
WebCT 4.x: View and Create Calendar Entries

Competencies

After reading this document, you will be able to:

- Add, edit, and delete individual entries
- Delete multiple entries for a given day
- Compile and download a list of calendar entries

About Calendar

Calendar allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively.

Depending on the level of access assigned by the designer, both designers and students can post public calendar entries (visible to everyone in the course) and/or private ones (visible only to the author). Entries can be written in simple text or HTML (for color, italics, font size, or bold effects). Calendar entries may include links to course content or to external websites, notification of assignment due dates, changes to instructor office hours, or any other scheduling information you wish to record.

Viewing the Calendar

You can choose how to view the calendar. When you enter *Calendar*, by default, you are presented with the current month.

- 1** To view the previous month, click **Previous month**.
- 2** To view the following month, click **Next month**.
- 3** To view a particular month, from the *Date* drop-down lists, select the month and year, and click **Go**.
- 4** To view a week at a time, in the leftmost column of the calendar, click **View week** for the week you want to view.
 - » To view the previous week, click **Previous week**.
 - » To view the following week, click **Next week**.
 - » To return to the Calendar screen, click **View month**.
- 5** To view the entries on a particular day, click the date in the calendar.
 - » To view the previous day, click **Previous day**.
 - » To view the following day, click **Next day**.
 - » To view the week (Sunday to Saturday) that the day falls in, click **View week**.

- 6 To return to the *Calendar* screen, click **View month**.

Adding calendar entries

This option allows you to add individual public or private calendar entries, depending on the access level your instructor sets.

- 1 From the *Calendar* screen, click **Add entry**. The *Add a Calendar Entry* screen appears.
- 2 From the *Date* drop-down lists, select the month, day, and year to which you want to add an entry.
- 3 In the *Summary* text box, enter a brief description of the entry.
- 4 To add a link to a URL, in the *URL* text box, enter the full URL.
- 5 To add an internal link to a page of content, from the *Internal link* drop-down list, select the content page.
- 6 To elaborate on the text in the *Summary* text box, in the *Detail* text box, enter an explanation.
- 7 To add a time aspect to the entry (for example, the start time and duration of a meeting), from the *Start time* and *End time* drop-down boxes, select the hour and minutes.
- 8 Click **Add**. The *Calendar* screen appears displaying your new entry.

Editing calendar entries

This option allows you to edit entries that you have posted.

- 1 From the *Calendar* screen, click the date of the entry that you want to edit. The *View Day* screen appears.
- 2 Select the entry you want to edit.
- 3 Click **Edit**. The *Edit a Calendar Entry* screen appears.
- 4 Revise your entry as required. For more information, see Adding Calendar Entries above.
- 5 Click **Update**. The *View Day* screen appears displaying the edited entry.
- 6 To return to the *Calendar* screen, click **View month**.

Deleting calendar entries

This option allows you to delete calendar entries that you have posted.

- 1 From the *Calendar* screen, click the date of the entry that you want to delete. The *View Day* screen appears.
- 2 Select the entry you want to delete.

Note: To delete all calendar entries, do not make a selection.
- 3 Do one of the following:
 - » To delete an entry, click **Delete**. A warning message appears.
 - » To delete all entries, click **Delete all**. A warning message appears.
- 4 Click **OK**. The *View Day* screen refreshes and each selected entry is deleted.
- 5 To return to the *Calendar* screen, click **View month**.

Compiling calendar entries

This option allows you to compile and download *Calendar* entries to a text file. Entries are compiled based on a date range; to refine your search, you may also apply a filter and search value, described below.

- 1 From the *Course* Menu, click *Calendar*. The *Calendar* screen appears.
- 2 Click the *Designer Options* tab if it is not already selected.
- 3 Click **Compile entries**. The *Compile or Download Calendar Entries* screen appears.
- 4 From the *Month*, *Day*, and *Year* drop-down lists, select the date range for the entries you want to compile.
- 5 To apply a filter to your search:
 - » From the *Criteria* drop-down list, select the calendar entry field you want to search.
 - » From the *Comparison* drop-down list, select the comparison term to apply to your search.

Comparison Term	Description
Contains	Text or numbers in the specified field must match any part of the text or numbers entered in the <i>Value</i> text box.
After	Searches fields with alphabetical information. Text in the

specified field must start with words/letters that occur alphabetically after the words/letters entered in the *Value* text box.

- Before** Searches fields containing alphabetical information. Words in the specified field must start with words/letters that occur alphabetically before the word/letter entered in the *Value* text box.
- Equals** Content of the specified field must match exactly with the text or numbers entered in the *Value* text box.
- Starts with** Text in the specified field must start with the letter entered in the *Value* text box.
- Ends with** Text in the specified field must end with the letter entered in the *Value* text box.

» In the *Value* text box, enter the search value.

- 6** Select the access level for the entries you want to compile. You can compile *Public entries only*, *Private entries only*, or *Both*.
- 7** Click **Compile**. The *Compiled Calendar Entries* screen appears.
- » To print your compiled entries, use your browser's Print command.
 - » To return to the Calendar screen, click Done.