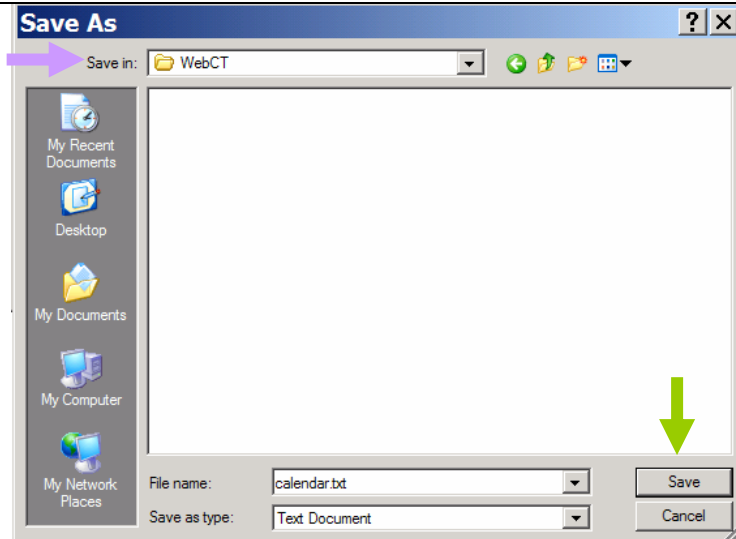


Choose the save location →

Choose  →

Choose  →


Choose  →




Clear Calendar


Clears all public calendar entries for date range specified.

Choose

Clear public entries 


Select date range to clear 

Choose 

Choose 

To Delete ALL Calendar Entries

Choose

Delete all from course 

Actions
Edit settings | Import entries | **Clear public entries** | Delete all from course

Date: June 2005 Go Add entry Compile entries

To view, add to, or edit the daily schedule, click a hyperlinked date below.

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View Week	12	13	14	15
View Week	19	20	21 - Today -8:00am-8:00pm Lesson 1 quiz	22
View Week	26	27	28	29

Clear Calendar Entries
Select the time period to clear.

From the start of: February 2005

To the end of: June 2005


Microsoft Internet Explorer

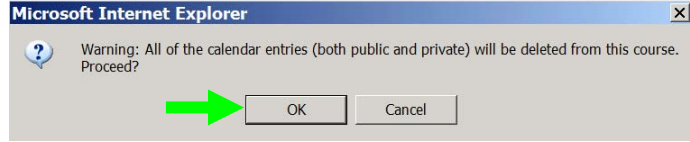
Warning: All of the public calendar entries in the selected time period will be deleted from this course. Proceed?

Actions
Edit settings | Import entries | Clear public entries | **Delete all from course**

Date: June 2005 Go Add entry Compile entries

To view, add to, or edit the daily schedule, click a hyperlinked date below.

Choose 



Choose 