

Calendar Portlet

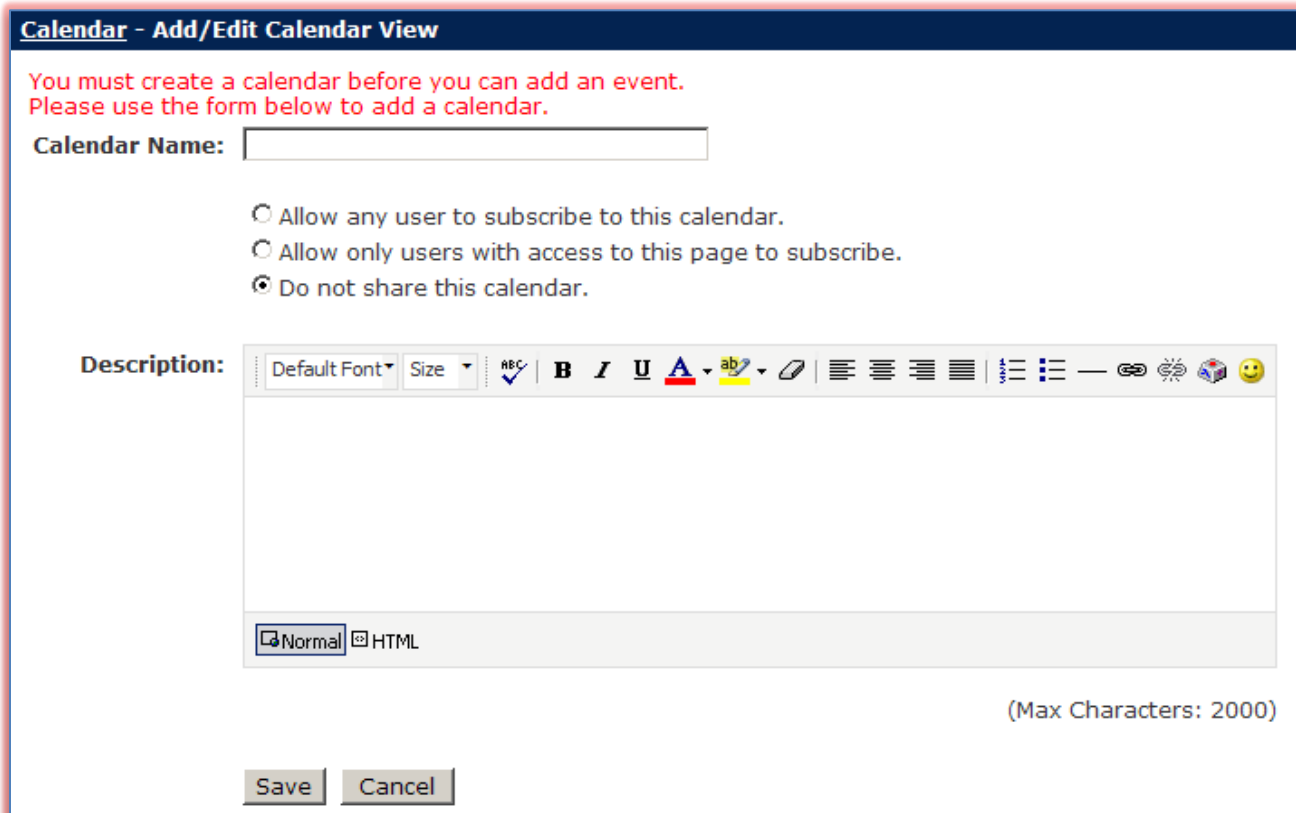
Create and Share a Calendar

A Calendar must be created before an event can be added. The instructions in this section explain how to create a Calendar and then share that Calendar with other users of My Siena.

- ✦ Click the **Add an event** link in the upper right corner of the **Calendar** portlet to add a new Calendar (see illustration below).



- ✦ The **Add/Edit Calendar** window will display (see illustration below).

A screenshot of a web browser window titled "Calendar - Add/Edit Calendar View". The window has a dark blue header bar with the title "Calendar - Add/Edit Calendar View". Below the header, the main content area is white and contains a red error message: "You must create a calendar before you can add an event. Please use the form below to add a calendar." Below the error message, there is a text input field labeled "Calendar Name:". Below the input field, there are three radio button options: "Allow any user to subscribe to this calendar.", "Allow only users with access to this page to subscribe.", and "Do not share this calendar." (which is selected). Below the radio buttons, there is a text area labeled "Description:" with a rich text editor toolbar above it. The toolbar includes options for font color, background color, bold, italic, underline, link, unlink, list, and image. Below the text area, there are two buttons: "Normal" and "HTML". At the bottom right of the window, there is a text label "(Max Characters: 2000)". At the bottom of the window, there are two buttons: "Save" and "Cancel".

- ✦ In the **Calendar Name** box, input the name for the calendar.
- ✦ Click one of the option buttons under **Calendar Name** to specify who will be allowed to view, subscribe to, or add information to the Calendar.
 - ✦ **Allow any user to subscribe to this calendar** – When this option is selected, anyone who has access to My Siena will be able to subscribe to the Calendar.
 - ✦ **Allow only users with access to this page to subscribe** – With this option, only users who have been granted permission to the page where the Calendar resides can subscribe to the Calendar.

✦ **Do not share this calendar** – This option prevents other users from subscribing to the calendar.

† Input a description for the **Calendar** in the **Description** box.

† Click the **Save** button.

Create an Event

† The window for creating an Event will display (see illustration below).

Calendar - Add/Edit Calendar View

Event Name:

Description:

Calendar: [Add a Calendar](#)

(Max Characters: 2000)

† Input a name for the event into the **Event Name** textbox.

† In the **Description** box, input information about the event.

† Scroll to the **Location** box to insert where the event is to be held. This is optional.

† If this is an event that is to last the entire day, click the **All Day Event** check box.

Calendar: [Add a Calendar](#)

Location:

All Day Event

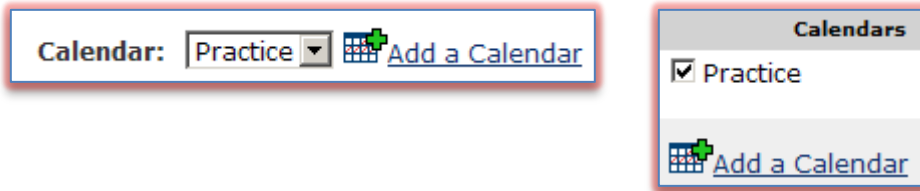
Start: :

End: :

Occurs: Once
 Repeat:
 Indefinitely
 Until:

† In the **Start** and **End** areas, select the beginning and ending dates and times for the event.

- † Select one of the option buttons in the **Occurs** area.
 - ‡ **Once** - Use this option if the appointment is occurring only one time.
 - ‡ **Repeat** - This option should be chosen when an event occurs on a weekly or monthly basis.
- † When all the options have been chosen, click the **Save** button.
- † The Calendar will display in a **weekly** format.
- † Additional Calendars can be created by clicking the **Add a Calendar** link in this window (see illustration below left).

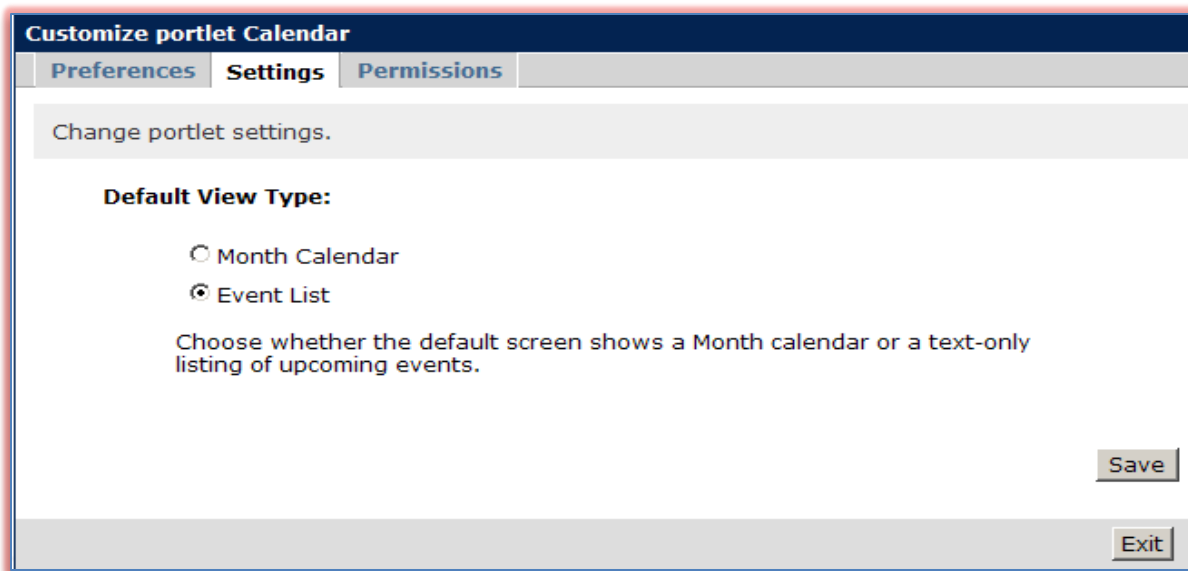


- † Additional Calendars can be created by clicking the **Add a Calendar** link (see illustration above right) on the left side of the calendar in any of the Calendar Views.

Change Default View Type

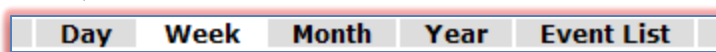
The default view for Calendars can be changed from a Month Calendar view to an Event List. The directions below explain how to change these views.

- † Click the **Customize Calendar** button in the upper right corner of the Calendar (see illustration at right). This is the icon that looks like a wrench.
- † The **Customize Portlet Calendar** window will display (see illustration below).



- † Click the **Settings** tab.
- † The **Change Portlet Settings** window will display.
- † Under **Default View Type** select one of the two options.
 - ‡ **Month Calendar** - This option will display a monthly view of the Calendar on the page.
 - ‡ **Event List** - Use this option to display a list of events on the page.
- † Once the selection has been made, click the **Save** button.
- † Click the **Exit** button to return to the page.

NOTE: Calendar views can also be changed by clicking the tabs at the top of the window (see illustration below). However, this will not set the view as the default.



Set Calendar Preferences

The Default Maximized Calendar View, Week Start Day, and Day Start Time can be changed. To do this, follow the instructions below.

- † Click the **Customize Calendar** button in the upper right corner of the Calendar (see illustration at right). This is the icon that looks like a wrench.
- † The **Customize Portlet Calendar** window will display (see illustration below).



Customize portlet Calendar

Preferences Settings Permissions

Change portlet preferences.

Day Click Action:

Open the daily view
 Add an event

Choose one of the options for what happens when you click on a day name/date in one of the calendar views.

Default Maximized Calendar View:

Week

Choose the calendar view you'd like to see by default when opening the calendar.

Week Start Day:

Sunday

Choose the day on which to start the week.

Day Start Time:

8:00 AM

Choose the hour at which to start the display for the daily calendar view. Hours between Midnight and the selected time will be displayed on the previous day.

Save

Exit

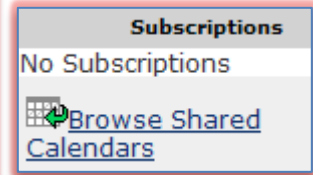
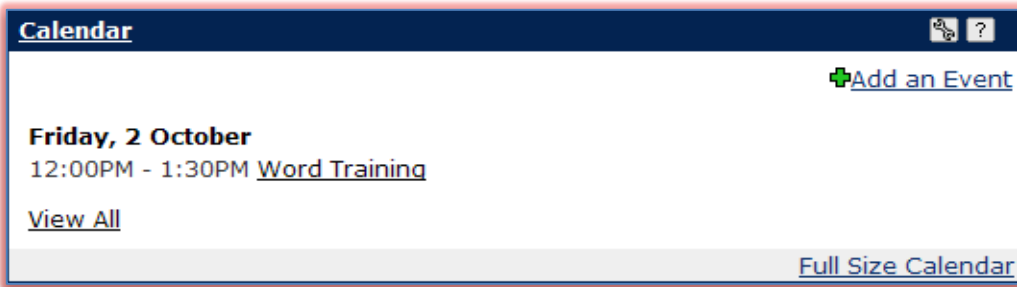
- † Click the **Preferences** tab, if necessary.
- † Make any desired changes in this window.
- † Click the **Save** button.
- † Click the **Exit** button to return to the **Page**.

Subscribe to a Calendar

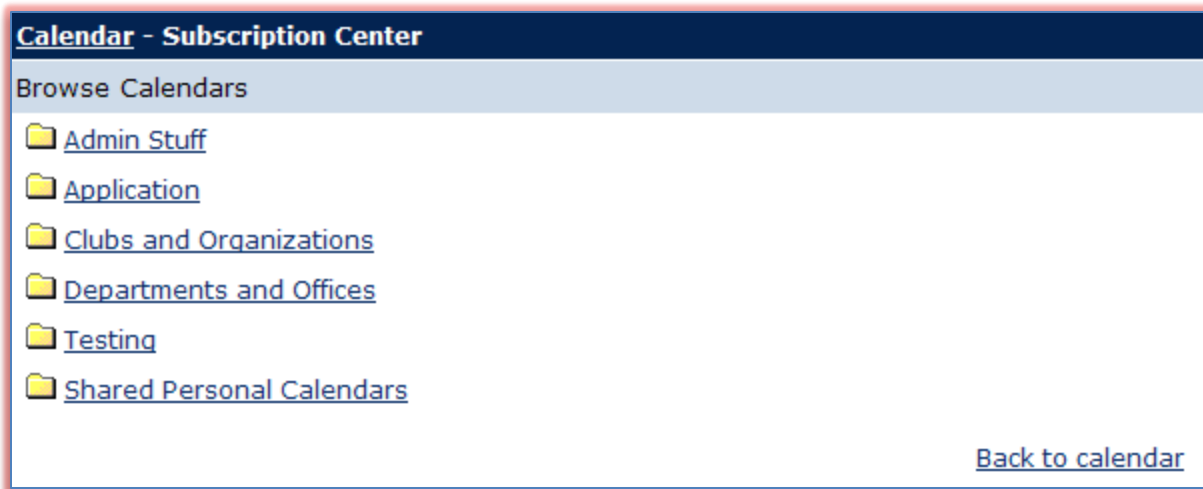
Once a Calendar has been created, if sharing is enabled, other users can subscribe to it if they have the proper permissions. Once someone has subscribed to a Calendar, the events from the Calendar that was subscribed to will be included in their personal Calendar.

- † Go to the page where your personal calendar, or another calendar you can edit, is located.

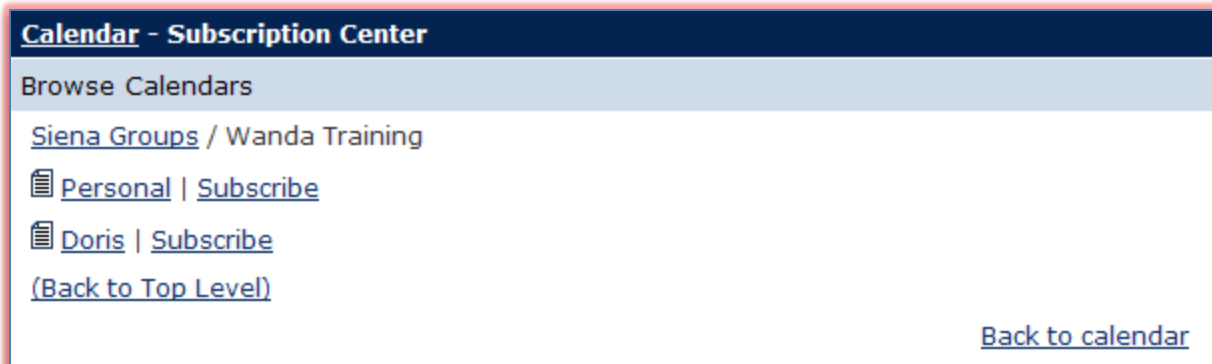
- † In the **Calendar** portlet, click on **Full Size Calendar** (see illustration below left).



- † The **My Calendar** window will display.
- † In the **Subscription** area on the left side of the **Calendar**, click **Browse Shared Calendars** (see illustration above right).
- † The **My Calendar Subscription Center** window will display (see illustration below).



- † Locate the calendar that you want to subscribe to. The links mirror the tabs and page available on My Siena.
- † All campus groups are located under **Clubs and Organizations**, then under **Siena Groups**.
- † Continue to click through the links until the Calendar is located.
- † When the Calendar is located, click the **Subscribe** link next to the **Calendar** that you want to subscribe to (see illustration below).



- † The appointments from both will be included in your personal calendar.