Wits-e Calendar (Schedule) Tool

1. What is Calendar

The Calendar tool is a simple calendar system which allows you to keep the track of events associated with different sites. Note: that you cannot create events that will be viewable by other sites with this tool.

(i) From My Workspace area (1.1), Click Schedule (1.2) on the left menu.
2. Change the calendar View

(ii) By default, your calendar will open up to a view of the current week. To change the calendar view, select the appropriate option from **View (2.1)** drop-down menu, it can be viewed by **day, week, month, year**, or as a chronological list of events.
3. Navigate the Calendar

(iii) To navigate through the calendar, use the navigation buttons in the upper right-hand corner. The buttons will change depending on what view mode you are in. If you are in Calendar by Week mode, the buttons will read Previous Week (3.1), Today (3.2), and Next Week (3.3). Note: the Today button will always be available to bring you to the view for the current day.

4. Events

(iv) Events are entries in the calendar. These can represent activities, meetings, classes, deadlines, etc. To add an event, click Add (4.1) button title bar.
5. Add an Event

Add the event’s Title (5.1), Date (5.2), and the Start Time (5.3). These pieces of information are required in order to create an event. The end of year event can be set either by specifying how long the event will last by setting the Duration (5.4) of the event, or by specifying what time the event end by setting an End Time (5.5). You can also add a description of your event in the Message box (5.6).

6. Set the Frequency of an Event

Note: The Display to site (6.1) is a default selection, this allow your event to be displayed to all site members. If you would like to change the frequency of your event, click the Frequency (6.2) button.
(vii) By default, an event’s frequency is set to occur once. To change this, click on the Event Frequency (6.3) drop down menu and then click the Save (6.4) button.

7. Choosing an Event Type

(viii) By default, your event will be created as an Activity. To change your event type, click on the drop down menu next to Event Type (7.1) and make the appropriate selection. To identify an event’s location, type the information into the Event Location (7.2) text box.
8. Add an Attachment to an Event

(ix) You may want to attach resources to be read by participants before or during the event. Click the **Add Attachments (8. 1)** button under the Attachments section.

![Add Attachments](image1)

(x) Adding an attachment to a schedule is the same process as adding attachments within other tools. If you would like to select a file from your computer, **Click Browse (8 .2)** button and then choose file button. Navigate to the file that you would like to **Attach, Select it**, and then **Click open**. If you would like to select a source that is located on the web, enter the web address into the **URL (8. 3)** text box and **Click Add (8. 4)** button and then click **Continue (8. 5)** button.

![My Workspace: Schedule](image2)
(xi) To add an attachment that is already located to the **My Workspace** tab or a **Worksite**, find the resources that you would like to add under **select a resources** section. Click the **Attach a copy (8. 6)** link next to the file. Click the **Show other sites (8. 7)** option to see the resources from the other sites on Sakai which you are a member of. When you are done selecting your files, click the **Continue (8. 8)** button to attach the files to you event.

![Select a resource](image)

**9. Removing an Attachment**

(xii) To start removing an attachment that is added to the event, click the **Add/Remove attachments (9.1)** under Attachments section.

![Attachments](image)
(xiii) To remove an Attachment, **Click Remove (9.2)** link next to the file name in the **Items to attach** list. When you have removed all the attachments you wish to remove, **Click the Continue (9.3)** button.

![Items to attach](image)

9.2 Remove

9.3 Continue Cancel

10. **Save an Event**

(xiv) After you have selected all of the settings for your event, click the **Save Event (10.1)** button at the bottom of the page. Then your event will now appear in your calendar.

![Attachments](image)

10.1 Save Event Cancel
11. Manage Custom Event Fields

(xv) Your events can have special fields added to their descriptions. What you put in these fields will appear when you view an event along with the default fields (Title, Message, etc.). Click Fields (11.1) button title bar.

![Image of fields management interface]

(xvi) Type the title of your fields into the Fields Name (11.2) text box and Click on Create Field (11.3) button. Note: The new field will appear at the bottom of the list in the Field Name column. The new field will be shown as text field at the bottom of the page when you add or edit an event. To remove a custom field, select its Check box (11.4) and click Save Field Changes (11.5). A confirmation message will appear at the top of the page. If you are sure that you would like to delete the custom fields, click the Save Fields Changes (11.5) button again.

![Image of custom field management interface]
12. Print Your Calendar

(xvii) To print your Calendar Click the **Printable Version (12.1)** button above your calendar. The new window or tab will open in your browser with your calendar in PDF format of your current view of your calendar in the Schedule tool. Then click the print icon to print the file.