

Creating a Calendar

Use the Calendar to post dates and times for class meetings, events, assignments and due dates

Adding a Calendar item

You can add events to the Calendar for a site. These events also appear on the My Workspace Calendar.

1. From the list of tools at the left, **Click Calendar**
2. Near the top of the window, **Click Add**.

The Add Event screen appears.

Add Event
To add an event to the calendar, complete the form and choose a date and time.
Required items marked with *

Event

- * Title: [Text input field] (Callout: Title field)
- * Date: [Month: AUG] [Day: 13] [Year: 2010] [Calendar widget] (Callout: Date and start time drop-down menus)
- * Start Time: [Hour: -] [Minute: 00] [AM/PM: am] [Timezone: EDT] (Callout: Calendar widget)
- Duration: [Hours: 1] [Minutes: 00] (Callout: Duration drop-down menus)
- End Time: [Hour: -] [Minute: 00] [AM/PM: am] [Timezone: EDT] (Callout: End Time drop-down menus)

Message

[Rich text editor toolbar with icons for Source, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Video, Audio, Embed, etc.] (Callout: Message area)

[Text input area for message content]

Figure 1

3. In the Title field, **type a title**.
4. **Select a date and start time** for the event using the date drop-down menus or the calendar widget.
5. The duration and end time of the event can be set in two ways.
 - Set the duration of the event using the **Duration drop-down menus**. The End time adjusts accordingly.
 - Set the end time of the event using the **End Time drop-down menus**. The Duration adjusts accordingly.
6. In the Message area, **type a message** and format as needed.
7. Scroll down as needed.

Display to site

Frequency: Activity occurs once [Frequency button] (Callout: Frequency)

Event Type: [Activity] (Callout: Event type drop-down menu)

Event Location: [Text input field] (Callout: Event Location)

Attachments
No attachments Yet

[Add Attachments button] (Callout: Add Attachments)

[Save Event button] (Callout: Save Event)

[Save Event] [Cancel]

Figure 2

8. To change the frequency of an event, if desired, **Click the Frequency button**.

9. To change the event type, if desired, from the Event Type drop-down menu, **select an event type**.
10. To add an Event Location, if desired, in the Event Location field, **type a location**
11. Attachments can also be added, if desired (see directions below)
12. When the settings are complete, **Click Save Event button**

Adding an Attachment to a Calendar event

You can add attachments to Calendar events. The attachments can be files from your computer, a URL, or files that you have already placed in Resources.

1. On the Add Event screen, toward the bottom, **Click Add Attachments**

The Add Attachment Screen appears.

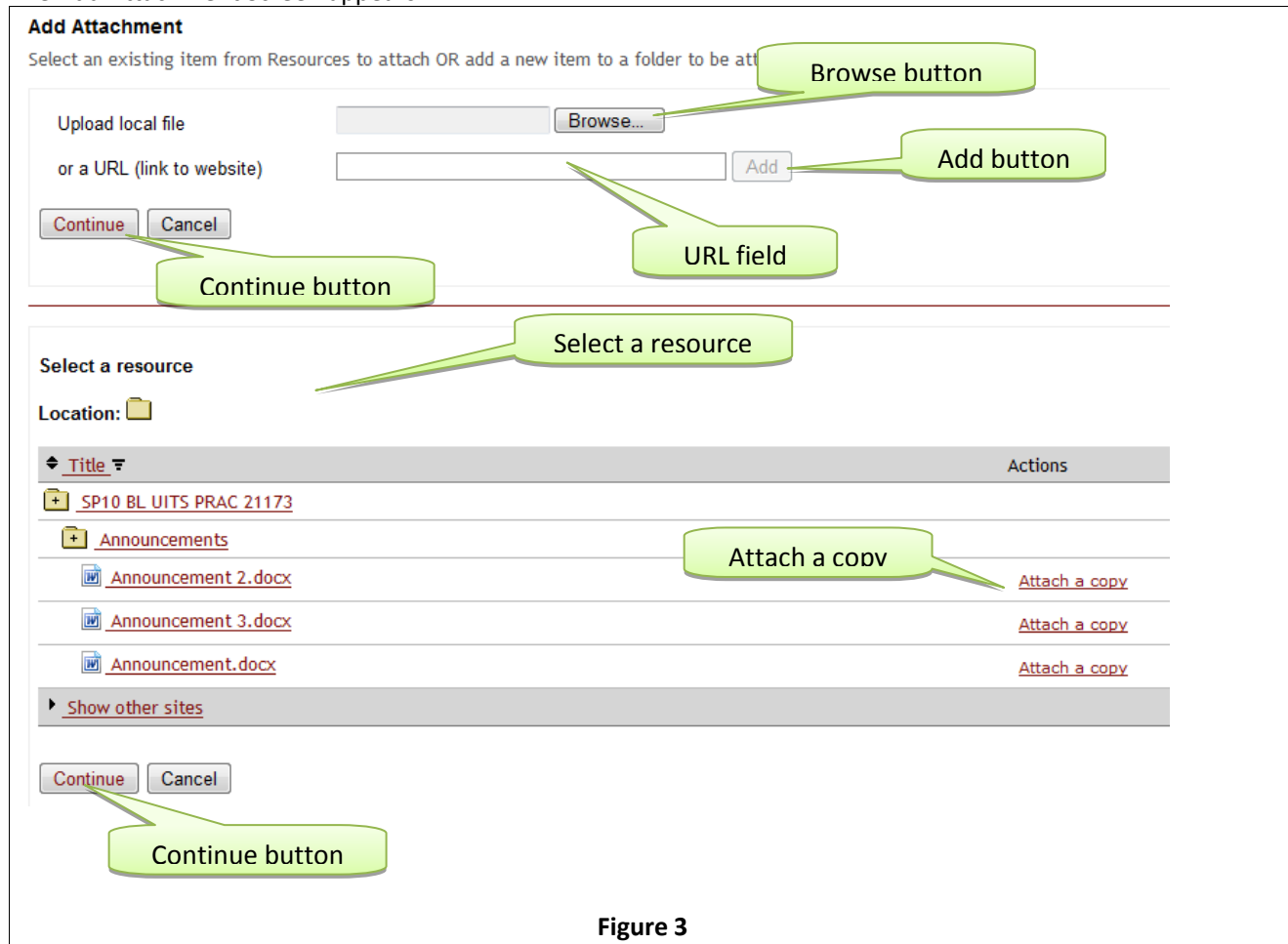


Figure 3

2. To add a file from your computer, **locate the Click Browse button** at the top of the screen next to Upload local file.
 - a. To begin the process, **click the Browse Button**.
The Add Attachment screen will open.
 - b. **Navigate** to the file on your computer that you would like to attach.
 - c. **Double-click the desired file**.
 - d. **Click Continue**.
3. To add a reference to a webpage, locate the URL field.
 - a. **Type or paste the URL** into the URL field.
 - b. **Click Add**.
 - c. **Click Continue**.
4. To attach a file from your Resources, **locate the Select a resource area** of the screen.
 - a. **Navigate** to a file in your Resources folder.
 - b. **Click the Attach a copy link** to the right of the desired file.
 - c. **Click Continue**.
5. To complete the Event creation, **Click Save Event button**.