

## WebCT Student Tutorial: The Calendar Tool

WebCT has a calendar tool, which is useful to help instructors and students keep track of chat sessions, assignment due dates, exams, etc.

When you go to the Calendar, the current month is displayed.

The screenshot shows the WebCT interface with the 'Sample Course' header. Below the header, there's a navigation bar with 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. The main content area is titled 'Sample Course' and shows a 'Calendar' view for 'January 2004'. There are buttons for 'Previous month' and 'Next month'. Below the calendar, there are fields for 'Date: January 2004' and buttons for 'Go', 'Add entry', and 'Compile entries'. A note states: 'To view, add to, or edit the daily schedule, click a hyperlinked date below.' The calendar grid shows days of the week (Sunday to Saturday) and dates. Some dates have hyperlinks (e.g., 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, 31) and some have text entries (e.g., '-Review chapters 1-2 this week', '-First day of school!', '-Chat session', '-Assignment #1 due', '-Submit rough draft of paper #1', '-No chat today', '-Quiz #1').

|           | Sunday                                                          | Monday                                                      | Tuesday            | Wednesday                           | Thursday                                 | Friday                                                | Saturday                             |
|-----------|-----------------------------------------------------------------|-------------------------------------------------------------|--------------------|-------------------------------------|------------------------------------------|-------------------------------------------------------|--------------------------------------|
| View Week |                                                                 |                                                             |                    |                                     | <a href="#">1</a>                        | <a href="#">2</a>                                     | <a href="#">3</a>                    |
| View Week | <a href="#">4</a>                                               | <a href="#">5</a>                                           | <a href="#">6</a>  | <a href="#">7</a>                   | <a href="#">8</a>                        | <a href="#">9</a>                                     | <a href="#">10</a>                   |
| View Week | <a href="#">11</a><br>-Review chapters 1-2 this week            | <a href="#">12</a><br>-First day of school!                 | <a href="#">13</a> | <a href="#">14</a><br>-Chat session | <a href="#">15</a><br>-Assignment #1 due | <a href="#">16</a>                                    | <a href="#">17</a><br>-Chat session  |
| View Week | <a href="#">18</a><br>-Review chapters 3-4 this week            | <a href="#">19</a><br>-Holiday - Martin Luther King Jr. Day | <a href="#">20</a> | <a href="#">21</a><br>-Chat session | <a href="#">22</a>                       | <a href="#">23</a><br>-Submit rough draft of paper #1 | <a href="#">24</a><br>-No chat today |
| View Week | <a href="#">25</a><br>-Review chapters 5-6 this week<br>More... | <a href="#">26</a>                                          | <a href="#">27</a> | <a href="#">28</a><br>-Chat session | <a href="#">29</a><br>-Quiz #1           | <a href="#">30</a>                                    | <a href="#">31</a><br>-Chat session  |

Note: All private entries are italicized.

WebCT can display different months and/or years by using the pull-down menus for Month and Year.

Click on "Go" to go to the month and year selected.

There are convenient buttons for "Previous Month" and "Next Month" to quickly move backward or forward one month.

If an event is in blue, that indicates that it is a link to a lesson, a video, or other course material. If you move your mouse over the link, the link will be underlined, such as the "Rough draft" entry on January 23. Click on the link to view the material. If you see the word "more" on a date, that means there are more entries beyond those shown on the month view. Clicking on a date enables you to see all the entries for that day, as well as additional instructions. For example, if we click on January 25,

we see that in addition to reviewing chapters 5-6, there also is a video to view.

As a student, you may wish to add your own private entries as notes or reminders to yourself. Only the student adding the entry will see the entry on his/her calendar.

Remember to check your calendar daily!

### Need Help?

For more in-depth information on how to use WebCT tools and features, refer to the WebCT Student Orientation created by Information Technology Services:

<http://www.hawaii.edu/talent/webctstudentorientation/index.html>

If you have any questions about online courses, contact the Student Services Office at (808) 454-4700 or toll-free at 1-(866) 299-8656.

For WebCT technical support, contact Linda Maeno or Stacey Sawa:

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