

SacCT

The Calendar Tool

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

THE CALENDAR TOOL

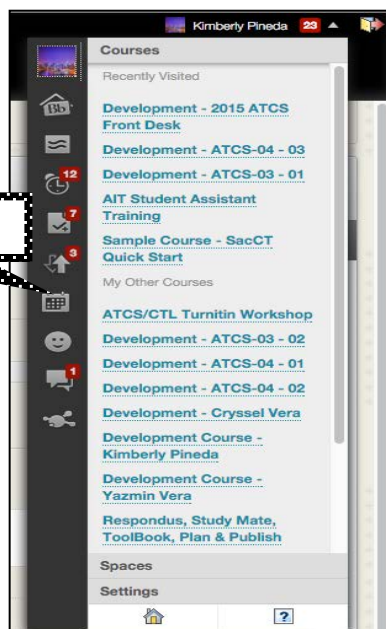
The Calendar tool can be used to provide students with dates for course related events. The most common entries are course items with due dates, exams, and instructor office hours. In this handout we will be covering the following items:

- How to access the calendar from two locations, including the Global Navigation menu and the Tools link
- How to create an event
- How to edit/delete an event
- How to add the calendar tool link to the course menu
- The different Calendar Display modes available
- Course items with due dates

HOW TO ACCESS THE CALENDAR TOOL

There are two ways you can access the calendar tool which include the Global Navigation Menu and the Tools link.

Accessing the Calendar tool from the Global Navigation Menu

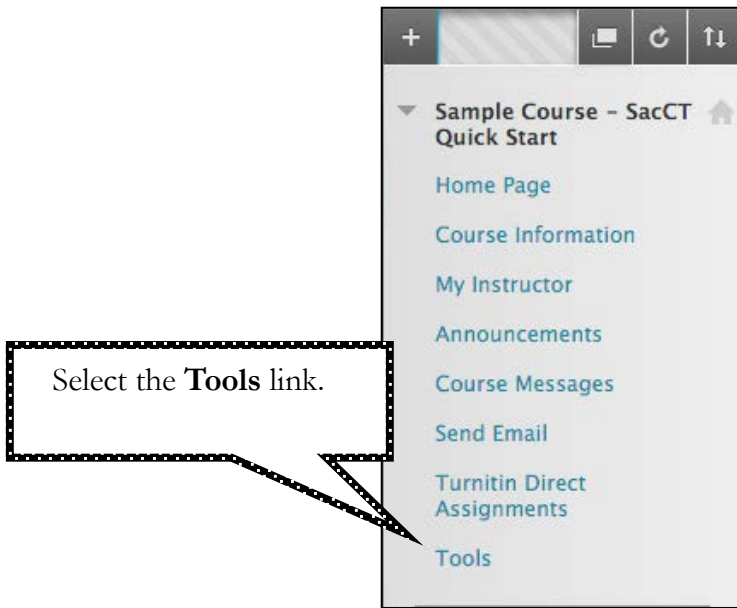


- step 1.* Login to your course.
- step 2.* Click on your name in the top right hand corner of the screen.
- step 3.* Select the **Calendar** icon.

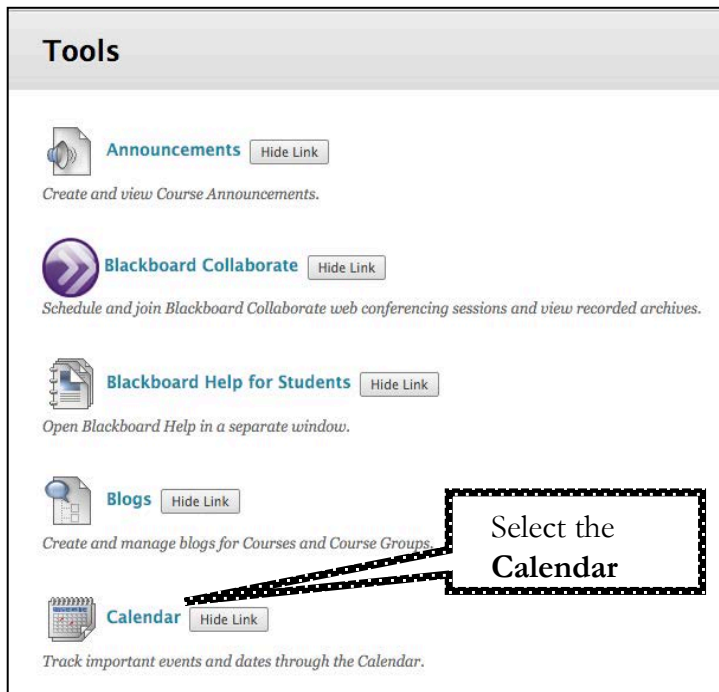
Accessing the Calendar tool from the Tools link

step 1. Login to your course.

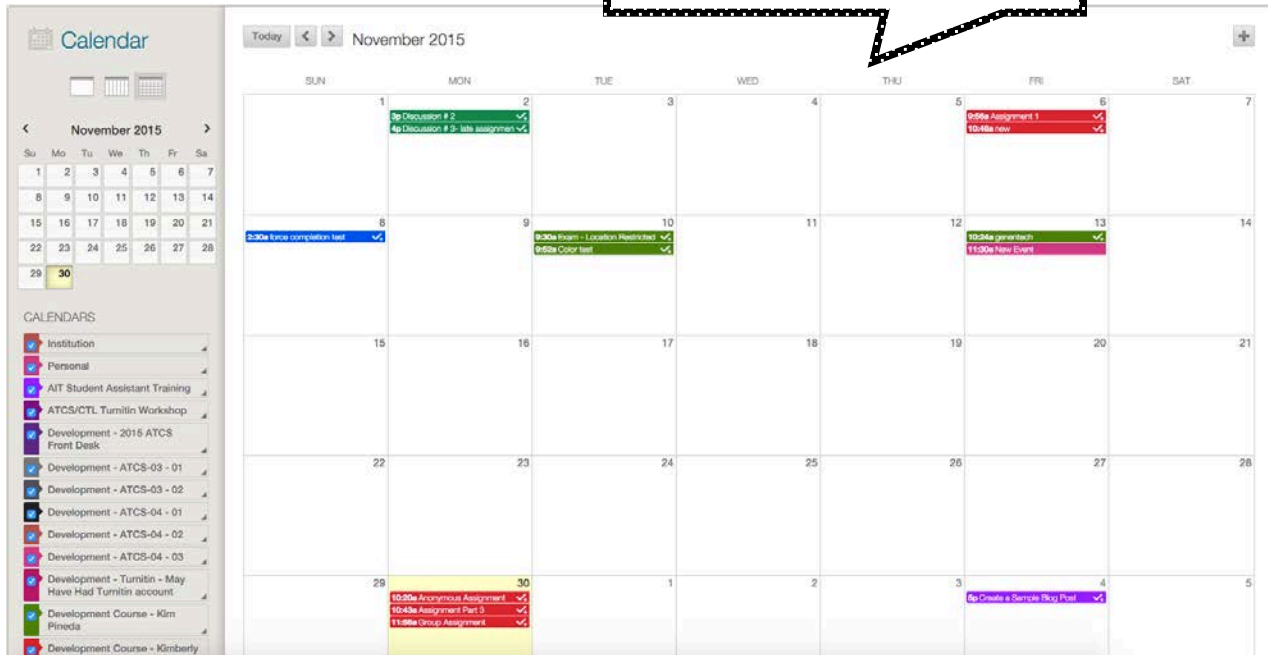
step 2. From your course menu on the left hand side of the screen, select the **Tools** course link.



step 3. From the Tools page click the **Calendar** link.



Your calendar should look similar to this image.

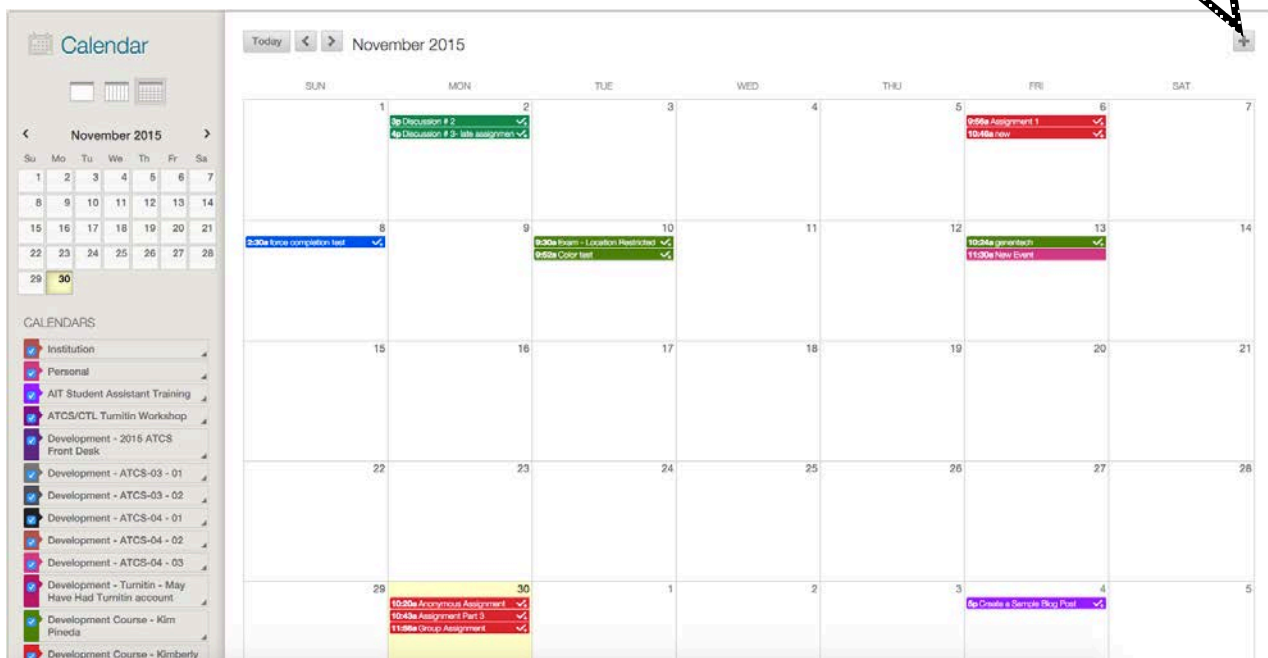


HOW TO CREATE AN EVENT

Single event

step 1. To create a single event click the “+” sign at the top right corner of your calendar.

Select the “+” sign.



The **Create Event** pop-up window will display.

step 1. Enter a name for the event.

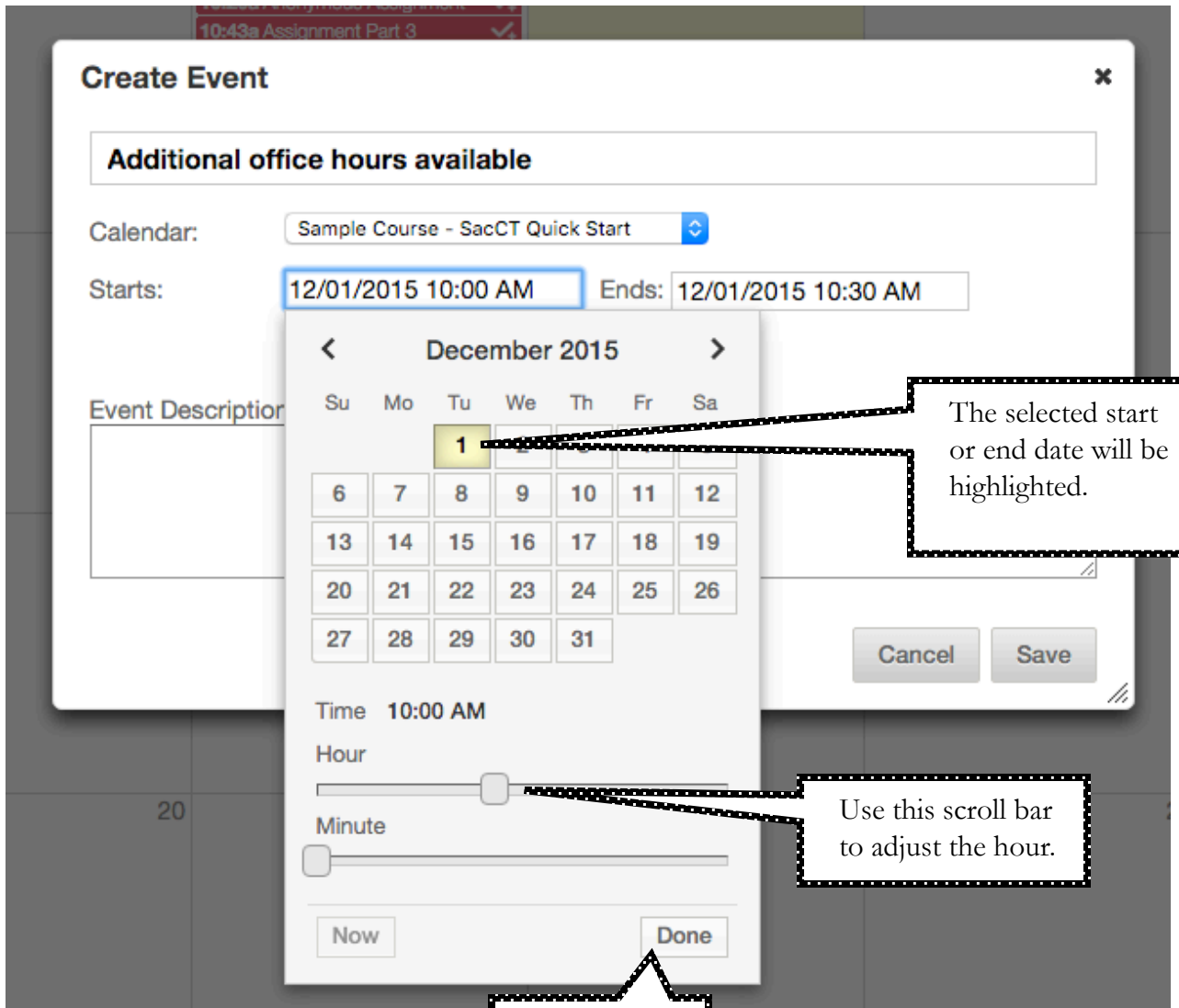
step 2. By default the type of Calendar is set to Personal, but it can be changed by clicking on the drop down menu, and then select the desired course from the list. Each SacCT course/section has its own Calendar. If you do not change the calendar type your students will be unable to view any events you create.

step 3. Click on the date shown to adjust the start date and time frame. Enter an event description if needed.

The image shows a 'Create Event' pop-up window with the following fields and callouts:

- Additional office hours available**: A text input field at the top.
- Calendar:**: A dropdown menu currently showing 'Sample Course - SacCT Quick Start'. A callout box points to it with the text: 'Change the Calendar type by clicking on the drop-down menu.'
- Starts:**: A date and time field showing '12/01/2015 10:00 AM'. A callout box points to it with the text: 'Click here to change the **Start** event date and time.'
- Ends:**: A date and time field showing '12/01/2015 10:30 AM'. A callout box points to it with the text: 'Click here to change the **End** event date and time.'
- Event Description:**: A large text area for entering the event details.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.
- Callout:** 'Add an Event name.' points to the top text input field.

step 4. When you are done adjusting the start/end dates and times select the **Done** tab.



step 5. Selecting Done tab will bring you back to the Create Event pop-up window.

step 6. If you need the event to be repeated you must select the check box next to Repeat. If it is an all day event select the check box next to "All Day". Otherwise leave both checkboxes unchecked.

step 7. Then click **Save**.

Recurring Events

A recurring event might be useful in your course to remind students of assignments that are due or inform them of your office hour availability.

Create Event [Close]

Additional Office Hours

Calendar: Sample Course - SacCT Quick Start

Starts: 12/02/2015 11:00 AM Ends: 12/02/2015 11:30 AM

All Day Repeat

Repeats: Weekly

Every: 1 week(s)

On Day(s): Su Mo **Tu** We Th Fr Sa

End Repeat: Occurrence(s) 10 Date 03/09/2016 05:00 PM

Event Description:
Will be in SQU 308.

Cancel Save

Callouts:

- Click the check box next to Repeat to create a recurring event.
- Adjust how often the event is to be repeated.
- Add an event description if needed.
- Click Save.

All Day Events

An all day event might be useful for an open laboratory session or if you will be hosting office hours all day.

The 'Create Event' dialog box is titled 'Additional Office Hours'. It features a 'Calendar:' dropdown menu set to 'Sample Course - SacCT Quick Start'. The 'Starts:' field is '12/01/2015' and the 'Ends:' field is '12/01/2015'. Below these fields, the 'All Day' checkbox is checked, and the 'Repeat' checkbox is unchecked. The 'Event Description:' field contains the text 'Will be in SQU 308.'. At the bottom right, there are 'Cancel' and 'Save' buttons. Annotations include: a callout pointing to the date fields with the text 'Adjust the dates accordingly.'; a callout pointing to the 'All Day' checkbox with the text 'Click here to create an All Day event.'; and a callout pointing to the 'Save' button with the text 'Click Save.'

The calendar view shows the month of December 2015. The days of the week are labeled: SUN, MON, TUE, WED. The dates 29, 30, 1, and 2 are visible. On Monday, December 29th, there are three red event blocks: '10:20a Anonymous Assignment', '10:43a Assignment Part 3', and '11:56a Group Assignment'. On Tuesday, December 30th, there is a large yellow event block labeled '10:30a Additional Office Hours'. A callout points to this yellow block with the text 'This is the event we just created.'

EDIT OR DELETE AN EVENT

To delete an event please follow these steps:

- step 1.* Access the Calendar tool.
- step 2.* Click on the event to be deleted.

Edit Event ✕

Additional Office Hours

Calendar:

Starts: Ends:

All Day

Event Description:

[Delete](#)

Click **Delete**.

The following window will display:

Delete Event ✕

Do you want to delete, Additional Office Hours?

Click **OK**.

- step 3.* Click **OK**.

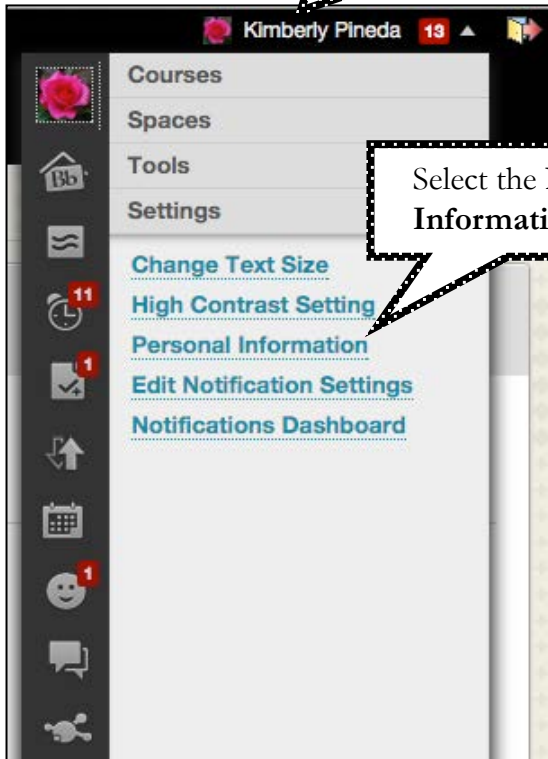
CALENDAR DISPLAY MODES

To change the Calendar displays please follow these steps:

Click on your name to access the Global

step 1. Access the Global Navigation Menu in your course by clicking on your name in the top right corner of your screen.

step 2. Click on the **Personal Information** link.



Select the **Personal Information** link.

step 3. Select **Change Personal Settings**.

Click the drop down arrow to change the

A screenshot of the 'Change Personal Settings' page. The page has a grey header with the title 'Change Personal Settings'. Below the header, there is a section titled 'SELECT LANGUAGE PACK'. Under this section, there is a paragraph of text: 'Set your language pack and calendar preferences. If a course language pack has been enforced by an instructor, your preference will be overridden.' Below this text are three rows of settings, each with a dropdown menu: 'User Language Pack' set to 'System Default (English (United States))', 'Calendar' set to 'System Default (Gregorian)', and 'First day of week' set to 'System Default (Sunday)'. A callout box points to the dropdown arrow of the 'Calendar' setting. Below these settings is another section titled 'SELECT PAGE INSTRUCTIONS OPTION' with a radio button for 'Show all page instructions' set to 'Yes'. At the bottom of the page, there is a note: 'Click **Submit** to proceed. Click **Cancel** to go back.'

step 4. From the Select Language Pack click the drop down menu next to Calendar. By default the Gregorian calendar is selected. However, you can choose from the following Calendar types:

- a) Gregorian
- b) Gregorian (Hijri-Umm al-Qura)
- c) Hijri-Umm al-Qura
- d) Hijri-Umm al-Qura (Gregorian)

step 5. Click **Submit**.

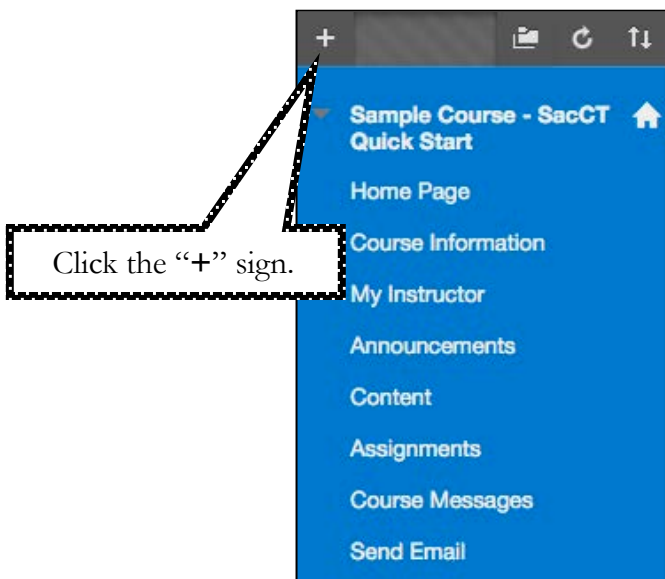


The screenshot shows a form titled "SELECT LANGUAGE PACK" with a sub-header "Set your language pack and calendar preferences. If a course language pack has been enforced by an instructor, your preference will be overridden." The form has three rows: "User Language Pack" with a dropdown menu set to "System Default (English (United States))"; "Calendar" with a dropdown menu showing four options: "System Default (Gregorian) Gregorian" (checked), "Gregorian (Hijri - Umm al-Qura)", "Hijri - Umm al-Qura", and "Hijri - Umm al-Qura (Gregorian)"; and "First day of week". A red box highlights the "Calendar" dropdown menu, and a callout box points to it with the text "Choose from the following Calendar types."

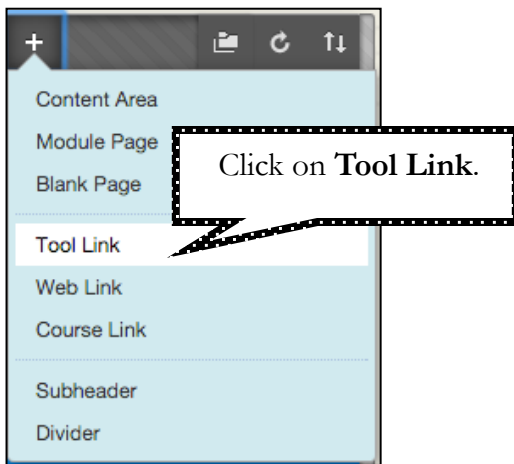
HOW TO ADD A CALENDAR LINK TO THE COURSE MENU

You may want to add a calendar tool link to the course menu for easy access. To do so, please follow these steps.

step 1. Click the plus sign above the course menu. The Add Menu Item drop-down list will appear.



step 2. Select **Tool link**.



step 3. Type a name for the link (i.e. Calendar).

step 4. From the Type drop-down list, select **Calendar**.

step 5. Select the **Available to Users** check box.

step 6. Select **Submit**.

A screenshot of a form titled 'Add Tool Link'. The form has three fields: 'Name:' with the text 'Calendar', 'Type:' with a dropdown menu showing 'Calendar', and a checked checkbox labeled 'Available to Users'. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'. A callout box with a black border and a white background points to the 'Submit' button, containing the text 'Click Submit.'

COURSE ITEMS WITH DUE DATES

When you create items with due dates, such as tests or assignments, the calendar event will automatically appear on the course calendar for that day.

For more information please see our SacCT Assignments handout guide.

ADD LINK HERE.