

Calendar

This online calendar serves as a central scheduling place where personal events, course events, and school events can be scheduled. The calendar can be viewed by day, week, or month. Events in the calendar can be filtered so that only specified types of events display. Recurring events, all-day events, and set event reminders can be created. The calendar can be downloaded to Microsoft Outlook or to a hand-held device.

This feature is a default item in eCollege. However, it is possible to turn off this feature so that it doesn't display as a link under Course Home. This is done by changing Course Preferences. The Course Preference settings made to Calendar apply to both the instructor and student views.

When scheduling course events for students to view, they must be scheduled as either Custom Course Events from the Edit Calendar page or as Content Items through the Course Scheduler. Entries made to the instructor Calendar in Course View will display on only the instructor calendar.

Set Calendar Preferences

- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the **Course Admin** tab.
- ❖ The **Course Admin** window will display (see illustration below).

Course Information & Preferences	
General Information & Settings	Edit general preferences such as Course Title, Instructor Title, Teaching Assistant Title, Unit Heading, and Unit and Content Item navigation preferences.
Style Manager	Customize the colors, button/menu styles, and font size of your course.
Enable/Disable Tools	Enable or disable course tools.
Threaded Discussion Preferences	Edit locking and editing preferences for threaded discussions.
Course Scheduler	Assign/modify all unit and item dates in a single location.

- ❖ Click the **Enable/Disable Tools** link.
- ❖ The **Enable/Display Class Tools and Items** window will display (see illustration below).

Enable/Disable Class Tools and Items		
Use the options below to customize your course. You can enable or disable any of the following features at any time. Remember that any feature you enable/disable will be enabled/disabled for both you and your students.		
Syllabus:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	The course Syllabus often includes features such as Course Description, Course Objectives, General Course Policies and Procedures, Grading Policies, Course Textbooks, etc. Enabling the syllabus displays a link to the syllabus in the navigation tree.
Calendar:	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	Calendar allows you to create course events alerting students of important due dates such as exams, quizzes, and assignments. Enabling the calendar displays a link to the calendar in the navigation tree.

- ❖ This window displays all the different tools available for a course.
- ❖ An explanation of each of the tools is provided.
- ❖ If the Calendar is not to be available for the students, click the **Disable** button.
- ❖ This will remove the **Calendar** from the **Navigation View**.
- ❖ If the **Calendar** is to be available for the students, leave the **Enable** button selected.
- ❖ Click **Save Changes**.

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 is provided later in this document.

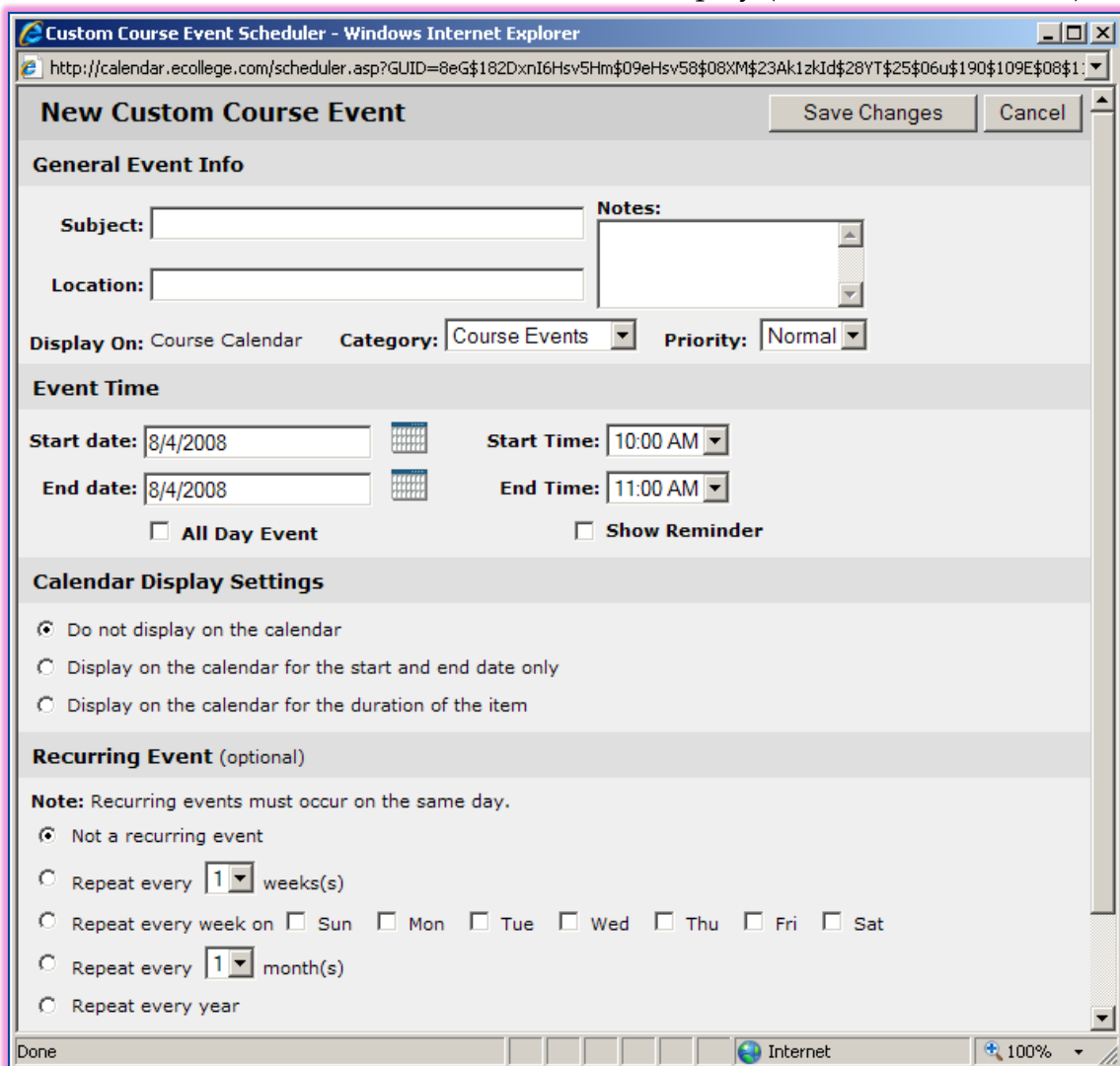
Add a Custom Event

- ❖ 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 interface titled "Calendar". At the top, there is a search bar with a magnifying glass icon and 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 sub-link "Add Custom Course Event". 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 Internet Explorer. The title bar reads "Custom Course Event Scheduler - Windows Internet Explorer". The address bar shows a URL starting with "http://calendar.ecollege.com/scheduler.asp?GUID=8eG\$182DxnI6Hsv5Hm\$09eHsv58\$06XM\$23Ak1zkId\$28YT\$25\$06u\$190\$109E\$08\$1:". The main content area is titled "New Custom Course Event" and includes "Save Changes" and "Cancel" buttons. The form is divided into several sections: "General Event Info" with fields for "Subject:", "Location:", and "Notes:"; "Display On:" set to "Course Calendar", "Category:" set to "Course Events", and "Priority:" set to "Normal"; "Event Time" with "Start date:" (8/4/2008), "End date:" (8/4/2008), "Start Time:" (10:00 AM), and "End Time:" (11:00 AM); "Calendar Display Settings" with 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"; and "Recurring Event (optional)" with 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".

- ❖ 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.

Change Calendar View

It is possible to switch between the different Calendar views to see what is scheduled on the Calendar. Calendar events can be viewed by day, week, or month. To access these views, click the **Course** tab on the **Navigation Tree**.

- ❖ **View by Day** – This option will display all the scheduled events and appointments for a single day.
- ❖ **View by Week** – Use this option to display all the scheduled events and appointments for seven calendar days, Sunday through Saturday, from a single view.
- ❖ **View by Month** – To display all scheduled events and appointments for the current month in full view, along with smaller navigation calendars for the previous and next months, select this option.

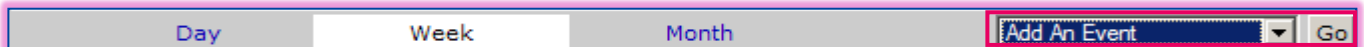
Customize Calendar

Customizing a Calendar involves making changes to which events display when an item is created, the time intervals for the calendar, and to change the default beginning and end dates for displaying Calendar events. It is also possible to change the Category color, to add a new event, and to delete an event.

Customize Default Display Events

There are several event categories available in the Calendar.

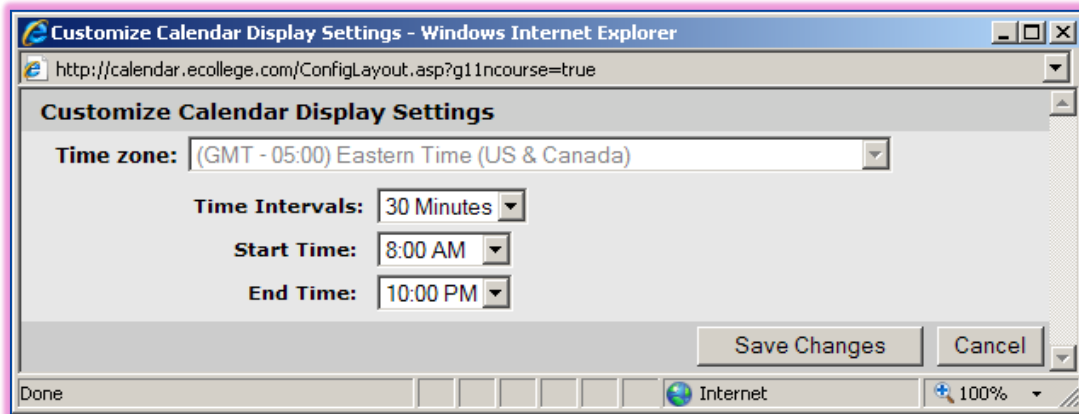
- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow on the main **Calendar** page (see illustration below).



- ❖ Click **Customize View** from the list.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Default View** window will display.
- ❖ Select the **Categories** that are to display in the list.
- ❖ Click **Save Changes**.

Set Default Time Zone

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Display Settings** window will open (see illustration below).



- ❖ Click the **Time Zone** from the **Time Zone** list.
- ❖ Click **Save Changes**.
 - If the changes don't show immediately, click the **Refresh** button in the browser window.
 - They should take effect when the Refresh button is clicked.

Select Time Intervals

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Display Settings** window will open (see illustration above).

- ❖ Select a **Time Interval** from the list of options.
- ❖ Click **Save Changes**.

Set Beginning and End Dates

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Display Settings**.
- ❖ Click **Go**.
- ❖ The **Customize Calendar Display Settings** window will open (see illustration on previous page).
 - Select a **Start Time** and/or **End Time** from the appropriate lists.
 - If the **Start Time** is set for 7:00 a.m. and the **End Time** is set for 6:00 p.m., the Calendar will show the scheduled events between those times.
- ❖ Click **Save Changes**.
 - If the changes don't show immediately, click the **Refresh** button in the browser window.
 - They should take effect when the Refresh button is clicked.

Customize Event Categories

All events scheduled in the Calendar fall into one of several different categories. A new event category must be created before an event can be added to it.

Add a New Event Category

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Categories**.
- ❖ Click **Go**.
- ❖ The **Customize Categories** window will open (see illustration below).

The screenshot shows a web browser window titled "http://calendar.ecollege.com/ConfigCatagory.asp - Windows Internet Explorer". The address bar shows "http://calendar.ecollege.com/ConfigCatagory.asp". The main content area is titled "Customize Categories" and contains the following elements:

- A heading: "Customize Categories"
- Text: "To add new custom categories to your calendar enter the name below and click 'Add'"
- A form field: "Title:" followed by an empty text input box and an "Add" button.
- A section header: "Customize Personal Categories"
- A list item: "None"
- A section header: "Edit Standard Category Colors"
- A table of color options:

Personal Events	Red
Unknown	Grey
Club Events	Blue
Campus Events	Turquoise
Course Events	Green
- Buttons: "Save Changes" and "Cancel" at the bottom right.

- ❖ In the **Title** field, input a **Title** or **Category Name** for the **Custom Event Category**.
- ❖ Click **Add**.
- ❖ The new category will display in the **Personal Categories** list.

- ❖ In the **Color** list, select a **Color** for the new category.
- ❖ Click **Save Changes**.
- ❖ When a new category event is created, the **Category Name** will display in the **Category** list when events are scheduled.

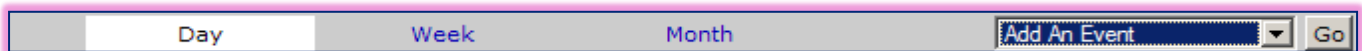
Delete Event Category

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Under **Course Home**, click **Calendar**.
- ❖ Click the **Add an Event** list arrow.
- ❖ Select **Customize Categories**.
- ❖ Click **Go**.
- ❖ The **Customize Categories** window will open (see illustration on previous page).
- ❖ Click the **Delete** button next to the **Category** that is to be deleted.
- ❖ All events scheduled in that **Category** will be deleted.
- ❖ Only **Custom Categories** can be deleted.
- ❖ The **Categories** under **Standard Category** cannot be deleted.

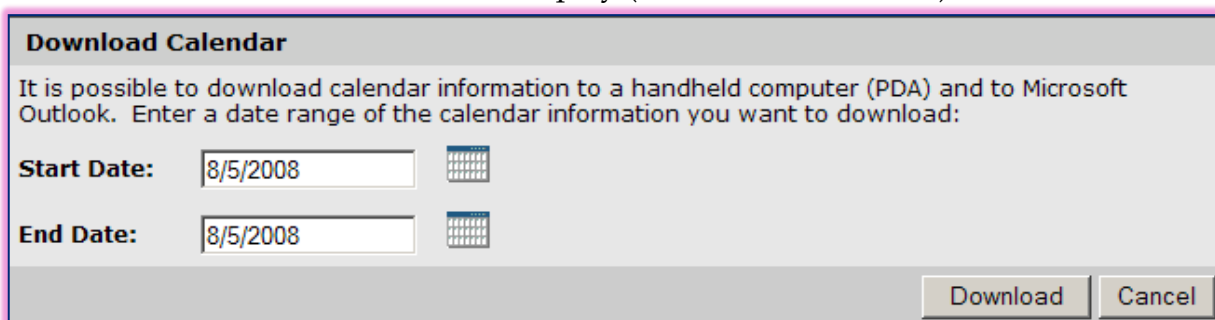
Download Calendar

Calendar events can be downloaded to Microsoft Outlook or to a hand-held device. This option makes the calendar available to instructors and students from virtually anywhere. The date range can be specified during the downloading process. In order to download the Calendar, Internet Explorer 4.0 or above or Netscape 6.0 or above must be used.

- ❖ Click the **Course Tab** in the **Navigation Tree**.
- ❖ Click **Calendar** under the **Course Home** button.
- ❖ From the **Add an Event** list, select **Download Calendar** (see illustration below).



- ❖ Click **Go**.
- ❖ The **Download Calendar** window will display (see illustration below).



- ❖ Do one of the following:
 - Select the date range for the download from the **Start/End Date** fields.
 - Click the small calendar icon and select the **Start** and **End Date** range for the download.
- ❖ Click **Download**.
 - Only events that fall within the selected range will download.
 - This includes the events in event categories that we've chosen to display on the Calendar.
 - Event categories and event reminders will not download.

Edit Calendar Events

An instructor can edit course events on the course calendar. Changes made to course events show on both the instructor and student calendars. It is also possible to change dates for several content items at once by using the Course Scheduler.

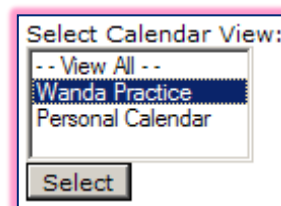
- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ Click the event that is to be modified.
- ❖ The **Edit Event** window will display.
- ❖ Make the necessary changes.
- ❖ Click **Save Changes**.

Filter Events

When the Calendar filter is used, only the Calendar events that are selected will display on the Calendar. Once the filter is removed, all calendar events, regardless of category, are visible.

Filter Calendar Events by Type

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ On the right side of the window under **Select Calendar View**, select the event type or category for the filter.
 - More than one category or event type can be selected by using **Ctrl + Click** or **Shift + Click**.
 - Once the filter is run, only events in the selected category will be visible in the Calendar.
- ❖ Once the selection has been made, click **Select**.



Reset or Remove the Calendar Filter

- ❖ Click the **Course** tab in the **Navigation Tree**.
- ❖ Click **Calendar** under **Course Home**.
- ❖ On the right side of the window under **Select Calendar View**, click **View All**
- ❖ Click **Select**.
- ❖ All the items in the Calendar will display.

Schedule Course Content

The Course Scheduler feature can be used to set start dates, end dates, and due dates for all Weeks and Content Items in a course from a single location. If the start and end dates are scheduled, the item will appear in the Course Calendar. If a due date is specified, the item will appear on the students' Course Checklist. The Course Scheduler can also be used to restrict access to individual Weeks and Content Items and to specify the dates on which students can access exams in the Gradebook.

Individual Content Items or Weeks can be scheduled using the **Edit Schedule** feature in the Toolbox for the individual Content Item. If Start and End Dates are scheduled in the Course Scheduler, the same Start and End Dates will display when the Event Scheduler for an individual Week or Content Item is opened.

Schedule Content Items and Weeks

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click **Course Admin** on the **Tools Menu**.

- ❖ Click **Course Scheduler**.
 - The amount of time the Course Scheduler will take to load depends on the amount of content in the course.
 - When Course Scheduler is opened for the first time, All Week and Content Item dates are set to the same date.
 - This means that all Week and Content Item dates are set to the Start and End Dates of the course.
- ❖ Set the **Start** and **End Dates** for individual items accordingly.
- ❖ The table below lists the fields in the Course Scheduler window.

In this column	Do this
Content	Locate the Week or Content Item for which a start and end access date is to be scheduled.
Date Assignment	Select one of the two items. <ul style="list-style-type: none"> • Use course start/end – This will allow students to access the items using the default dates. • Assign specific start/end – Use this option to specify the start/end date values. The default dates will not be used.
Start Date	Click the Calendar icon at the end of the date to select a start date for the Week or Content Item. This date will display on both the instructor and student calendars. The date that is selected must fall within the courses start and end dates. If the Week or Content Item isn't to be available to students before the specified date, click the Restrict access before check box.
End Date	To specify an end date for a Week or Content Item, click the Calendar icon at the end of the end date and select a date. This date will display on both the instructor and student calendars. The date that is selected must fall within the courses start and end dates. If the Week or Content Item isn't to be available to students before the specified date, click the Restrict access before check box.
Due Date (Optional)	Click the Calendar icon at the end of the Due Date box to select the date the Content Item is due. If a Due Date is assigned to an item, the date will appear in the Course Checklist.
Calendar Display	Select one of the following: <ul style="list-style-type: none"> • Do not display – The start/end dates for the Week or Content Item will not display on the Calendar. • Start & end only – The start/end dates will display for the Week or Content Item. However, only the first date and last date will display. The rest of the days in the range will not display. • Duration of Item – All of the start/end dates for the Week or Content Item will display. This means that the items will display on every calendar date for the specified range.

- ❖ When all the changes have been made, click **Save Changes**.

Schedule a Single Content Item or a Week

- ❖ Click the **Author** tab in the **Navigation Tree**.
- ❖ Click the **Content Item** for which dates are to be assigned.

- ❖ Click **Toolbox**.
- ❖ Click **Edit Schedule**.
- ❖ Use the fields in the following table to assign dates and preferences.

In this column	Do this
Start and End Dates	Select from the following: <ul style="list-style-type: none"> • Use Unit Start and End Dates – This option will display the Start and End dates for the Week or Content Item. • Use the Following Dates – Use this option to set a specific date range for which the Start/End Dates for the Week or Content Item display. Either the list arrow or the Calendar icon can be used to schedule the dates. • Restrict Access Before – Set this option if students will not be allowed to view the item until the date specified. • Restrict Access After – If students are not allowed to view the item after the date specified, click this item.
Due Date (Optional)	Click the Calendar icon at the end of the Due Date box to select the date the Content Item is due. If a Due Date is assigned to an item, the date will appear in the Course Checklist.
Calendar Display	Select one of the following: <ul style="list-style-type: none"> • Do not display – The start/end dates for the Week or Content Item will not display on the Calendar. • Start & end only – The start/end dates will display for the Week or Content Item. However, only the first date and last date will display. The rest of the days in the range will not display on the Calendar. • Duration of Item – All of the start/end dates for the Week or Content Item will display. This means that the items will display on every calendar date for the specified range.

- ❖ After all the options have been selected, click **Save Changes**.