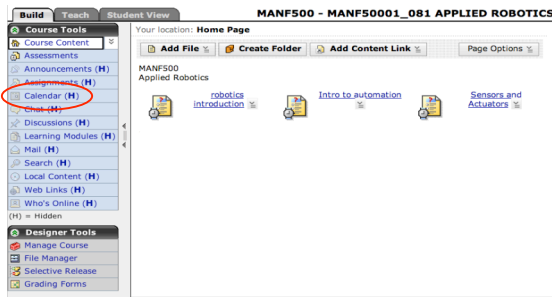


Calendar

The Calendar allows students, teaching assistants, and instructors to exchange scheduling information quickly and effectively with dated reminders and events.

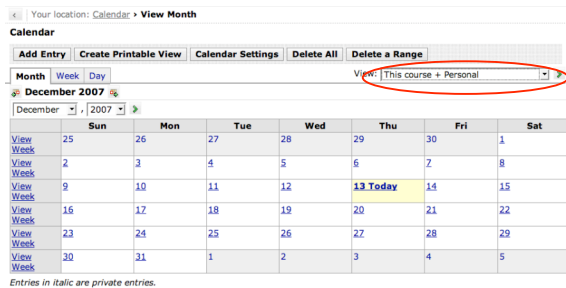
You can create calendar entries to provide students with information about:

- assignment due dates and tests.
- changes to instructor office hours.
- links to course content and external websites.



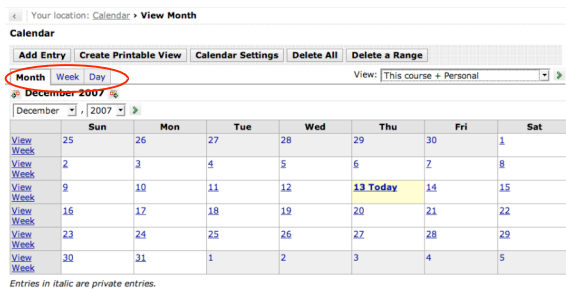
To access the Calendar Tool:

- Go to **Course Tools**
- Click **Calendar**

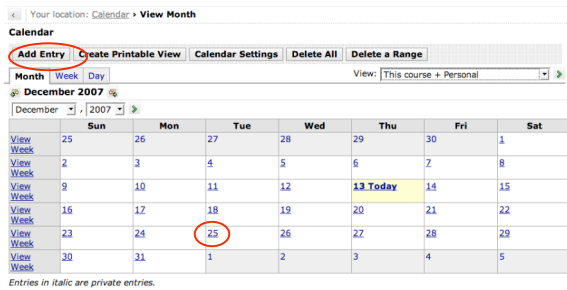


The Calendar displays three types of entries:

- **Course-Related:** entries that are public (viewable by all section members) or private (viewable only in your calendar).
- **Personal:** These entries are private.
- **Institution:** administrator-created entries viewable by all institution members.



You can view the **Calendar** by month, week, or day



To Add an Entry:

- Click on the number of the day you wish to enter or
- Click **Add Entry**

Edit Entry

Title:

Description:

Use HTML

- Enter a Title.

Dates

Start Date:

Start Time:

End Date:

End Time:

- Enter **Start and End Dates and Times**.
- Enter the **Entry Type** of entry it is.

Entry Type

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access: Public (All course members can see this entry.)

Private (Only you can see this entry.)

More Options (Expand this area to see more options.)

Recurrence

This entry repeats:

Every day

Every week on these days:

Sun Mon Tue Wed Thu Fri Sat

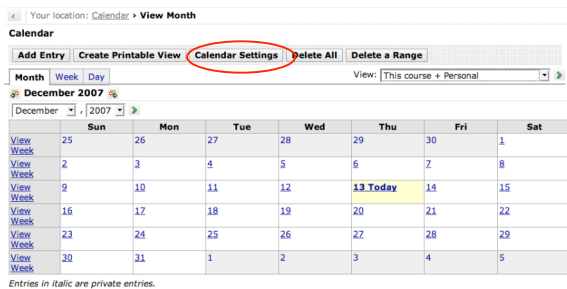
Until:

- Enter **Recurring Events**, and **Link to Files** or other content.

Links

* Required field

- Click Save.



Determine how **Calendar** works specifying its settings.

- Click Calendar Settings

Calendar Settings

Entry Settings

- Allow Student public entries
- Default Entry Type for Section Instructor
 - Public
 - Private

Personal Settings

Custom View

- To display course calendar entries, select the appropriate check box.
- Show entries from all my courses
 - Only show entries from these courses:
 - ARCH556 - ARCH5601_081 DESIGN STUDIO 5**
- To select a different symbol for a course, click the current symbol.
- Show personal entries (entries not associated with any course)

- Choose **Entry Settings** and **Calendar view**.
- Click **Save**.

Calendar can also be accessed from the My Wentworth tab.

