

Creating a Calendar

As a course author, you can view the calendar from both the Course View and the Author View. From the Course View of your calendar, you'll see exactly what students see, and you can perform the same tasks from this view as they can:

- Add events to your personal calendar
- Customize your calendar view, display settings, and calendar event categories
- Download your calendar

It is from the Author View, however, that you will perform the "administrative" calendar tasks for your course. Specifically, from the Author View you can:

- **Schedule custom course events** that will appear on your students' calendars
- **Set start and end dates for all units and content items** in the course

Any course events you want to display on your students' calendars **must** be scheduled as Custom Course Events (from the **Edit Calendar** screen in the Author View) or as Content Items (through the **Course Scheduler** in the Author View).

Any entries you make on your calendar in the Course View will display on your calendar only. Note that a link to the course Calendar displays in the left-side course navigation tree by default. If you'd like, you can disable or "hide" the Calendar link under **Preferences** on the **Course Admin** tab. Remember that this will hide the Calendar link from students as well.

Note: Because your course Calendar may interact with other eCollege products, the "Course" view of the Calendar has its own unique Help files. You can find information about customizing your Calendar, adding personal events, and downloading your Calendar (among other things) by clicking the **Help** button in the top right corner of the Calendar screen, just as you normally would. A separate Help file will appear. You can still access the regular online help files from the Author view of your Calendar.

Adding Events to your Calendar

As an instructor, you can add course events to the calendar that will show up on the calendar for anyone enrolled in the course.

To add events to the course calendar:

Step 1: In the upper left corner of your screen, click **Course Home** and then click **Calendar**.



Step 2: Click **Author** to switch to Author mode. From this screen, you can add, delete, or modify existing course events. Current calendar items are listed under **Event**. The **Event** list does not display until you have actual events scheduled on your calendar.

Step 3: Click **Add Custom Course Event**. The Event Scheduler opens. The Custom Course Event you create will appear on all your students' calendars.

Step 4: Enter the appropriate information for your course event in the **Event Scheduler**. There may be several fields in the Event Scheduler that you're not familiar with:

- **Category.** You'll want to select **Course Event** from this drop-down list. This will ensure that the new event displays as a *course event* on your students' calendars (as opposed to a personal event, for example).
- **Calendar Display Settings.** Choose NOT to display the new course event on students' calendars, to display the full duration of the event on the calendar (i.e., display an event lasting from Monday to Friday on Monday, Tuesday, Wednesday, etc.), or to display only the start and end dates for the event (i.e., display an event lasting from Monday to Friday on Monday and Friday only).

Step 5: Click **Save Changes** to save your event. The new course event displays in the **Event** list and on your students' calendars.

Remember, to add a personal event, switch to the Course view (click the **Course** tab) and select **Add An Event** from the drop-down list. Make sure you select **Personal Event** in the **Category** drop-down list when you create the event.

Note: The Calendar will load more quickly if you schedule all day appointments as **All Day Events** (instead of blocking time from 8 - 5 off on a particular day).

To schedule start and end dates for your course content, click the **Course Scheduler** button in the **Author** View of your calendar.

Scheduling Course Content

The **Global Course Scheduler** lets you set start dates, end dates, and due dates for all the units and content items in your course from a single location. If you set a start and end date, the date will appear on your course calendar. If you assign a due date, the date will appear on your students' Course Checklist on their Course Home page. You can also use the Global Course Scheduler to determine the dates on which students will be able to access their exams in the Gradebook.

You can schedule individual content items using the **Edit Schedule** feature located in the **Toolbox** for the individual content item (see the Help topic 'Setting Content Item Preferences' in this document and/or see below).

Note: You can also schedule course Announcements to "appear" and "disappear" on your students' Course Home Page. For more information, see the Help section on *Announcements*.

To schedule course content from a single location:

- Step 1: In the **Author** view, click the **Course Home** button in the left-side navigation of your course. Then click the **Calendar** link.
- Step 2: In the main content window, click **Course Scheduler**. Depending on the amount of content in your course, the Course Scheduler may take up to a minute to load.

Note: All unit start and end dates default to the start and end dates of your course. All content item dates default to the unit's date. As a result, the first time you open the Course Scheduler, all your unit and content dates should be the same date (i.e., your course dates).

- Step 3: Find the unit or content item you want to schedule and click the **Assign specific dates** button in the **Date Assignment** column.

Note: Make *sure* you click the **Assign specific dates** button before you enter any new dates. If you enter dates without clicking the **Assign specific dates** button, the Course Scheduler will not save your changes.

- Step 4: Click the Calendar icon in the **Start Date & Access** column to open a calendar and select a start date for the unit or content item. The **Start Date** will appear on your students' course calendars. Click the arrows [**<** and **>**] in the calendar to move from month to month. Make sure the date you select falls within the course's **Start** and **End Dates**.

Note: You can also enter a Start Date directly into the text field. Make sure you enter the date in one of the following formats: (mm/dd/yy); (mm.dd.yy); (mm-dd-yy); (mm,dd,yy).

- Step 5: If you check the **Restrict access before this date** checkbox, students will not be able to access the unit or content item until the date you specified.
- Step 6: Select an **End Date** for the unit or content item (the same way you selected a Start date). The End Date you select will appear on students' course calendars. If you don't want students to be able to access the unit or content item after the End Date, check the

Restrict access after this date checkbox.

- Step 7: Select a **Due Date** for the content item (the same way you selected a Start date). Assigning a Due Date is optional; however, if you choose to assign a Due Date the date will appear on the students' Course Checklist (on their Course Home page).
- Step 8: Set dates for as many units and content items as you'd like. When you're finished, click **Save Changes**.

If you schedule Start and End Dates for a unit or a content item using the Global Course Scheduler, the same Start and End Dates will appear if you open the Event Scheduler for the individual unit or content item (and vice versa).

To schedule a single content item:

- Step 1: In **Author** mode, select the content item you want to schedule in the left-side navigation of your course.
- Step 2: Click the **Toolbox** button.
- Step 3: Click the **Edit Schedule** link to open the Scheduler window for the selected content item.
- Step 4: Assign dates and preferences as desired and click **Save Changes**. Any information you entered or changed in the Scheduler window will apply **ONLY** to the selected content item.

Editing Course Calendar Events

As an instructor, you can edit course events that are displayed on the course calendar. Any changes you make to course events will appear on all your students' calendars. For example, if you change an exam date or if a scheduled guest speaker is postponed, you can reflect these changes on your students' calendars.

To edit a course event:

- Step 1: In the upper left corner of your screen, click **Course Home** and then click **Calendar**.
- Step 2: Click **Author** to switch to Author mode. From this screen, you can add, delete, or modify existing course events. Current calendar items are listed under **Event**.
- Step 3: Click the event you want to modify. The Event Scheduler opens.
- Step 4: Make any changes to the event and click **Save and Close**.
Note: You can change dates for several content items at once by opening the **Course Scheduler**.