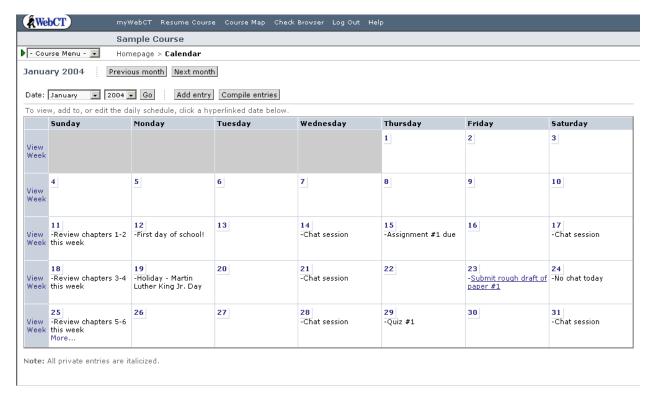
WebCT Student Tutorial: The Calendar Tool

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.



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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