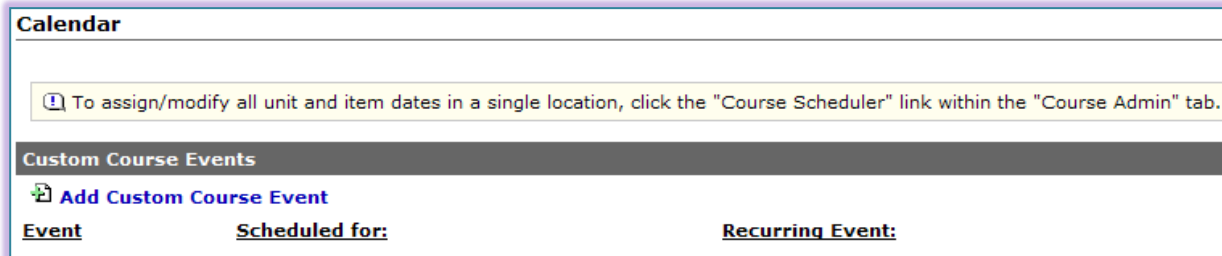


## Add Calendar Events

It is possible to add custom and personal events to a Course Calendar. Custom events that instructors add to a calendar also display on the students' calendars. Course Scheduler can be used to schedule start and end dates for Course Content Items. An explanation of Course Scheduler can be found on the eCollege page of the Siena Training Web Site.

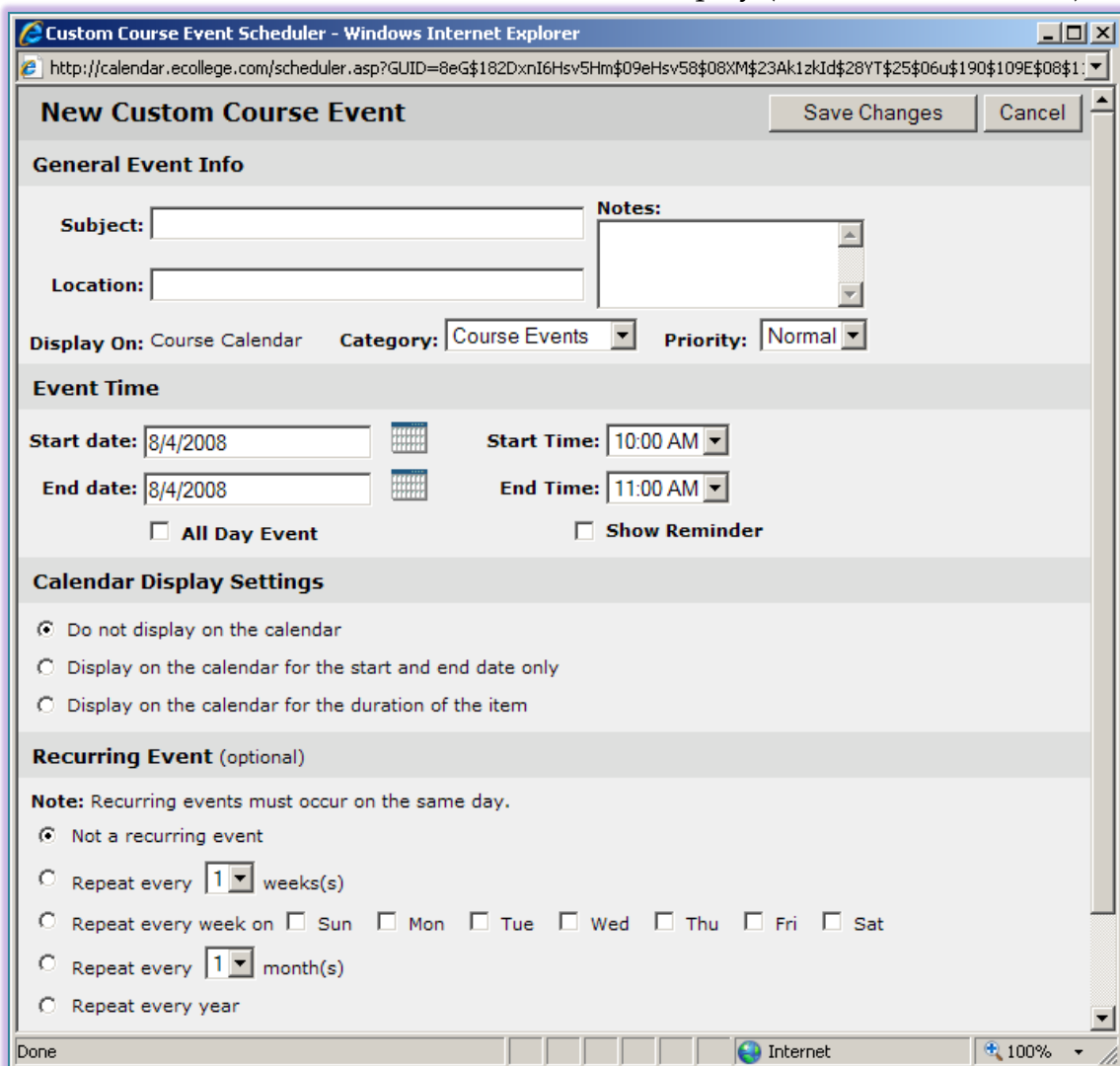
### Add a Custom Event

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click the **Calendar** link.
- ❖ Current **Calendar** items are listed in the **Events** column.
- ❖ Click the **Add Custom Course Event** link (see illustration below).



The screenshot shows a web browser window titled "Calendar". At the top, there is a search bar with the text: "To assign/modify all unit and item dates in a single location, click the 'Course Scheduler' link within the 'Course Admin' tab." Below this is a section titled "Custom Course Events" with a link "Add Custom Course Event" and a plus icon. At the bottom, there are three columns: "Event", "Scheduled for:", and "Recurring Event:".

- ❖ The **Custom Course Event Scheduler** window will display (see illustration below).



The screenshot shows a "Custom Course Event Scheduler" window in a Windows Internet Explorer browser. The window title is "Custom Course Event Scheduler - Windows Internet Explorer". The address bar shows the URL: "http://calendar.ecollege.com/scheduler.asp?GUID=8eG\$182DxnI6Hsv5Hm\$09eHsv58\$08XM\$23Ak1zkId\$28YT\$25\$06u\$190\$109E\$08\$1". The main content area is titled "New Custom Course Event" and has "Save Changes" and "Cancel" buttons. The form is divided into several sections:

- General Event Info:** Includes fields for "Subject:", "Location:", and "Notes:". Below these are "Display On:" (set to "Course Calendar"), "Category:" (set to "Course Events"), and "Priority:" (set to "Normal").
- Event Time:** Includes "Start date:" (8/4/2008), "End date:" (8/4/2008), "Start Time:" (10:00 AM), and "End Time:" (11:00 AM). There are checkboxes for "All Day Event" and "Show Reminder".
- Calendar Display Settings:** Includes radio buttons for "Do not display on the calendar", "Display on the calendar for the start and end date only", and "Display on the calendar for the duration of the item".
- Recurring Event (optional):** Includes a "Note:" and radio buttons for "Not a recurring event", "Repeat every 1 week(s)", "Repeat every week on" (with checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, Sat), "Repeat every 1 month(s)", and "Repeat every year".

The browser's status bar at the bottom shows "Done", "Internet", and "100%".

- ❖ In the **Subject** box, input the name of the event.
- ❖ Click the **Location** box and input where the event is to take place.
- ❖ Select a **Category** for the event from the **Category** list. The options under this item are:
  - **Personal Events** - Use this category to indicate that this is personal.
  - **Unknown** - This option can be used if none of the other categories meet the criteria for the event.
  - **Club Events** - These are events for a particular club. This option would probably not be used in a Calendar for eCollege courses.
  - **Campus Events** - Use this option to add items to the Calendar that would affect the whole university. This option probably would be used more by administrators than by instructors.
  - **Course Events** - This option should be chosen whenever a course item is added to a course. This is the default option for all courses.
- ❖ Click the **Priority** list arrow and select from the available options. They are **High, Normal,** and **Low.**
- ❖ Under **Event Time**, click on the appropriate items to set the dates and times.
- ❖ If this is an event that is to last the whole day, click the **All Day Event** check box.
- ❖ Click the **Show Reminder** check box if the instructor and the students are to be reminded of the event in advance.
- ❖ Under **Calendar Display Settings** select one of the following options.
  - **Do Not Display on the Calendar** - When this option is selected, the event will not display on the Calendar for the students.
  - **Display on the Calendar for the Start and End Dates Only** - This option will display the item only on the Start and End date of the event. If an event is scheduled for Monday through Friday, the items will only display on Monday and Friday, but not the rest of the days of the scheduled event.
  - **Display on the Calendar for the Duration of the Event** - Use this option when the event is to appear in the Calendar every day that it is scheduled. For example, if an item is scheduled Monday through Friday, the Calendar will list the event on Monday, Tuesday, Wednesday, Thursday, and Friday.
- ❖ Under **Recurring Events**, click the options that pertain to the scheduled event.
- ❖ After all the options have been selected, click the **Save Changes** button.