

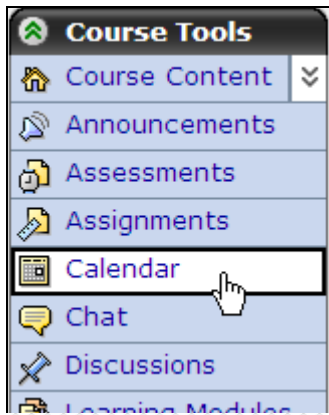
WebCT 6.0 Campus Edition - Calendar Tutorial



Managing the Calendar in WebCT 6.0 involves Adding, Editing and Deleting entries.

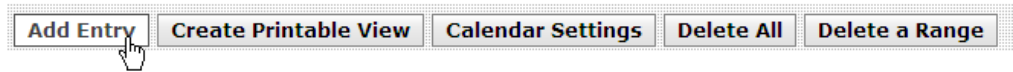
The HELP MENU in WebCT provides help with whatever section you are in. For example, if you are in the Calendar section and select help, Calendar help will be provided.

ADDING AN ENTRY



STEP 1

Either from the **Build** or the **Teach** tab, click **Calendar** on the Course Tools menu.



STEP 2

Click **Add Entry**.

Your location: [Calendar](#) > [View Month](#) > **Add Entry**

Add Entry

*Title:

Description: HTML Creator On Off

Use HTML


STEP 3a


Add a title and description to the event.

write an essay about the lecture.

Use HTML

Dates

Start date:  April 19

End date:  April 19

This is an all-day event

Entry type

Date Selection Calendar

http://evadale.ttuhsc.edu/webct/urw/lc34443

April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Internet 100%


STEP 3b

Choose the date for your event either by clicking on the calendar icon or selecting the date from the drop-down boxes.

Entry type

Type: WebCT Training Success Tools - Student Orientation to WebCT CE 6

Access: Public

 **More Options** (Expand this area to see more options.)

Save Cancel

* Required field

STEP 3c

Designate the type and access of the event and click Save.



Note: to add links or recurrence to the event, click on the **More Options** button.

April 2007 View: Custom view

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	1	2	3	4	5	6	7
View Week	8	9	10	11	12	13	14
View Week	15	16	17	18	19 Today ■ Raider Red's Lecture Series: part 1	20	21
View Week	22	23	24	25	26	27	28
View Week	29	30	1	2	3	4	5

Entries in *italic* are private entries.

Key: ■ WebCT Training Success Tools - Student Orientation to WebCT CE 6

◆ WebCT Training Success Tools - Faculty Orientation to WebCT CE 6

FINISH

The event should now show on the calendar. To view the event, click on the date of the event.

EDITING AN ENTRY

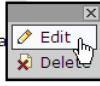
< Your location: [Calendar](#) > [View Month](#) > [View Day](#)

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Delete All](#) [Delete a Range](#)


April 19, 2007 [View Week](#) [View Month](#)

April 19, 2007 View: Custom view

Raider Red's Lecture Series: part 1
8:00 PM - 9:30 PM
Raider Red will be giving a lecture about Football Fan Safety for the A&M and UT games. For extra credit, write an essay about the lecture.
Creator: [Angie Newsome](#)
■ WebCT Training Success Tools - Student Orientation to WebCT CE 6



STEP 1

From the Action Link  by the event to be edited, click Edit.

< Your location: [Calendar](#) > [View Month](#) > [View Day](#) > [Edit Entry](#)

Edit Entry

*Title:

Description: HTML Creator On Off


Use HTML

Dates

Start date:
End date:
 This is an all-day event

Entry type

Type:
Access:

 **More Options** (Expand this area to see more options.)

* Required field

STEP 2

Edit the event as appropriate and click Save.

< Your location: [Calendar](#) > [View Month](#) > [View Day](#)

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Delete All](#) [Delete a Range](#)

April 19, 2007 [View Week](#) [View Month](#)

April 19, 2007 View: Custom view

Raider Red's Lecture Series: part 1
8:00 PM - 9:30 PM
Raider Red will be giving a lecture about Football Fan Safety for the A&M and UT games. For 10 points extra credit, write an essay about the lecture.
Creator: [Angie Newsome](#)
■ WebCT Training Success Tools - Student Orientation to WebCT CE 6

FINISH

Verify changes.

DELETING AN ENTRY

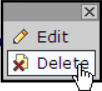
< Your location: [Calendar](#) > [View Month](#) > [View Day](#)

[Add Entry](#) [Create Printable View](#) [Calendar Settings](#) [Delete All](#) [Delete a Range](#)


April 19, 2007 [View Week](#) [View Month](#)

April 19, 2007 View: Custom view

Raider Red's Lecture Series: part 1
8:00 PM - 9:30 PM
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essay about the lecture.
Creator: [Angie Newsome](#)
■ WebCT Training Success Tools - Student Orientation to WebCT CE 6



STEP 1

From the Action Link  by the event to be deleted, click Delete.

< Your location: [Calendar](#) > [View Month](#) > [View Day](#)

Delete Entry

Are you sure you want to delete this entry?

[OK](#) [Cancel](#)

FINISH

Confirm the delete by clicking OK.