
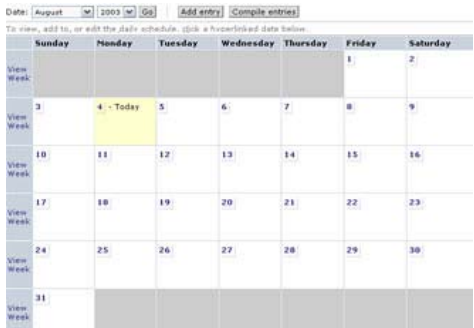



## Calendar

<p><b>About Calendar</b></p> <ul style="list-style-type: none"> <li>• With the Calendar tool you can view any scheduled events.</li> <li>• You can add private entries to the calendar (visible only to yourself). And, if the instructor has allowed it, public ones (visible to everyone in the course).</li> </ul>	
<p><b>Calendar Features</b></p> <ul style="list-style-type: none"> <li>• The calendar of course events has 2 parts             <ol style="list-style-type: none"> <li>1. The general course information that your professor makes available to everyone in the class.</li> <li>2. And any personal (private) remarks that you put in your calendar (not available to other students). All private entries are italicized.</li> </ol> </li> <li>• Your instructor has the option of customizing the calendar to allow you to post to the public calendar so that other students can see what you've posted.</li> </ul>	
<p><b>Viewing Calendar</b></p> <p>You have several ways to view the Calendar</p> <ul style="list-style-type: none"> <li>• You will see notice of any new Calendar entries beneath the course title on you're my WebCT page.</li> <li>• You can click on the calendar icon next to News to jump directly to the Calendar posting.</li> </ul>	



## Calendar

<p>When you click on the calendar icon, any new events that have been added to the calendar since the last time you visited will pop up in a separate window.</p>	<p><b>New Events</b></p> <hr/> <p><b>August 2003</b></p> <table border="0"> <thead> <tr> <th>Date</th> <th>Event</th> </tr> </thead> <tbody> <tr> <td>Wednesday, August 6</td> <td>1. Read Chap 1 ○ Read and take the quiz</td> </tr> <tr> <td>Thursday, August 14</td> <td>1. Read Chap2 ○ Take Quiz 2</td> </tr> <tr> <td>Tuesday, August 19</td> <td>1. Read Chap3 ○ Take Quiz3</td> </tr> </tbody> </table> <hr/> <p>Close</p>	Date	Event	Wednesday, August 6	1. Read Chap 1 ○ Read and take the quiz	Thursday, August 14	1. Read Chap2 ○ Take Quiz 2	Tuesday, August 19	1. Read Chap3 ○ Take Quiz3																																																
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<p>You may be able to click on the link to Calendar from the Course Menu.</p> <p>Or, you may be able to access the Calendar by clicking on the Calendar icon on a course webpage.</p>																																																									
<p><b>View A Single Day</b></p> <p>To view Calendar entries for a particular day, find the appropriate month on the pull down menu, then click the Go button or click on Previous Month or Next Month</p> <p>To view the daily schedule, click on the underlined date on the monthly Calendar.</p>	<table border="1"> <thead> <tr> <th></th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>View Week</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>View Week</td> <td>3</td> <td>4 - Today</td> <td>5</td> <td>6 - Read Chap 1</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>View Week</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14 - Read Chap2</td> <td>15</td> <td>16</td> </tr> <tr> <td>View Week</td> <td>17</td> <td>18</td> <td>19 - Read Chap3</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>View Week</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>View Week</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	View Week						1	2	View Week	3	4 - Today	5	6 - Read Chap 1	7	8	9	View Week	10	11	12	13	14 - Read Chap2	15	16	View Week	17	18	19 - Read Chap3	20	21	22	23	View Week	24	25	26	27	28	29	30	View Week	31						
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<p><b>Compile Calendar Entries</b></p> <p>You can download a text file copy of the Calendar entries.</p> <p>1. Click on Compile.</p> <p>The Compile Calendar Entries page will appear.</p>	<p>August 2003   Previous month   Next month</p> <p>Date: August   2003   Go   Add entry   Compile entries</p>																																																								

Quick Ref: Calendar



## Calendar

2. To compile and display entries, select a date and criteria for your search and click Display.

Note: you can only compile public entries.

### Compile Calendar Entries

From: August 4 2003  
To: August 4 2003

Criteria	Comparison	Value
None	Contains	

\* Only applies to public entries.

Public entries only  
 Private entries only  
 Both

### Adding Calendar Entries

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

1. From the main Calendar screen, click on the hyperlinked number that corresponds to the day of the month to which you wish to add an entry.

The View Day screen appears.

2. Click Add entry.

Homepage > Calendar > View Week > **View Day**

Tuesday, August 5, 2003

Note: All private entries are italicized.

The Add a Calendar Entry screen appears.

3. Select or type the appropriate information to describe your entry.  
Available choices include:

Date: pre-selected but you can change it  
Summary: brief description of the entry

### Add a Calendar Entry

Date: August 5 2003

\*Summary:

URL:

Detail:

Start time: .. :..  
End time: .. :..

Access level: Private

\*Required fields.



## Calendar

### Deleting Calendar Entries

This option allows you to delete any calendar entries you wrote and posted to the calendar, public, or private (depending on the access level set by your instructor).

To delete individual calendar entries perform the following procedure:

1. From the Calendar screen, click on the hyperlinked number that corresponds to the day of the month from which you wish to delete an entry.
2. Select the entry you wish to delete.
3. Click Delete.
4. A warning entry is displayed.
5. Click OK.
6. Click Continue to complete the action.

Wednesday, August 6, 2003 [Previous day](#) [Next day](#)

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Read Chap 1 - posted by Online Instructor (TEST005)  
Read and take the quiz

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*Start Assignment 1*

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indicates a selection is required from the list above.

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

Note: All private entries are italicized.