

WHAT IS IT?

The Calendar Tool allows you to schedule events interactively with your students. You don't need to know HTML to use the WebCT Calendar

USE THE CALENDAR TOOL TO:

- Announce special events or changes in the Syllabus
- Students can use it to schedule group work or presentations

Have your students find and contribute to news items, events, activities, presentations, and conferences relating to your course?

Assign groups of students to find and post "Website of the Week" pertaining to the subject matter

Stimulate class discussion by proposing open-ended synthesis questions at the start of each week (with or without resource links).

FACILITATION OF GOOD TEACHING PRINCIPLES

- Encourages faculty to student interaction
- Encourages student to student interaction
- Emphasizes time on task



If you use the calendar tool non-interactively (e.g.: to only post lecture schedules, assignment due dates and exam dates) you will find it easier to list these dates in a single document. You can then make this document easily accessible from your Homepage, Navigation Bar, and/or another Organizer page.

Add the Calendar Tool

STEP 1: UNDER CONTROL PANEL, CLICK ON ADD PAGE OR TOOL

STEP 2: FIND THE TOOL YOU WANT TO ADD

- Under Add Page or Tool, click on **Calendar**

STEP 3: SPECIFY LOCATION AND APPEARANCE

- Enter a title for the Calendar (you can call it anything you wish).
 - Decide where you will show the calendar (on the *Navigation Bar*, on the Homepage, or both)
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Configure Calendar Settings

STEP 1: GO TO DESIGNER VIEW FOR THE TOOL

- Click on the Calendar icon
 - Select  if not already selected
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STEP 2: SELECT ACCESS SETTINGS

- The default settings are:
 - Allow students to make private entries** – Students will be able to post calendar entries that are only visible to them (for personal scheduling).
 - The Default access level for a new calendar entry is private** – when anyone adds a new calendar entry, it will by default, be a private entry. If the person has access to make a public entry, they will have to manually enable it. It is recommended that you leave this default on.
 - TO ALLOW INTERACTIVE SCHEDULING SELECT
 - Allow students to make public entries and select**
 - The default access level for new calendar entry is private**
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Calendar Options

- Import calendar entries from file**
Allows you to import text files to add a series of Calendar entries. ⇒ These files must be in a specific format, otherwise it won't work. (Click on the WebCT HELP for details)
 - Compile or download calendar entries**
Collate some or all Calendar entries into a single document for printing or downloading. Students also have the option of compiling calendar entries.
 - Clear calendar entries from a selected range of dates**
Allows you to select a range of dates and delete entries.
 - Delete all calendar entries**
Will delete all public and private entries from the Calendar
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The Calendar View

When the Calendar is accessed, by default, the current month is displayed with the current date highlighted. Any new public entries will appear in a pop-up window when the Calendar is first accessed. The picture below highlights some basic navigation features of the calendar.

February 2004

Previous month

Next month

Navigation: View the previous month or next month's Calendar entries

Actions

Edit settings

Import entries

Navigation: Select month and year you wish to view; then click on GO

course

Date: February 2004

Go

Add entry

Compile entries

Compile: Collate some or all Calendar entries into a single document for printing or downloading

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

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--------|--|---------|-----------|--|---------------------------------|----------|
| View Week | 1 | 2 | 3 | 4 | 5 - Today | 6 -10:30am-11:20am test test | 7 |
| View Week | 8 | 9 <i>-5:25pm-5:30pm somethings due</i> | 10 | 11 | 12 | 13 | 14 |
| View Week | 15 | 16 <i>Italicized entries indicate a private entry</i> | 17 | 18 | 19 <i>-and another thing -something else is due</i> | 20 | 21 |
| View Week | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| View Week | 29 | | | | | | |

Note: All private entries are italicized.

Clicking on any number or date on the Calendar shows all the entries for that date, and allows you to add, delete or edit entries.

Friday, February 6, 2004

Previous day

Next day

View week

View month

Click to ADD a new calendar entry

Edit settings

Import entries

Clear public entries

Delete all from course

10:30am-11:20am test test test

testtesttest

8:30pm-9:30pm another test to write

20 questions multiple choice, 4 short answer 1 long answer

Indicates a selection is required from the list above.

Add entry

Edit

Delete

Delete all from day

Select a Calendar entry, then click the EDIT button to revise, or DELETE to remove

Add a Calendar Entry

STEP 1: CLICK ON A NUMBER OR DATE

- This will open up a new window listing all Calendar entries (if any) for that day.
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STEP 2: ADD ENTRY

- Click on the button
- Fill out the information for the calendar entry (see picture below)

CALENDAR ENTRY/EDIT OPTIONS:

| | |
|--------------------------------------|---|
| Summary* | Required Field Enter a brief description (less than one sentence). This appears on the Calendar view |
| URL | If you wish to link the summary to an external website, or a webpage, type in the URL here |
| Internal Link | You can link your summary to a page in your course. The pull down menu will show you a list of pages in your course that are available for linking. |
| Detail | Provide a longer description of the Calendar entry |
| Start time End time | Display start and end times, if applicable. |
| Access level | Private: entry is visible only to you (will appear in italics) Public: entry is visible to everyone in the course |
