

Schedule v8.3

User Guide
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What Schedule does

The Schedule tool enables you to create and track two types of events:

- personal
- course-related

Personal events

You can share personal events with other users and view events that other users have shared with you.

Course-related events

Users can view course events that you post through the Schedule tool. You can create course-related events in other tools and set them to appear in Schedule. This works with:

- Checklist
- Content
- Discussions
- Dropbox
- Grades
- Quizzes
- Surveys

Accessing the schedule

You can access the schedule from:

- Schedule navbar link
- Events widget
- Calendar widget

Navigating your schedule

On the schedule page, you can see a single day, week, or a month at a time.

► **To Change views**

Click **Day**, **Week**, or **Month** tabs. You can also click the date in the monthly and weekly view to switch to the day view.

► **To see other days, weeks, or months**

Click the next and previous arrows in one of two locations:

- On the **Date Picker** to see the next or previous months
- On the **Schedule grid**

Searching the schedule

Search for events on personal and public calendars. You can search using an event's title or description, specific date ranges, event types (i.e., personal vs. course events), or by priority.

When you search, you can use wildcards in the **Search For** field to help when you don't have the complete title for an event. The following chart describes supported search wildcards and their usage.

Wildcards supported when you search the schedule

Wildcard Character	Effect on Search	Description
%	any number of any character	Schedule uses this implicitly in every search. Searching for day% is equivalent to searching for %day%, '%day or day%. Example Searching for %day% returns all events where the title or description contains a word with the sequence of characters "day": daydream, birthday, holidays, etc.
[]	or/ranges	Use this with characters between the brackets. You don't need to separate characters with commas inside the brackets. Example Searching for [CK]ath[ae]rine returns events where the title or description contains Catharine or Katharine or Catherine or Katherine.
^	not	Use this before a single character to exclude words from the search. Example Searching for base[^b] returns events where the title or description contain the sequence of characters but is not followed by the letter b. E.g., databases, base, basement, etc. are included in the results, but baseball, baseboard are not.

Wildcard Character	Effect on Search	Description
_	one of any character	Use this to search for any single character followed by, or preceded by, a specific string of characters. Example Searching for _ob returns all events where the title or description contain words with a three letter sequence ending in ob. E.g., Robert, Bob, knob, etc. are included in the results, but obstacle, obtuse, etc. would be excluded.

► **To search your schedule**

- 1 Click Search Events on the top tool bar.
- 2 Type the words or phrase and any wildcards into the **Search For** field.
- 3 If you want to narrow your search, click the **Show Search Options** link and change the search operators:
 - Limit your search to just a title or just a description.
 - Search for just personal events, or within certain groups or courses.
 - Search for events in a specific date range.
 - Search for events with a specific priority.

- 4 Click **Search**.

From the search results you can view, edit or delete events depending on permissions and whether you created the event.

Printing your schedule or event

You can print your schedule for the day, week or month. You can print only one day, week or month at a time, and what you have on screen (day, week, or month) is what prints.

You can also print out details for a single event.

► **To print your schedule**



- 1 On the Schedule page, select the day, week, or monthly view depending what you want to print.
- 2 Navigate to the day, week or month you want to print.
- 3 Click **Print**.
- 4 In the pop-up window, click **Print** again.

► **To print an event**

- 1 On the Schedule page, click the link for the event.
- 2 Click **Print**.
- 3 In the pop-up window, click **Print** again.

Adding new events


You can add events to the schedule in two ways:

-  **Quick Add** button on the action bars
-  **New Event** on the top tool bar
- Drop-down menu on days in the weekly and monthly views for personal and course-related events

Using Quick add for personal events


Quick Add provides the ability to quickly create a personal event with only a title and a start and end date.

► **To add an event with Quick Add**

- 1 On the Schedule page, click  **Quick Add**.
- 2 Type a title for the event in the **Title** field.
- 3 Select the **All day event** checkbox if the event takes place for an entire day.
- 4 Select a **Start** and **End** date/time for the event.
- 5 Click **Add**.

Adding new personal or course-related events

► **To add an event using New Event or drop-down menus**


- 1 On the Schedule page, do one of the following:
 - Click  **New Event** on the top tool bar.
 - Click the drop-down **Actions** menu beside a date in the week or month view and then **New Event**.
- 2 Type a title for the event in the **Title** field.
- 3 If you want to add a description, click the **Description** field and type a description.

- 4 If you want to keep the event private, select the **Private Event** checkbox. This shows only that you have an event scheduled for the day and time you set, but hides its details from other users.
- 5 If you want to change the priority of the event, select one from the **Priority** drop-down menu.
- 6 If you want to add a link in the **Link** field.
- 7 Select a **Start** and **End** date/time for the event.
- 8 If you want the event to repeat, click the **Update** button beside the **Repeats** checkbox and choose a pattern for the recurrence in the pop-up menu.
- 9 In the **Event Access** area, select the appropriate radio button for a personal event or course-related event.
- 10 If you wish to share the event with other users, see *Sharing personal events* on p. 6.
- 11 Click **Save**, or to create another event **Save and New**.

Sharing personal events

You can choose to share personal events with other users, groups, sections or org units. Course-related events are automatically shared with all users in the org unit in which you create the event.

► To share a personal event

- 1 In the **Event Access** area of the new or edit event page, click **Add Users**.
- 2 Select the checkbox beside users you want to share the event with in the Add Users pop-up.
- 3 If you cannot find the users you want to share an event with, use the search function. Show the search options to:
 - search for users by first or last name only
 - search for users in different org units with the search options
 - search for users with specific roles
- 4 If you want to check a user's availability, click the  **View Availability** icon.
- 5 Click the **Add Selected** button when you have selected all the users you want to share the event with.

Editing existing events

Once you have created an event you can go back and change its properties. You cannot change a course-related event to a personal event. All other fields are editable.


▶ **To edit existing events**

- 1 Click the link for the event in the calendar on the Schedule page. Navigate to the appropriate date, or search for the event if you need to.
- 2 Make the changes you need to the event's fields.
- 3 Click **Save**.

Importing events

You can import events in iCal, or CSV format. Data in a CSV file must be separated by commas. You must have at least a title and start date field in the file you import. iCal files are provided by third-party calendar applications when you export your calendar from them.

▶ **To import a CSV or iCal file**

- 1 On the Schedule page, click  **Import** on the top tool menu.
- 2 Click **Browse**, and browse to the file you want to import.
- 3 Select all, or only some of the events listed. You cannot select events with errors in them.
- 4 Set the event type for all events, or individually with the **Event type** drop-down menu.
- 5 Click **Import**.

Exporting events

You can export events to a CSV file or in iCal format. When you export to CSV format you lose some fields. Schedule only exports the following fields:

- title
- description
- location
- link
- start date and time
- end date and time

▶ **To export a CSV or iCal file**


- 1 On the Schedule page, click  **Export** on the top tool menu.

- 2 Select what format to export to: iCal or CSV.
- 3 If you want to export events within a certain date range, select the appropriate radio button from **Export Dates**.
- 4 If you want to export certain events, select the **Selected event types** radio button and then select the appropriate checkboxes.
- 5 Click **Export**.
- 6 Right-click the link for the file provided and choose a location to download the file to.

Deleting events

Once you have created an event you can go back and delete it.

► **To delete an event**

- 1 On the Schedule page, click  **Delete Events** on the top tool menu.
- 2 On the Delete Events page, choose a range of dates to search in.
- 3 Click **Search**.
- 4 Select the checkboxes beside the events you want to delete.
- 5 Click **Delete Selected**.


Changing settings

You can change the way Schedule displays in two places. Each one changes a different aspect of the display.

Display options

Use the display option buttons to configure the types of events the schedule displays.


► **To change what events are displayed**

- 1 Click  **Display Options** on the Schedule page.
- 2 In the pop-up, select or clear checkboxes beside the event types you want to include or exclude from the schedule display. Unselected items do not display in the Schedule.
- 3 Click **Save**.

Settings

You can change the time intervals schedule displays and how many days of the week. The Settings page is also where you can also choose to share your calendar with other users.

► **To change what events are displayed**

- 1 Click  **Settings** in the left tool menu on the Schedule page.
- 2 Change the settings you want:

Setting	Description
Day View	Sets the schedule to display 1 hour intervals for the whole day, or only at a certain time. E.g., 8 a.m. to 5 p.m.
Week View	Sets the schedule to show all 7 days, or only Monday to Friday.
Access Events	Shares your schedule with other groups, or with everyone.

- 3 Click **Save**.

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