

## ***Calendar Adding or Editing Entries,***

- ***Personal:*** these entries are not course-related and will display only for you.
- ***Course-related:*** these entries are related to a course and can display only for you or for all course members.
- You can edit only entries that you created. Entries can be edited from the week or day view.

### **Steps to Adding or Editing a Calendar Entry:**

1. Depending on whether you are creating or editing an entry, do one of the following:
  - a. If you are creating an entry, from the month, week or day view, click **Add Entry**.
  - b. If you are editing an entry:
    1. From the week or day view, locate the entry you want to edit and click its **ActionLinks** icon.
    2. Click **Edit**.
2. Enter a title.
3. Enter a description.
4. To create the description in Plain Text format, enter it in the *Description* text box. The description will appear exactly as you have typed it.
  - a. To create the description in HTML format, you can use the **HTML Creator** or hand code the HTML: To use the **HTML Creator**, click **Enable HTML Creator**.
5. Under **Dates**, click the **Date Selection** and **Time Selection** icons to select dates and times. You can also enter dates in numerals separated by forward slashes. For example, depending on locale settings specified by an administrator, enter dates in this format: **12/31/2006** or **31/12/2006**.
6. Under **Entry Type**, do one of the following:
  - a. To make this an entry that is not associated with any of your courses, select *Personal*.
  - b. To make this an entry that is associated with one of your courses, select *Course*. If you have accessed Calendar from within a course, this allows you to filter calendar entries by course, and to include links to files and other course content.
  - c. To make this an entry that all members of the selected course can view, select *Public*.
  - d. To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)

e. If you want to make this a recurring entry, or want to include a link to a web site, to a file, or to a content item in the course (for example: an assignment), next to *More Options* click the **Expand/Collapse** icon.

f. If you want this to be a recurring entry, first ensure the start date and time duration for the entry is correct, then:

1. In the *Recurrence* section, select the *This entry repeats* check box.
2. Select the days on which the entry will repeat.
3. Next to *Until*, set the last date that the recurring entry can appear.

g. If you have accessed **Calendar** from the My WebCT screen, or have accessed through a course and under **Entry Type** have selected *Personal*, you can only include a link to a web site.

1. To include a link to a web site, in the *Web address (URL)* text box, enter the address for the web site you want to include in the entry.

7. If you have accessed **Calendar** from within a course and under **Entry Type** have selected *Course*, you can do one of the following:

a. To include a link to a file:

1. Click **Add File**.
2. Do one of the following:

b. If you want to create a file: Click **Create File**.

The **Create File** screen appears.

- a. Enter a title.
- b. Enter your content in Plain Text or HTML format.
- c. If you want to insert an equation in the file, see *Creating and Inserting Equations*.
- d. If you want, in the *File name* text box, enter a name. If you do not specify a file name, the title of the file will be used as the file name.
- e. Next to *Item Visibility*, select to show or hide the file for Students.
- f. Under **Goals**, if you want to associate a goal with this file:
- g. Click **Select Goals**.
- h. Select each goal you want to associate.
- i. Click **Add Selected**.
- j. Click **Save**.

c. If you want to **link** to a file:

3. Click *Browse for Files*. The *Content Browser* pop-up window appears.
4. Locate and select the file.

d. To include a link to a content item in the course, including a web link:

5. Click **Add Content Link**.
6. Select the tool with the content item to which you want to link.
7. Select the content link and click **Add Selected**.

e. To remove a link to a content item or a file, next to the item you want to remove, click the remove link icon.

8. Click **Save**.