

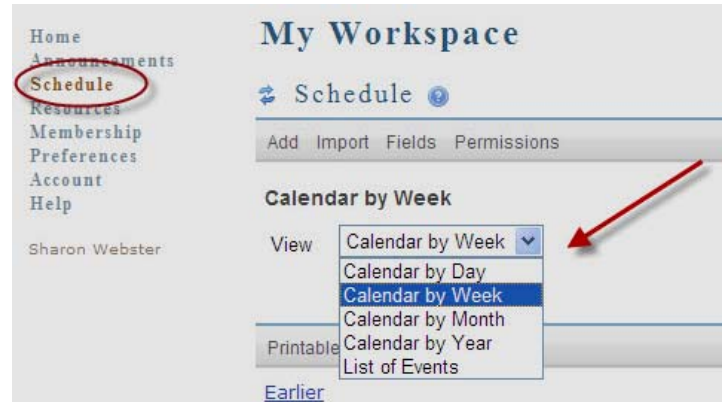
Overview

The Schedule tool allows teachers and students to post information related to a site's activities in a calendar format. Calendar items can have multiple attachments. The default view for the Calendar tool is by week.

Viewing Calendars

To change the **View** of a calendar, follow these steps from inside the Calendar tool.

1. Click the **View** drop-down menu.
2. Select one of the following **views**: *View by Day, View by Week, View by Month, View by Year, or View by List of Events.*
3. Your screen will refresh with the new view. To navigate forward or backward, use the **Previous** and **Next** buttons to the right of your calendar view.

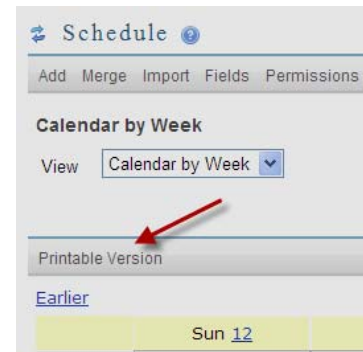


Printing a Calendar

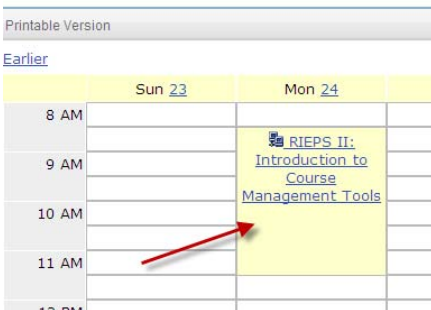
You can print an Adobe PDF file of any view of a Schedule by clicking the **Printable Version** button while in the desired view. This will generate a printable PDF file of the calendar view.

Note: This action opens a new window with the calendar as a PDF document. From this window, choose whichever printing method your browser offers to print the calendar (e.g., a printer icon).

Note: If you do not have any weekend calendar entries and you select the Calendar by Week View, the week printed will be Monday through Friday.

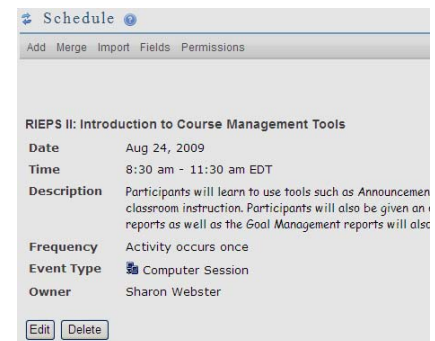


Viewing the Details of Calendar Activities



To view the details of calendar activities on your site, follow these steps from inside the Calendar tool. Click the Title of the activity that appears on the calendar.

You will see the title of the activity, date, time, description, frequency (and the end date), and event type.



Deleting an Activity

To delete an activity from your site's calendar, follow these steps from inside the Calendar tool.

1. Click **Delete**. You will be prompted with an alert box.
2. Click **Delete** to delete the calendar item or **Cancel** to save and exit from the process.

Adding a New Activity

To add a new activity to your site's calendar, follow these steps from inside the Calendar tool.

1. While **viewing** your calendar, click the **Add** button.
2. In the **New Event** dialogue box, at the **title** field, enter a *name* for the activity.
3. In the **Date** field, select the drop-down arrow, and click the specific **Month**, **Date**, and **Year**. Click the **Pop-up Menu**, to view a composite by month and to be able to go forward or backward by months. This calendar feature is useful in determining the day of the week, frequency, and end date for an activity.
4. In the **Start Time** field, enter the time the activity begins.
5. In the **Duration** field, enter the length of time for the activity.
6. In the **End Time** field, enter the time the activity ends.
7. In the **Message** field, use the text editor to enter any other pertinent information.
8. The option **Display to Site** makes the event viewable by all members of the site. If you have created groups within the site, the option **Display to selected Groups** allows you to specify who will see the calendar item.

Schedule Guide for Teachers and Students

9. In the **Frequency** field, click the word **Frequency** to open a window. In the **Event Frequency Field**, click the drop-down menu, and choose how often the activity will occur (**once, daily, monthly, or yearly**). **Note:** If you do not choose a frequency, your activity will occur once.
10. In the **Event Type** field, click the activity drop-down menu, and select the type of activity.
11. In the **Event Location** field, click the activity drop-down menu, and enter the location text.
12. Click **Attachments** and follow the directions to add any files.
13. Click **Save Event**.

Note: The following legend defines the symbols used on the calendar to represent the different events.

Legend		
Academic Calendar	Activity	Cancellation
Class section - Discussion	Class section - Lab	Class section - Lecture
Class section - Small Group	Class session	Computer Session
Deadline	Exam	Meeting
Multidisciplinary Conference	Quiz	Special event
Web Assignment		