

Calendar

Last updated: 02 September 2022

What is the Calendar Tool?

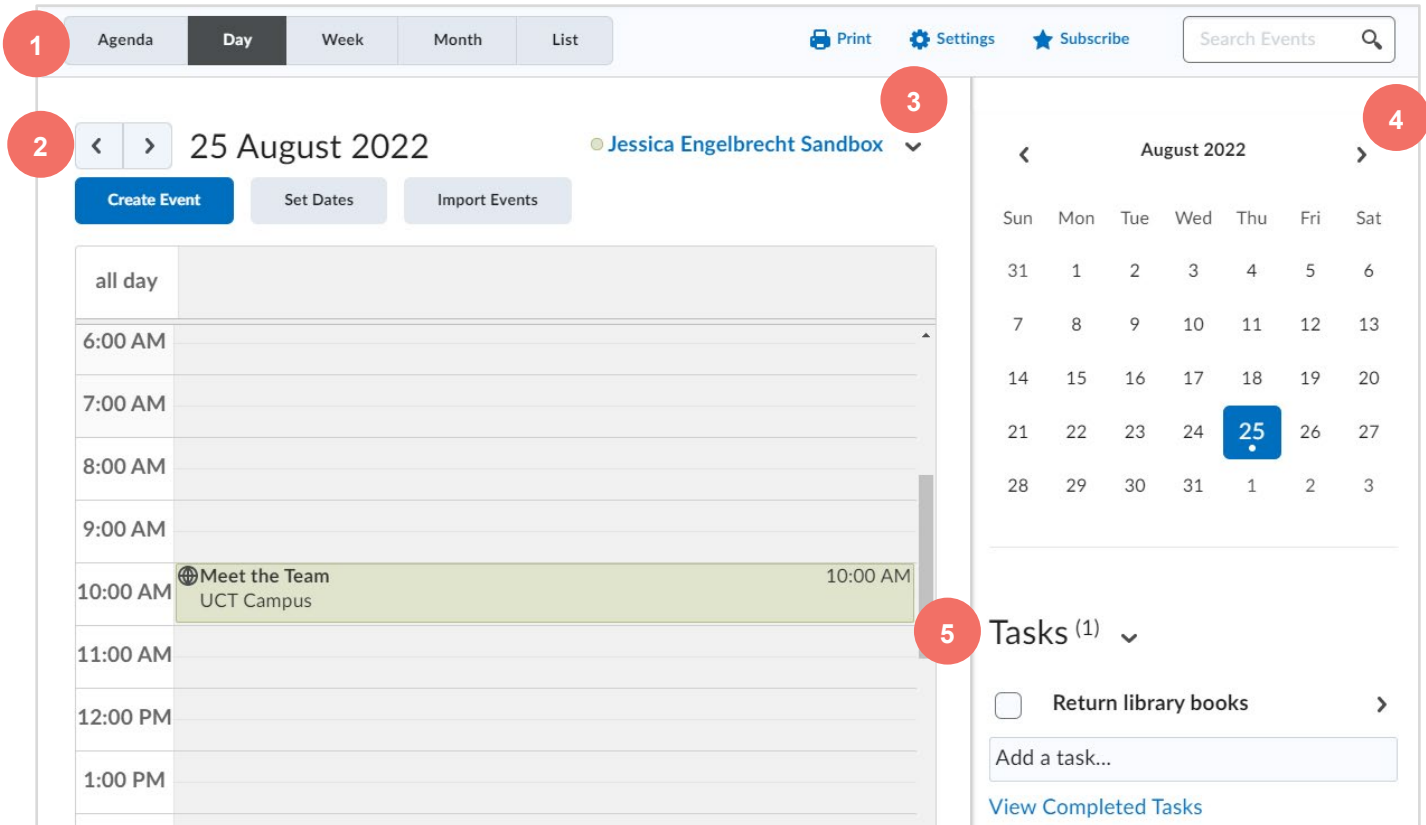
Use the Calendar tool to arrange and visualise course events in multiple views and enable integration of course content and your Calendar.

Why use the Calendar Tool?

Communicating dates and deadlines to students is an important part of any course. The Calendar tool enables lecturers to schedule upcoming events, assignments, due dates, and course objectives with students in one organised area. Creating a Due Date on an assignment will cause that event to automatically appear in the course Calendar. When you want a quiz or discussion to appear in the Calendar, select the associated option to do so. When you add a start date to a Unit in the Content tool, it will automatically appear in the Calendar tool.

Navigating the Calendar Tool

Find the Calendar tool by clicking on **Course Info** in the navbar and selecting **Calendar**.



The screenshot shows the Calendar tool interface with the following elements and callouts:

- 1**: Navigation tabs for Agenda, Day (selected), Week, Month, and List.
- 2**: Date navigation controls showing the current date as 25 August 2022.
- 3**: Course name dropdown menu showing "Jessica Engelbrecht Sandbox".
- 4**: Monthly calendar view for August 2022, with the 25th highlighted.
- 5**: Task list section showing "Tasks (1)" with a task "Return library books" and an "Add a task..." input field.

- 1) **Calendar Views:** Use the calendar views area to toggle between different event display layouts. Use the **Agenda** view to group your course events by Date, Course, or Category - events display in chronological order, and all-day events display at the top of each grouped listing. Use the **Day, Week, and Month** views to group your events in daily, weekly, or monthly increments. Use the **List** view to filter your events by Assignments, Checklists, Discussions, Grades, Materials, Modules, Quizzes, and Surveys.
- 2) **Calendar Content:** Use the calendar content area to navigate through your content. Navigation will vary depending on the view you select.
- 3) **Calendar Menu:** Use the calendar menu to select multiple calendars to display, change the colour scheme associated with individual calendars, and add new calendars.
- 4) **Mini Calendar:** Use the mini calendar to navigate quickly to a specific day, week, or month.
- 5) **Task Pane:** Use the task pane to create, track, and maintain personal tasks.

Creating Course Events in Calendar

To create course events in Calendar

1. Click **Create Event**.
2. To associate course content with the event, click **Add Content**. Select the module from which you want to add content. Click **Add**.
3. Do one of the following:
 - If you've associated course content with the event and want to use a custom name for the event, select the **Use custom name** check box. Enter a name for your event.
 - If you have not associated course content with the event, enter a title for your event.
4. To add a description to the event, enter a description in the **Description** area.
5. To add date and time details to your course event, in the **When** area, click on the provided fields.
6. To add recurrences to the event, click **Add Recurrence**. Enter your event recurrence details.
7. To add restrictions to the event, click **Add Restriction**. Enter your event restriction details.
8. To add a location for the event, enter a location in the **Location** area.
9. Click **Create**.

What Tools Interact with Calendar?

The Calendar tool can be integrated throughout Amathuba. Some common areas of use are:

- Content
- Assignments
- Quizzes

Facebook: /CILT.UCT **Web:** www.cilt.uct.ac.za **Service Portal:** uct.service-now.com **Email:** cilt-helpdesk@uct.ac.za **Phone:** 021 650 5500

- Discussions

Merging Calendars

Staff and students can merge their Amathuba calendar with their Outlook calendar. You can do so by going to the Calendar tool and clicking the 'Subscribe' button in the top right.



Copy the code provided, and then open your Outlook app or login to the web version of Outlook. Click the **Add calendar** button and choose **From internet** (Desktop app) or **Subscribe from web** (Browser version). Give the new calendar a name and paste the code from Amathuba into the space provided.