

Calendar

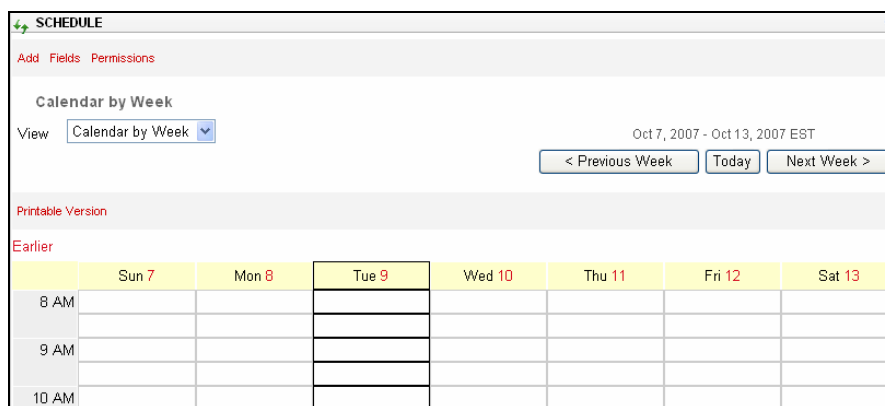
The Calendar tool allows instructors or site organizers to post items in a calendar format. The calendar has day, week, month, year, and flat list views. All Calendars on worksites you have access to are merged in your My Workspace Calendar. In a worksite you can also selectively merge Calendars from other worksites you have access to using the Merge feature. You can print an Adobe PDF file of any view of a Calendar by clicking the "Print PDF" button while in the desired view.

Many instructors use the Calendar tool to post readings for each class on the day they are due to be read.

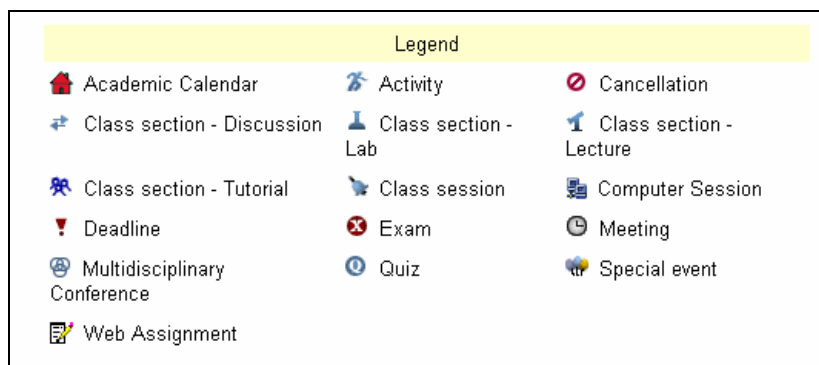
Research, group, and department projects often use Calendar to post group deadlines.

How to use it

It works very much like an email calendar and has boxes into which you enter data relevant to an event.



You will see this Legend at the bottom of the 'Calendar' window:



Step 1: Select 'Add' from the options at the top left of the screen and a window will appear in which you can choose the date and time you would like the event to occur.

Step 2: Add the information about the event into all the appropriate areas of the 'New Event' window and the select 'Save Event'.

Your event will then appear in the Calendar for your subject site

You can add multiple occurrences for your appointment or have an appointment running over a couple of days. To do this you select '**Frequency**' from the bottom of the '**New Event**' window under the text box.