



**Center for Scholarship in Teaching and Learning  
Southeast Missouri State University**



# *Online Instructor Suite*

## Calendar



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## Overview

OIS Calendar is an easily mastered time management tool for your online class. You can use Calendar to display class times, assignment deadlines, daily announcements, almost anything in your course that has a time and a date attached to it. Through several different views, students can see and even access whatever items you put in the Calendar. Because Calendar is a fairly straightforward application, virtually all of its operation will be covered in this manual.

# Getting Started

## Launching Calendar

Minimize all windows by clicking on the “Minimize” button as shown in the following picture:



Double-click on the “Calendar” icon to start the program (see below).



## Understanding How Calendar Works

OIS Calendar works in much the same way as Microsoft Outlook or any other time management software. As the instructor, you enter scheduled items for your class, along with the date and times appropriate to the item. Students can then view the Class Calendar in day, week, or month units through the OIS Web interface.

## Item Types

Calendar accepts three types of items:

**Appointments** – Items that have beginning and ending dates and times.

**Tasks** – Items that have beginning and ending dates only. A task appears every day within the date range.

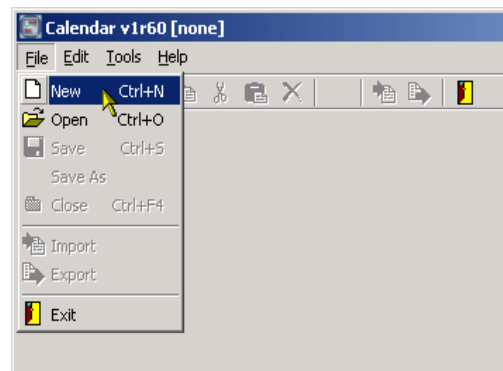
**Announcements** – Items that have beginning and ending dates only. An announcement appears separately from other types, usually at the top of the screen.

# Creating a Class Calendar

## Creating a Calendar File

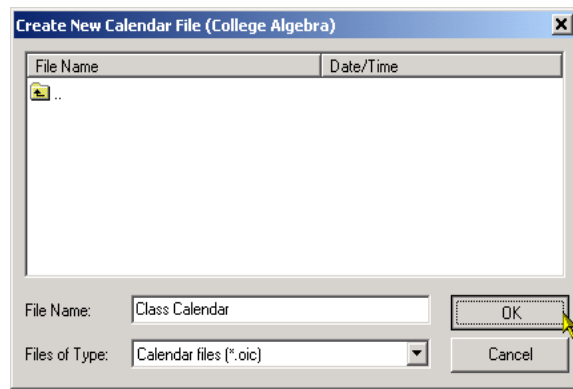
To create a new Class Calendar, first open Calendar.

Then, choose **File | New**.



Enter a file name for the Calendar file.

Click “OK”.

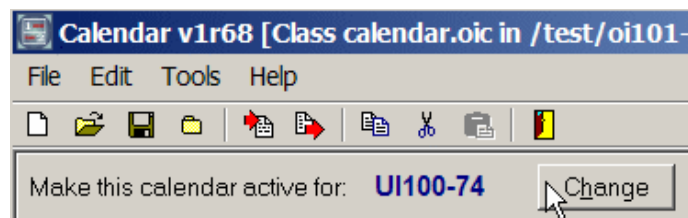


## The Main Interface

The Calendar window allows you to view your Class Calendar sorted in a number of ways.

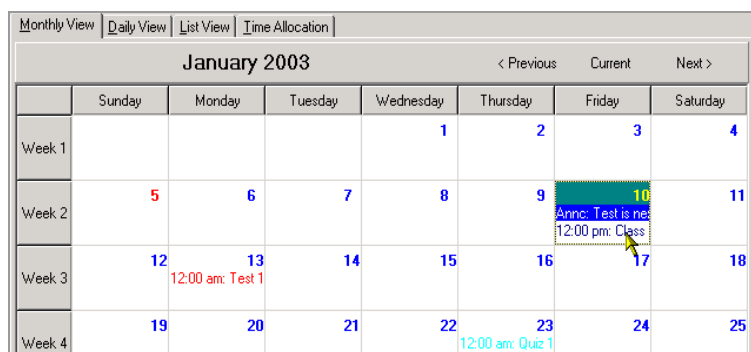
## Active Classes and Sections

The first step in setting up your Class Calendar is to set the file active for the appropriate classes and sections. To do this click the “Change” button underneath the toolbar in the Calendar window. Then, select the class codes and sections that this calendar file will be active for.



## Monthly View

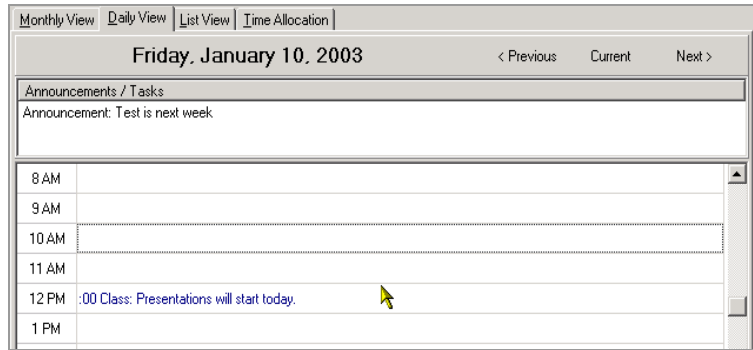
To view your Calendar in units of a month, click the “Monthly View” tab.



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1				1	2	3	4
Week 2	5	6	7	8	9	10 Annnc. Test is nes 12:00 pm. Class	11
Week 3	12	13 12:00 am. Test 1	14	15	16	17	18
Week 4	19	20	21	22	23 12:00 am. Quiz 1	24	25

## Daily View

To view the items in your Calendar on a daily basis, click the “Daily View” tab.



## List View

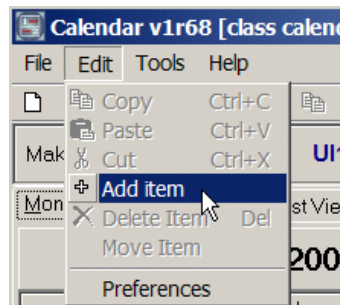
To view all items in your Class Calendar as a single list, click the “List View” tab.

Begin Time	End Time	Title	Type	Subtype	Recur
01/10/03	01/10/03 11:45:00 ...	Test is next week	Announcement	Announcement	No
01/10/03 12:00:00 PM	01/10/03 11:45:00 ...	Class	Appointment	Class time	No
01/13/03	01/13/03 11:45:00 ...	Test 1	Appointment	Test	No
01/23/03	01/23/03 11:45:00 ...	Quiz 1	Appointment	Quiz	No

## Adding Items to the Calendar

To add a new item to your Calendar, choose **Edit | Add Item**.

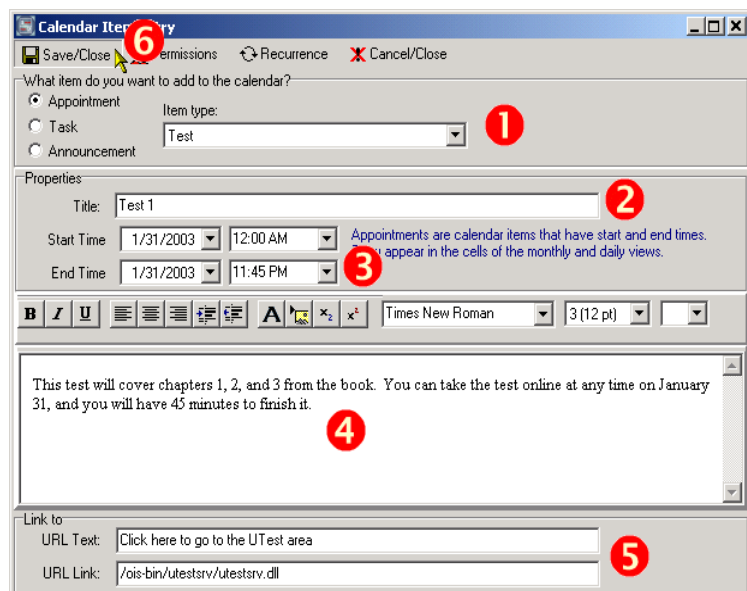
NOTE: You can add a new item in the Monthly, Daily, or List View.



## Item Properties

The Item Properties window will be displayed.

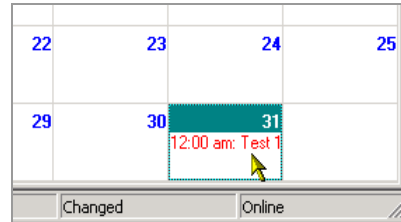
1. Choose an Item Category by clicking the appropriate radio button; then, choose an “Item type” from the drop-down menu.
2. Enter the item “Title”.
3. Select the starting and ending date/time from appointments from the drop-down menus.
4. Enter a description of the item.



- If you wish to add a hyperlink to the item, enter the text and address for the link.
- When you are satisfied with the properties, click “Save/Close”. You will return to the Calendar window.

There are two other methods for adding an item to the Calendar:

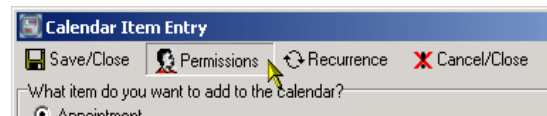
- In Monthly View, double-click on a day in the calendar; the Item Properties will open with beginning and ending dates automatically set.
- In Daily View, double-click on a time slot; the Item Properties will open with beginning and ending times automatically set.



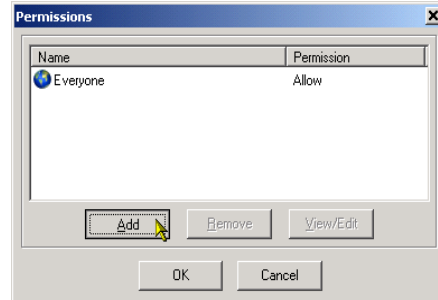
## Permissions

You can limit access to an item in your Calendar by setting permissions in the Item Properties window.

To set permissions, open the Item Properties window, and click “Permissions” in the toolbar.



In the Permissions window, click “Add”. By default, “Everyone” has permission to access all items.

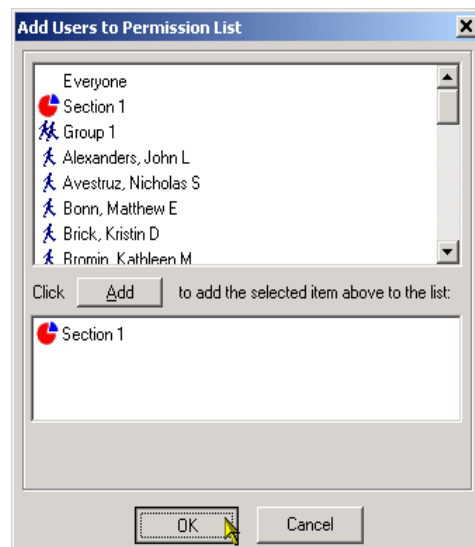


In the “Add Users to Permission List” window, the top pane will list all students and groups defined in the Class Manager.

Click on a student or group name to select that group.

Click “Add”; the selected name will appear in the bottom pane.

Click “OK”.



If you have limited permission for an item, be sure to remove the “Everyone” permission from the list:

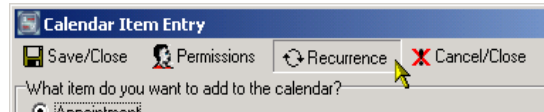
- Click “Everyone” to select it
- Click “Remove”.

When you are satisfied with your permissions list, click “OK”.

## Recurrence

If you have a recurring item in your Calendar (for instance, a lab period), you only have to enter the item once if you make it a “recurring item.”

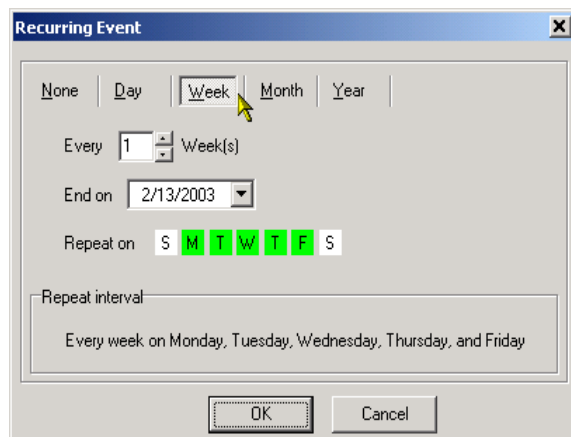
To set a recurrence, open the Item Properties window for the recurring item.



Click “Recurrence” in the toolbar.

In the “Recurring Event” window,

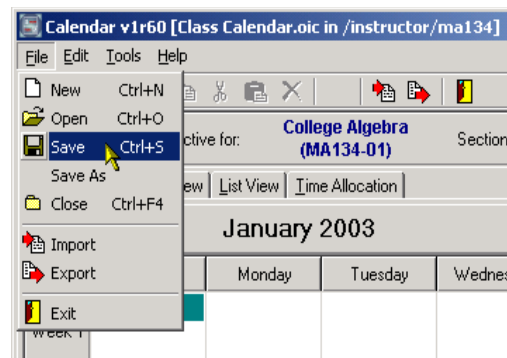
- Select a repeat interval by clicking on “Day”, “Week”, “Month”, or “Year”.
- Define the interval by entering a number in the textbox or clicking the up/down arrows
- Select an ending date from the drop-down menu
- Select the days of the week by clicking on the appropriate boxes



When you are satisfied with the recurrence, click “OK”.

## Saving the Calendar

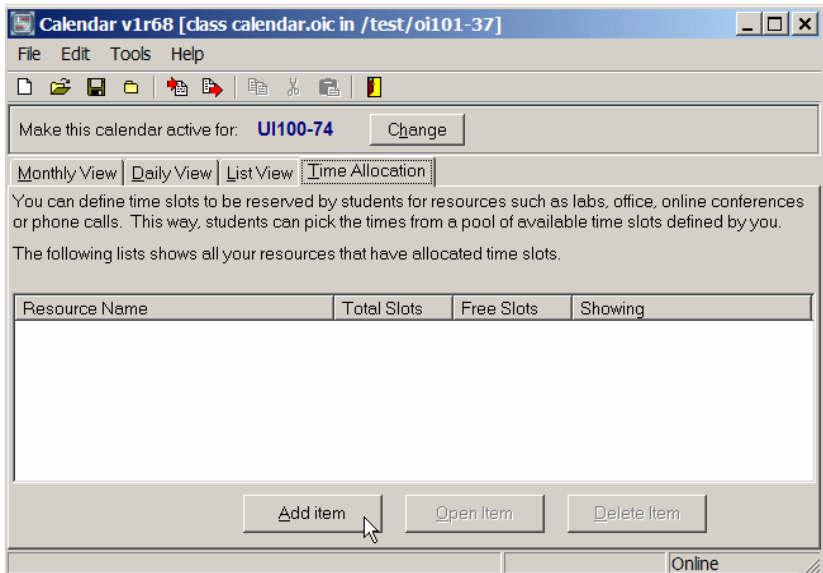
To save your Class Calendar, choose **File | Save**.



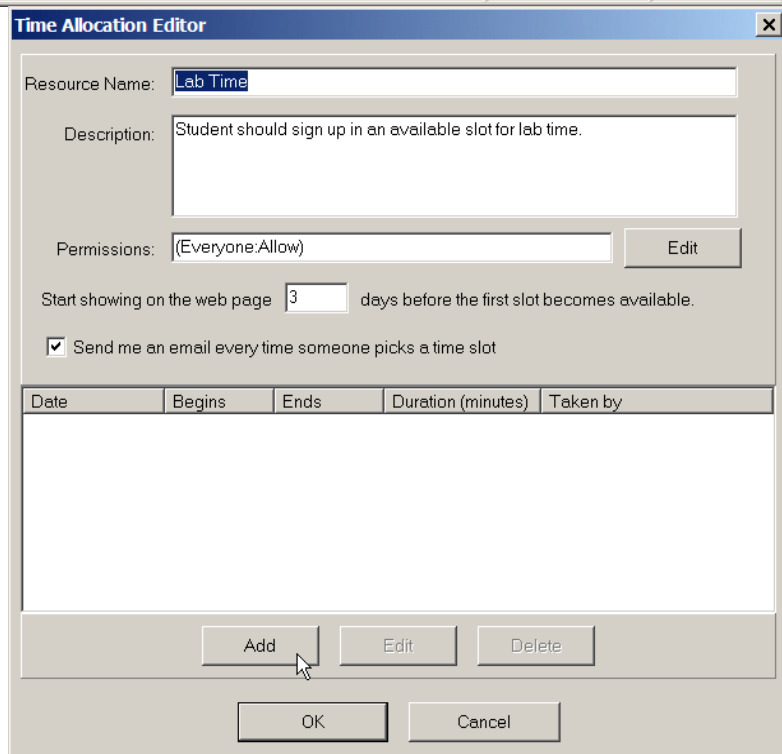
# Time Allocation

Time Allocation is a feature in Calendar which allows instructors to set up time slots for students to enroll in. These time slots could be for instructor-student meetings, group projects, lab time, or anything else that requires students to sign up for specific time slots.

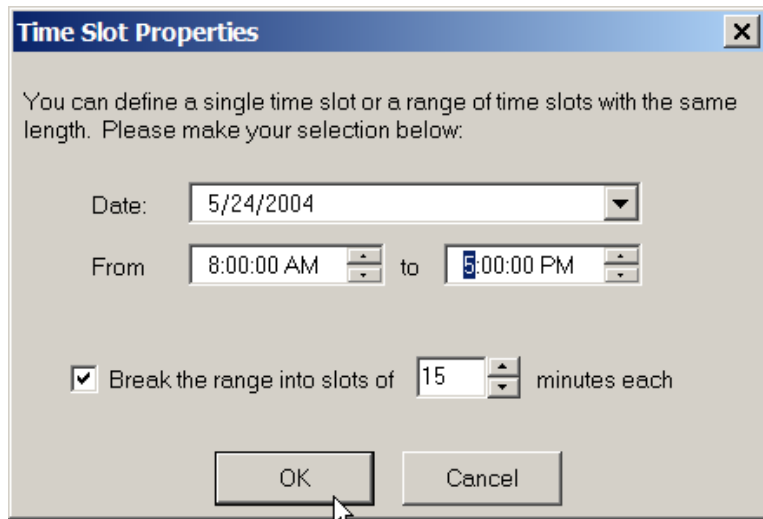
To set up Time Allocation slots click the Time Allocation tab when you have a Calendar file open. Then, select **Add Item** to add a new resource for students to sign up for.



In the Time Allocation Editor fill in the desired properties and click the **Add** button to add time slots to the resource.



Then, select the length of each time slot and how you would like to break the time slot up. When done click **OK** on the Time Slot properties window and on the Time Allocation Editor window. Once you save the Calendar file the time slots will be available to students on the Student View.



The screenshot shows a dialog box titled "Time Slot Properties" with a close button (X) in the top right corner. The text inside reads: "You can define a single time slot or a range of time slots with the same length. Please make your selection below:". Below this text are three input fields: "Date:" with a dropdown menu showing "5/24/2004"; "From:" with a time selector showing "8:00:00 AM"; and "to:" with a time selector showing "5:00:00 PM". Below these is a checked checkbox labeled "Break the range into slots of" followed by a spinner box containing the number "15" and the text "minutes each". At the bottom are two buttons: "OK" and "Cancel".

# The Student View

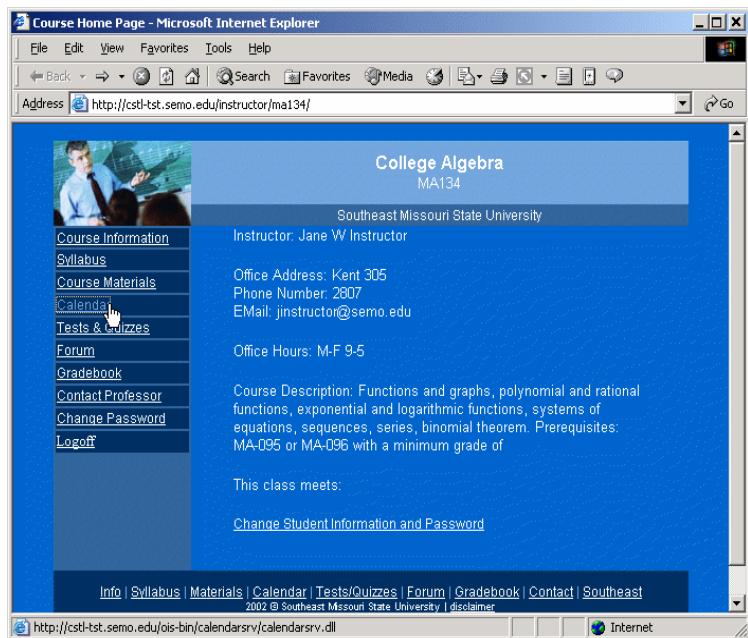
## I. Adding a Link to Your Course Web Page

If you used a template to create your OIS class, you probably have a link to Forum in your pages already and you can skip this section. If you do not already have a link, follow these steps:

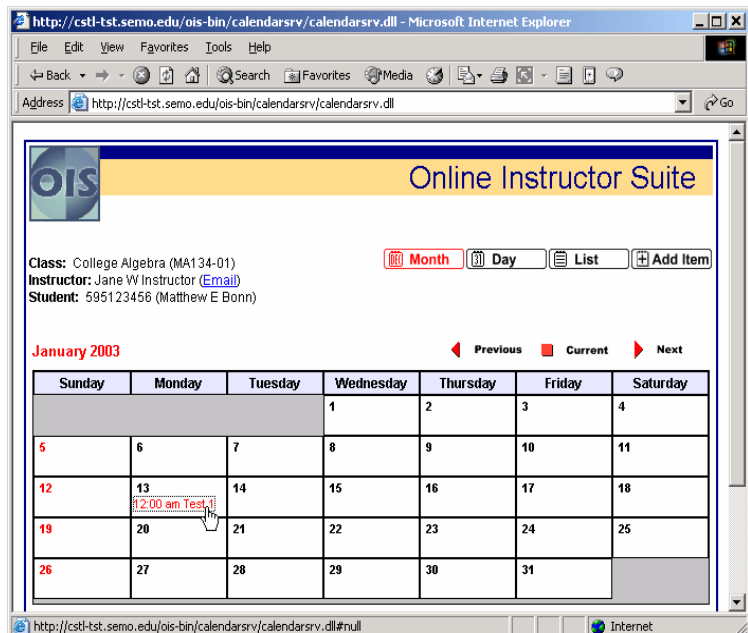
- 1) Open your main course Web page in your favorite HTML editor.
- 2) Make a link to `/ois-bin/calendarsrv/calendarsrv.dll`. Make sure you type the first slash, too.
- 3) Save the page.

## Viewing the Class Calendar Online

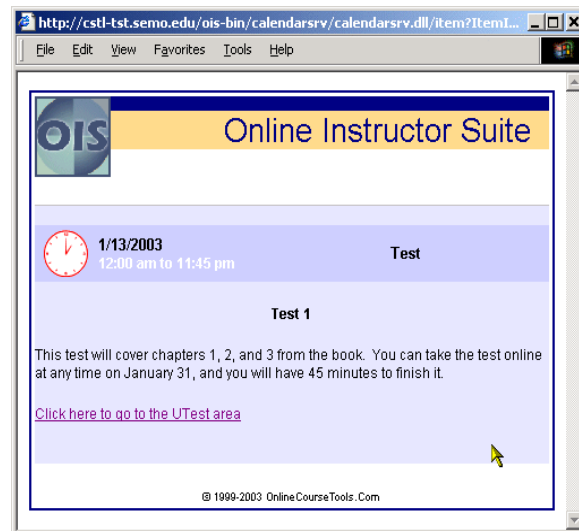
To view the Calendar through a browser, click on the Calendar link on your course home page.



When the Calendar is displayed, the student can view details regarding an item by clicking on the item name.



The Details window displays the description you entered in the Items Property window, along with any hyperlinks you may have inserted.



## Adding, Editing and Deleting Personal Calendar Items

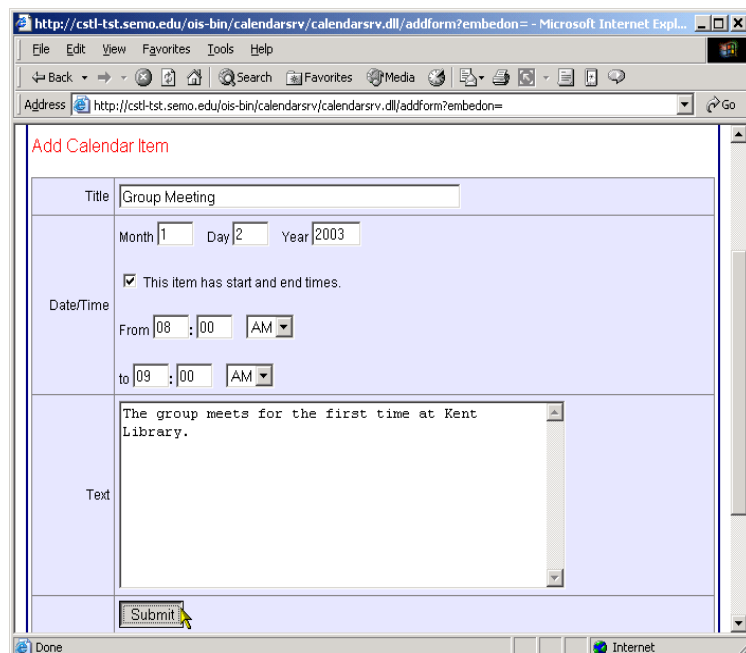
Students can manipulate items in their personal calendars through the Web interface.

To add an item to a personal calendar, click on “Add Item”.



Fill out the form with Title, Date/Time, and Text (Description).

When the information is satisfactory, click “Submit”.



# Signing Up for open Time Slots

If time slots are available they will show under “Today’s Announcements” part of the Calendar.

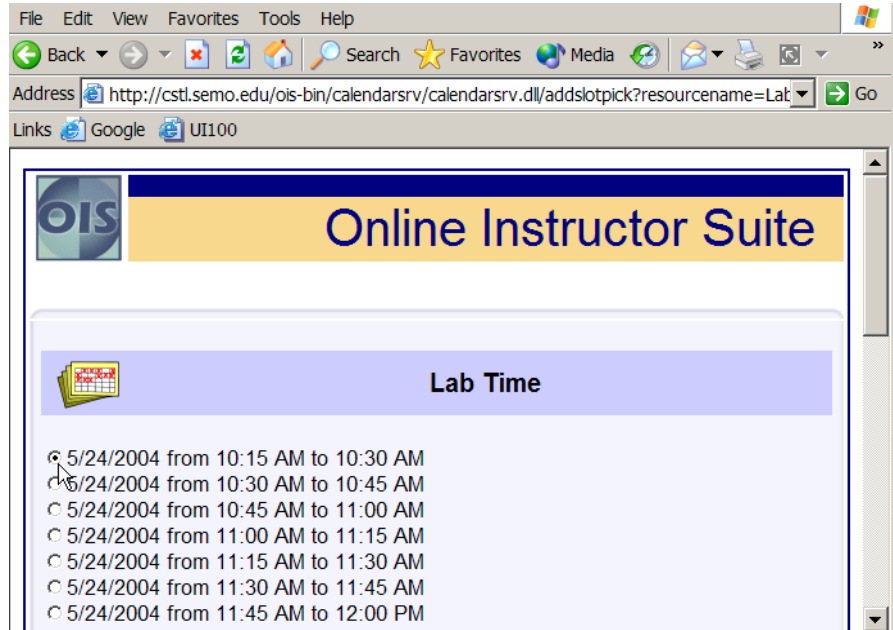
Students can click on the link to sign up for time slots.

The student will then be presented with a list of available time slots and will be prompted to choose one.

Once the student enrolls for the time slot the time he or she has enrolled in will appear on the Calendar under the Announcements.

## Today's Announcements:

- [29 slots for Lab Time available. Click to enroll.](#)



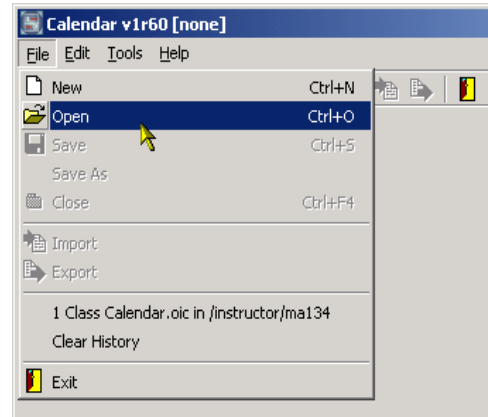
## Today's Announcements:

- Enrolled for: Lab Time at 5/24/2004 10:15:00 AM to 5/24/2004 10:30:00 AM. [Click here if you cannot attend.](#)

# Editing Calendar Files

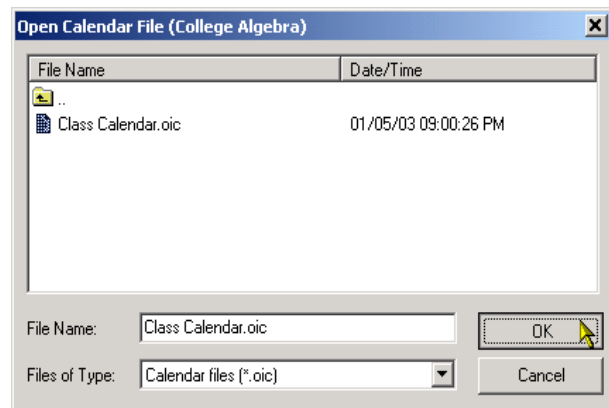
## *Opening an Existing Calendar*

To open an existing calendar, choose **File | Open**.



Click on the Calendar file name to select it.

Click "OK".



## *Editing Existing Items*

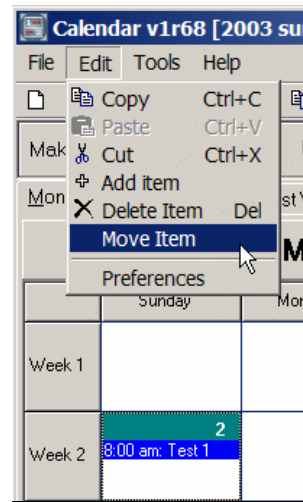
To edit an existing item, double-click on the item in any of the views in the Calendar window. This will open the Item Properties window. Change whatever information is appropriate and click "OK".

## *Moving Items Around*

If the only change you need to make to an item is to change the item's date/time, it is easier simply to copy and paste the item.

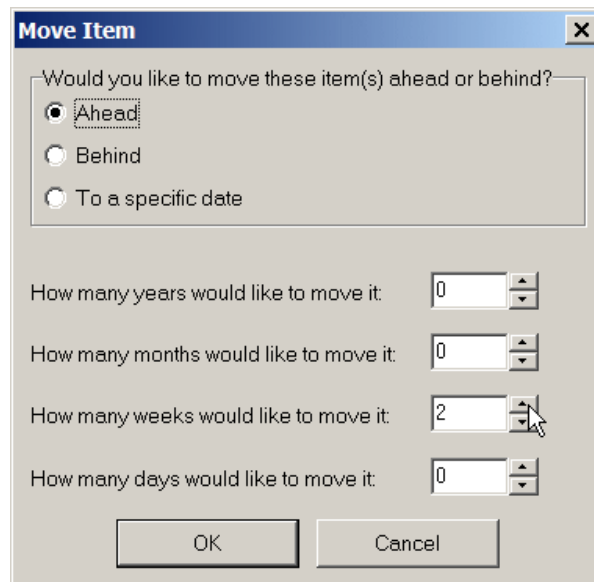
In the Monthly, Daily or List View, click on the item to select it. Note that multiple items can be selected and moved using the List View.

Choose **Edit | Move Item**.



In the Move Item window select how you would like to move them calendar item. You may move the item ahead or behind specific time periods, or to a specific date.

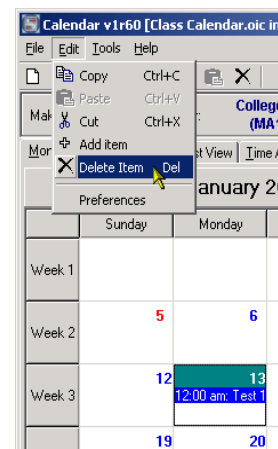
When you are done click **OK**.



## Deleting Items

To delete an item, select the item by clicking on it.

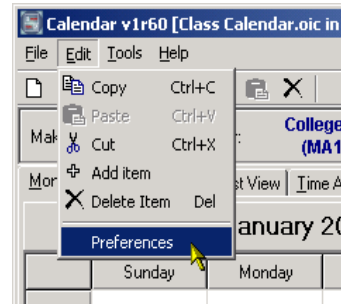
Choose **Edit | Delete Item**.



# Adding, Removing and Changing Item Types

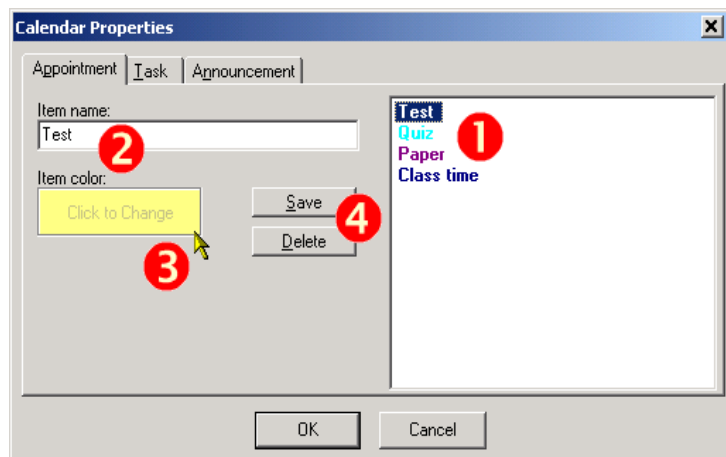
You can easily change the list of item types that appear in the “Item type” drop-down menu in the Item Properties window.

With your calendar file open, choose **Edit | Preferences**.



In the Calendar Properties window,

1. Select an existing item type to view its properties
2. Change an existing item type's name or add a new item type name
3. Select a color for the item type's text by clicking on the Item color box and then clicking on a color.
4. Click on “Save” or “Delete” to save or delete the item

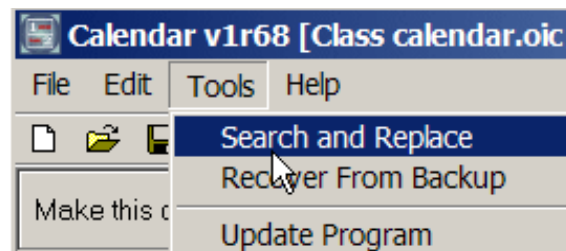


When you are satisfied, click “OK”. The item type you defined will now appear in the item type drop-down menu.

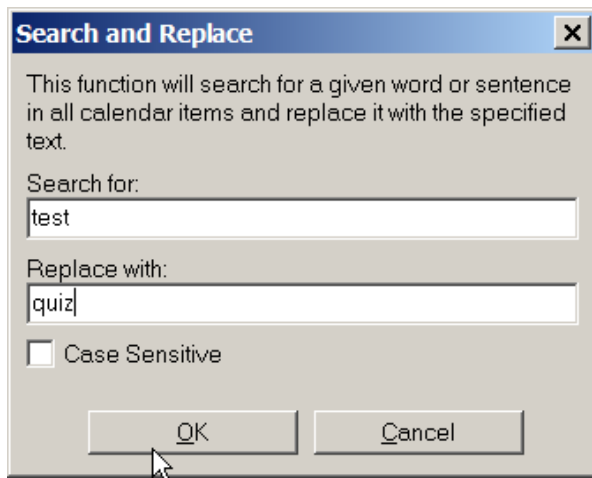
# Searching and Replacing Text in Calendars

Sometimes a need arises to change find and replace some text in a calendar with updated text. Text that can be changed includes URLs, descriptions, and titles.

With your calendar file open, choose **Tools | Search and Replace**.



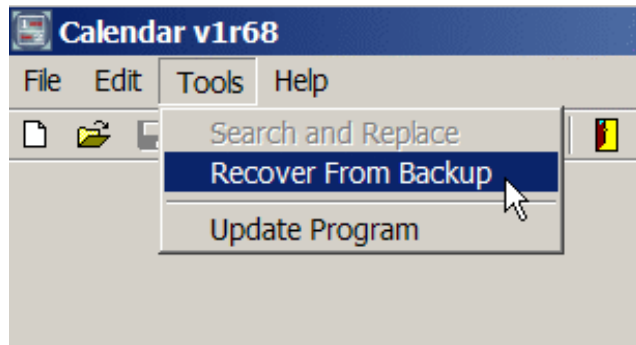
In the Search and Replace window which appears type in the text you wish to search for and the text you wish to replace it with. When you are done, click **OK** and the Search and Replace will be performed.



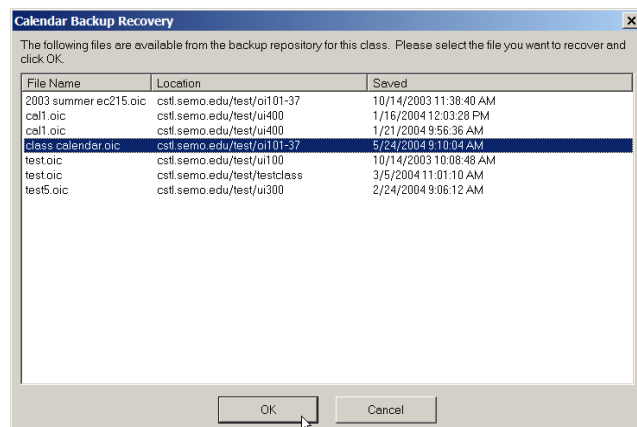
## Recovering a Calendar from Backup

Occasionally, the need may arise to restore a Calendar file to a point it was saved previously. The most common reason for doing this is because the user made some sort of change to the Calendar file which was erroneous.

To recover a calendar file, first close all open Calendar files. Next, click **Tools | Recover From Backup**.



You will then be presented with a list of Calendar files that have been previously saved on the computer. Click on an instance of when of these files to recover and click **OK**.



Note that Calendar keeps backups on the computer's hard drive that you work on. If you attempt to recover a Calendar file on a computer other than one you normally work at, no backups will be available to restore.