



Queen Margaret University

EDINBURGH

Student guide to WebCT 6 Using the Calendar Tool

This guide details how to:

- Access the Calendar
- View entries
- Add a private entry
- Print out entries
- Change the Calendar default settings

Version 2 September 2007

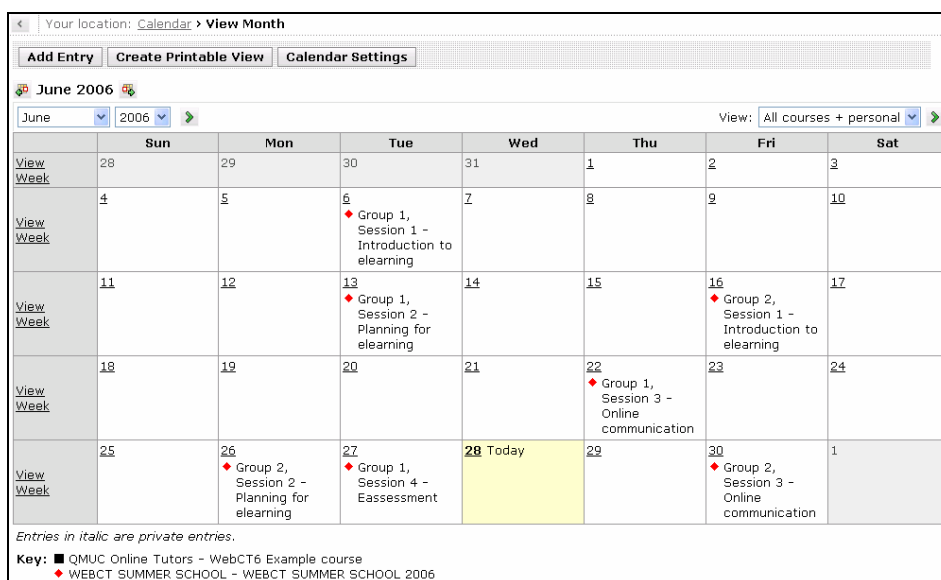
Centre for Academic Practice
Queen Margaret University

Accessing the calendar

You can access the calendar from My WebCT,

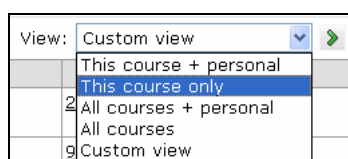


or from within your modules if your tutor has chosen to include this tool. It will usually be available from the menu on the left hand side of the screen.



When you open the calendar it will show you the entries for all of the modules you are registered for. A key at the bottom of the calendar shows you which entries relate to which courses.

If you access the calendar from within a course you can choose to see only the entries from one of your courses using the drop down box at the right of the screen.



Select the option you want and click the green arrow to the right of the drop down menu to change the view.

Viewing entries in the calendar

To view the details of an entry you should click on the date.



The full entry will open.

Your location: [Calendar](#) > [View Month](#) > [View Day](#) → **Breadcrumb Trail**

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Delete All](#)

29 June 2006 [View Week](#) [View Month](#)

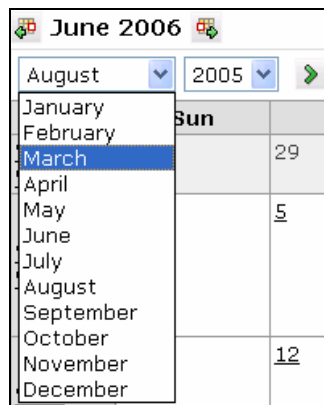
29 June 2006 View: [Custom view](#)

Book group
 12:00 - 13:00
 Meet in Cafe Riatza to discuss this weeks paper.

You can return to the main calendar by clicking either **Calendar** or **View Month** on the breadcrumb trail.

To change the date to view

Use the drop down menus at the top left of the calendar to choose which month and year you want to view. Click the green arrow to select.



To view a full week

You can change the view to select a week by clicking on **View Week**.

View Week	14
View Week	21
View Week	28

[Create Printable View](#) [Calendar Settings](#)

11-17 June, 2006 [View Month](#)

Select a week View: [Custom view](#)

[11 June 2006](#) [Add Entry](#)
[12 June 2006](#) [Add Entry](#)
[13 June 2006](#) [Add Entry](#)

Group 1, Session 2 - Planning for elearning
 09:30 - 13:30
 Room 503
 Creator: [Susie Beasley](#)
 WEBCT SUMMER SCHOOL - WEBCT SUMMER SCHOOL 2006

[14 June 2006](#) [Add Entry](#)

Adding an entry

As a student you can add **private entries** to your calendar, so only you will be able to see them. Only a tutor can add **public entries** that are seen by all members of the course.

1. Open the calendar tool and click the **Add Entry** button.

Add Entry

< Your location: [Calendar](#) > [View Month](#) > **Add Entry**

Add Entry

*Title:

Description: HTML Creator On Off

Use HTML

Dates

Start date: :

End date: :

This is an all-day event

Entry type

Type:

Access:

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

* Required field

2. First add a **Title** for the entry.
3. Next add a description. You can use the HTML creator for this which will allow you to check your spelling and change the layout.
4. Use the drop down boxes to select the Start and End date and times for the entry.
5. As a student you will only have the option of private access for you entry.

If you open the **More Options** area you have the following options:

6. Add a link to a web site.
7. You can also set the entry to recur, for example if you were adding a series of meetings or a television series.

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

Links

Internet URL:

Recurrence

This entry repeats:

Every day

Every week on these days:

Sun Mon Tue Wed Thu Fri Sat

Until:

* Required field

8. Once you have completed the entry click **Save**.

	Online communication		
	<u>29</u> <i>Book group</i>	<u>30</u> ♦ Group 2, Session 3 - Online communication	1

Your private entries appear on the calendar in an italic font. You can use the calendar to keep a note of your personal goals and deadlines, or to note special events and social engagements that might impact on your studies.

To print out diary entries

Click the **Create Printable View** button.

Create Printable View


This opens a window in which you can the select:


1. The range of dates you want to view.
2. You can filter the results by looking for a key word (for example 'assessment' would bring up only entries with this word included).
3. The course(s) you want to see entries from.
4. Select either public, or private entries or both.
5. Press **Continue**.

< Your location: [Calendar](#) > [View Month](#) > [View Week](#) > **Create Printable View**

Create Printable View

Date Range

Start date:  30 June 2006

End date:  30 June 2006

Start time between: 0 : 00 AND 11 : 59

End time between: 0 : 00 AND 11 : 59

Filter Results

Only show entries whose Title and Description fields contain the text:

Course Selection

Show entries from all my courses

Only show entries from these courses:

- QMUC Online Tutors - WebCT6 Example course
- WEBCT SUMMER SCHOOL - WEBCT SUMMER SCHOOL 2006

Access Level

Private entries only

Public entries only

Both *private* and public entries

6. You will then see a preview of the entries you have compiled. If this is correct click the **Print** button.

To change your default calendar settings

Click on the button **Calendar Settings**.

Calendar Settings

This opens a window which allows you to select your preferred view of the calendar:

1. Select from the views: Month, Week or Day
2. Select the day you want your week to begin from the drop down list
3. Decide which entries you would like to view.
4. Click **Save**.

Your calendar settings will now open in this view whenever you open WebCT.

< | Your location: [Calendar](#) > [View Month](#) > [View Day](#) > **Calendar Settings**

Calendar Settings

Personal Settings

Preferred View

Month Week Day

Week begins on: ▼

Custom View

To display course calendar entries, select the appropriate check box.

Show entries from all my courses

Only show entries from these courses:

- QMUC Online Tutors - WebCT6 Example course
- ♦ WEBCT SUMMER SCHOOL - WEBCT SUMMER SCHOOL 2006

To select a different symbol for a course, click the current symbol.

Show personal entries (entries not associated with any course)