



Purpose: The **Calendar** tool allows site members with a **maintain** or **contribute** role to display events in a calendar format. It has day, week, month, year, and flat list views; the monthly view also appears by default on the **Overview** page of the site. The **Calendar** tool is also found in **My Home**, where it collates calendar events from all the sites to which you belong that use the **Calendar** tool.

Default permissions: Site members with an **access** role are able to view calendar events, open any files that may be attached and print the calendar. Site owners and others with the **maintain** or **contribute** role, are also able to subscribe to another calendar and create, edit, import/export, and remove calendar postings made within the site.

Typical use & good practice tips: **Calendar** events can have multiple attachments; for example, a tutor may find it useful to attach notes or readings that are associated with a tutorial, or handouts for student demonstrators. Research, group, and department projects could post group deadlines. Departmental calendars and Oxford University term dates can be subscribed to. You can export a private URL of your **My Home** calendar (which collates all your *WebLearn* site calendars) and import this into another calendaring application. *WebLearn* calendars can be printed as an Adobe PDF file by clicking **Printable Version**.

The **Sign-up** tool is integrated with the **Calendar** tool in the sense that sign-up events are displayed by default in the site's calendar.

If the **Calendar** tool is not currently available in your site, see the guide **Site Management – the Site Info > Adding tools to a WebLearn site** to learn how to turn it on.

This guide shows you how to get started with viewing, creating, editing or removing **Calendar** events and printing a calendar. It also demonstrates how to subscribe to your *WebLearn* or other calendars.

Other useful step-by-step guides to read in conjunction with this one:

- Site Management – the Site Info tool
- Attaching files in *WebLearn*
- Subscribing to *WebLearn* calendars from other calendar applications
- Using the WYSIWYG HTML editor

All step-by-step guides are available from weblearn.ox.ac.uk/info

Calendar Summary

A summarised version of the **Calendar** tool appears on the **Overview** page of *WebLearn* sites that contain the **Calendar** tool. Days that contain events are highlighted.

CALENDAR LINK HELP

OPTIONS PUBLISH (PRIVATE)

December 2016 < Today >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	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	1



CALENDAR

LINK

HELP

OPTIONS

PUBLISH (PRIVATE)

December 2016

Wed	Thu	Fri	Sat	Sun
28	29	30	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	1

Click **Options** to set preferences.

You can change the colour of high priority events: see screenshot on the right

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View:

Select either **Calendar by Week** or **Calendar by Month**.

Priority events

Define event priorities and priority colors.

Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority:

Move up

Move down

Medium priority:

Move up

Move down

Low priority:

Highlight a low priority event type and click **Move up** to set the priority to **High** or **Medium**. Choose **Move down** to reverse the process.

Colors

High priority:

Medium priority:

Low priority:

Click the icon to select colours to represent high, medium, and low priority events on the calendar.

Click to save changes when finished.

Viewing the Calendar tool

The calendar displayed on the **Overview** page is a summary of the tool. To enter the tool itself, click **Calendar** from the tools menu on the left hand side.

Those with the access role see only this option.

Options for viewing the calendar are **Calendar by Day**, **Calendar by Week**, **Calendar by Month**, **Calendar by Year** or **List of Events**.

All these options are visible by default only for the **maintain** role, and are explained throughout this guide.

Today's date is highlighted.

Click the title to see the entry's details.

By default, only times from 8 am to 5 pm are displayed. Use the **Earlier** or **Later** labels to navigate to other times.

Back to Calendar

You can create your own additional fields (see 'Fields' later in this guide)

Due date

Date	22-Dec-2016
Time	10:00 - 11:00 GMT
Description	Final deadline for Assignment 8
Frequency	Activity occurs once
Event Type	Deadline
Owner	Jill Fresen
Site	Basic layout
From Site	"Basic layout" (fef0f220-1b55-4084402ae8d0)
College address	
Department address	

Adding an item to the Calendar

By default, only those with a **maintain** or **contribute** role are able to add an item to a site's **Calendar**. Note that all **WebLearn** users have a **maintain** role for the **Calendar** tool that appears in their own **My Home**.

1. From within your *WebLearn* site, choose the **Calendar** tool from the list of tools on the left.
2. Select **Add** from the options at the top left of the screen and the following window will appear.
3. **Title**, **Date** and **Start Time** are the only required fields.

4. Add any other details associated with the event into the appropriate areas of the Add Event window.

Add Event

To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom.
Required items marked with *

Event

* Title

* Date

* Start Time GMT

Duration Hours Minutes

End Time GMT

Set hours and minutes (24 hour clock) for start and end times.

Message

Rich text editor toolbar with options for Source, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Find, Replace, Link, Unlink, Image, Table, Table of Contents, Print, and Help.

Click here for help with the text editor.

Display to site
 Display to selected groups

Frequency

Activity occurs once

Frequency

Event Type

Event Location

College address

Department address

By default, the event will only be shown once in the calendar. Click here to make the event recurrent.

Choose an appropriate classification. This links the event with event priority settings (and colours) viewed in the **Calendar Summary**.

Attachments

No attachments Yet

Add Attachments

Save Event

Cancel

For more on how to attach a file, see the guide entitled **Attaching files in WebLearn**.

To save your event and post it to the calendar, click **Save Event**. To cancel, click **Cancel**.

Editing or removing calendar events


By default, only those with a **maintain** or **contribute** role are able to edit or remove **Calendar** events within the site.

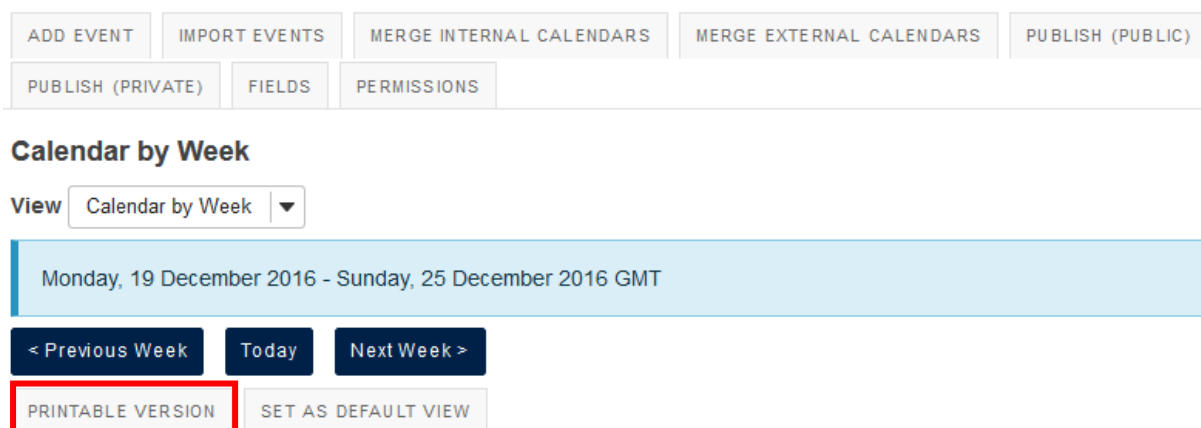
1. Find the item on your calendar and click its title.
2. Click **Edit** or **Remove event**.
3. To edit the item, make your desired changes and then click **Save Event**.
4. To remove the item, click **Remove event** on the confirmation page or **Cancel** to cancel the action.

Printing a calendar

If you choose to print a *WebLearn* Calendar or calendar, the system automatically creates an Adobe PDF file of your chosen view, from within the **Calendar tool**.

1. In the tools menu of your **My Home** or the WebLearn site whose calendar you wish to print, click **Calendar**. (Note that in your **My Home**, all Calendar entries for sites to which you have access are automatically merged into the **Calendar tool**, thus providing a global view of the important dates in all your WebLearn calendars.)
2. From the **View** drop-down list, select the desired view for the calendar to be printed (e.g., **Calendar by Day**, **Calendar by Week**, **Calendar by Month**, or **List of Events**). You cannot print the **Calendar by Year** view.
3. Click **Printable Version**. This opens a new window with your calendar as a PDF document. From this window, choose whichever printing method your browser offers to print the calendar (e.g., a printer icon).

 Note that if you have no weekend calendar entries and you select the **Calendar by Week** view, the week printed will be from Monday to Friday.



The screenshot shows the top navigation bar of the Calendar tool with buttons for 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'MERGE EXTERNAL CALENDARS', 'PUBLISH (PUBLIC)', 'PUBLISH (PRIVATE)', 'FIELDS', and 'PERMISSIONS'. Below this is the 'Calendar by Week' section. A 'View' dropdown menu is set to 'Calendar by Week'. A light blue bar indicates the current week: 'Monday, 19 December 2016 - Sunday, 25 December 2016 GMT'. Navigation buttons include '< Previous Week', 'Today', and 'Next Week >'. At the bottom, the 'PRINTABLE VERSION' button is highlighted with a red rectangular box, and a 'SET AS DEFAULT VIEW' button is also visible.

The calendar is produced as a PDF file for you to download and print.

Merging calendars (internal) from other WebLearn sites

By default, only those with a **maintain** or **contribute** role are able to **Merge internal calendars** from various other *WebLearn* sites into the current site calendar.

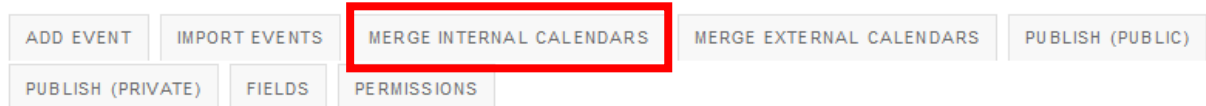
The site members in the current site will see only those events they have permission to read in the target site. For example, they will see the merged events if:

- * they are also a member in the target site

OR

- * the target site is available to visitor sub-sets, such as 'All Oxford Users', etc.

1. Go to the *WebLearn* site that contains your overall or parent calendar and choose the **Calendar** tool from the list of tools on the left.
2. Select **Merge Internal Calendars** from the options at the top of the screen and the following window will appear. It shows all your *WebLearn* sites in which you have a calendar.



A horizontal navigation bar with five buttons: 'ADD EVENT', 'IMPORT EVENTS', 'MERGE INTERNAL CALENDARS', 'MERGE EXTERNAL CALENDARS', and 'PUBLISH (PUBLIC)'. Below these are three more buttons: 'PUBLISH (PRIVATE)', 'FIELDS', and 'PERMISSIONS'. The 'MERGE INTERNAL CALENDARS' button is highlighted with a red rectangular border.

Show Events from Another Site

Select what calendars you want to merge into this site. This site's users will only see those events they had permission to see in the source site.

Site	Show
11-12 Practice of EBHC (15aa325e-764c-498d-a561-333685bfb812)	<input type="checkbox"/>
3. Course Site Template (22b02ad7-5d2e-43ff-990c-08e5734c920a)	<input type="checkbox"/>
Adam's Site (cc2c88fe-a0fe-44d6-0046-89493362b2aa)	<input checked="" type="checkbox"/>
African Studies (bdec163f-c57d-4418-8661-a8298c68c4b8)	<input type="checkbox"/>

Tick the box to select the target site/s whose calendars you want to incorporate into the current site

3. Scroll down and click **Save**.

< Previous Week Today Next Week >

PRINTABLE VERSION SET AS DEFAULT VIEW

Earlier

	Mon 19	Tue 20	Wed 21	Thu 22
8:00				
9:00				
10:00				Due date
11:00				
12:00				
13:00				
14:00				
15:00				Christmas Carols
16:00				

This event already existed in the current (parent) site

This event has been merged in from the selected site

Importing events into a WebLearn calendar

By default, only those with a **maintain** or **contribute** role are able to import events into a *WebLearn* site calendar.

The **Import Events** function can be used to bring events that have been created externally to *WebLearn* into a site's calendar; they will then also appear in the user's **My Home** calendar. If a user belongs to three different sites that all import dates from the same calendar (e.g. term dates), the imported dates will appear three times in the user's **My Home** calendar, thus causing undesirable cluttering of that calendar.

ADD EVENT **IMPORT EVENTS** MERGE INTERNAL CALENDAR (PUBLIC)

PUBLISH (PRIVATE) FIELDS PERMISSIONS

Import Events

Step 1 of 3: Select type of calendar to import from

Type of calendar to import

Microsoft Outlook

Meeting Maker

iCalendar

Generic calendar import (comma-separate values)

Continue Cancel


1. Click the radio button beside the type of calendar file you are importing (Microsoft Outlook, Meeting Maker, iCalendar, or Generic calendar import (comma-separate values)), and then click **Continue**.
2. Click **Browse...** and browse to the calendar file you want to import. When you have selected it, click **Continue**.
3. You should now see a preview of the events to be imported. You may deselect events that you don't want to import.
4. Click **Import Events** to add the imported events.

Merging external calendars

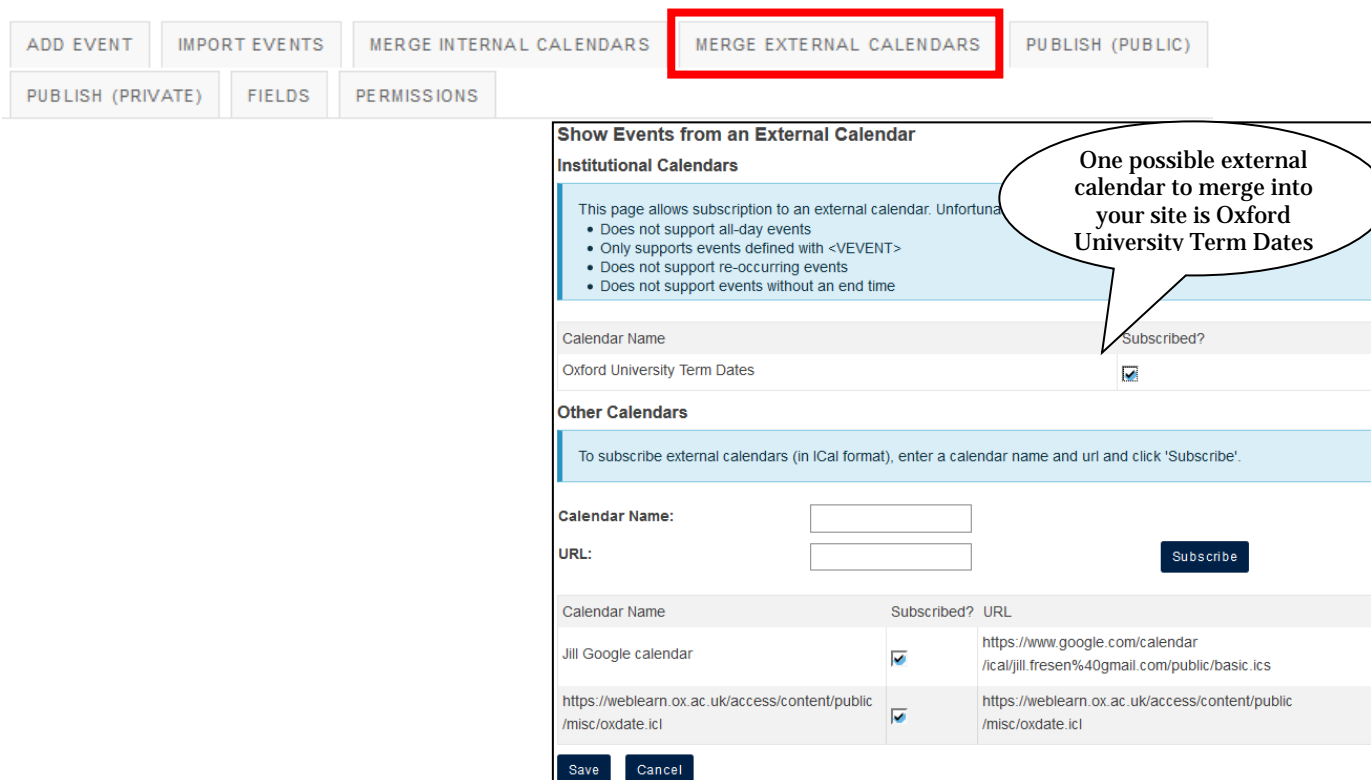
By default, only those with a **maintain** or **contribute** role are able to merge external calendars into a *WebLearn* site calendar.

The **Merge External Calendars** feature enables events from external calendars to appear in a site's calendar. Such events will exist as an overlay, i.e. they are visible, but not located in the calendar in the same way that other events are. If a user belongs to three different sites that all subscribe to dates from the same calendar (e.g. term dates), the subscribed dates should appear only once in the user's **My Home** calendar.

Consideration should be given to whether to use **Import Events** (see above) or **Merge External calendars** when wanting users to view dates created externally to *WebLearn*. If the external calendar is likely to also be used by other sites, **Merge External Calendars** is a better option. For example, if a single calendar is to be used across a Department or a Division, it may be useful to create it within a master *WebLearn* site, and then subscribe to it from other *WebLearn* sites within the Department or Division.

 Note: the **Merge External Calendars** feature has the following limitations, due to the library used (ical4j) and the ical import feature. It does **NOT** support the following:

1. full event days;
2. events not defined with <VEVENT>;
3. re-occurring events;
4. events without an end time.



ADD EVENT IMPORT EVENTS MERGE INTERNAL CALENDARS **MERGE EXTERNAL CALENDARS** PUBLISH (PUBLIC)

PUBLISH (PRIVATE) FIELDS PERMISSIONS

Show Events from an External Calendar

Institutional Calendars

This page allows subscription to an external calendar. Unfortunately:

- Does not support all-day events
- Only supports events defined with <VEVENT>
- Does not support re-occurring events
- Does not support events without an end time

Calendar Name	Subscribed?
Oxford University Term Dates	<input checked="" type="checkbox"/>

Other Calendars

To subscribe external calendars (in ICal format), enter a calendar name and url and click 'Subscribe'.

Calendar Name:

URL:

Calendar Name	Subscribed?	URL
Jill Google calendar	<input checked="" type="checkbox"/>	https://www.google.com/calendar/ical/jill.fresen%40gmail.com/public/basic.ics
https://weblearn.ox.ac.uk/access/content/public/misc/oxdate.ical	<input checked="" type="checkbox"/>	https://weblearn.ox.ac.uk/access/content/public/misc/oxdate.ical

1. Enter a name for the subscribed calendar, and paste its URL. This name is to help you identify the calendar later.
2. Click **Subscribe**, and then **Save** to finish.

3. Subscribing to a calendar is a dynamic process, i.e., changes made to the subscribed calendar will automatically appear in the *WebLearn Calendar*; however subscribed feeds are only checked every 2 hours.

Example: University of Oxford term dates can be subscribed to from

<https://weblearn.ox.ac.uk/access/content/public/misc/oxdate.icl>

which will be done automatically if you tick the respective box shown on the image above.

Publishing a calendar (public URL)

By default, only those with a **maintain** or **contribute** role are able to publish a publicly viewable calendar which requires no authentication, e.g. to place it on a public website.

ADD EVENT IMPORT EVENTS MERGE INTERNAL CALENDARS MERGE EXTERNAL CALENDARS **PUBLISH (PUBLIC)**

PUBLISH (PRIVATE) FIELDS PERMISSIONS

Click on **Publish (public)** to display the page to generate a public link (see next screenshot)

Generate a Link to this Calendar for Public Use

Subscription to this calendar in other applications will display all events within a window of plus 12 and minus 6 months. Authentication is not required and all events will potentially be visible to the general public. If this is not desirable then please publish via a private link instead.

Calendar Name .ics

Enable Subscription?

Note: This export generates a text file that follows the iCalendar standard, which is suitable for import into other calendaring applications such as *Apple iCal*, *Microsoft Exchange*, and *Google Calendar*. Recurring events are not currently supported.

1. Give the calendar a name, and then tick the **Enable subscription?** Box.
2. Click **Save** - this returns you to the main **Calendar** page view.
3. Clicking again on **Publish (public)** displays the link which you can subscribe to from other calendaring applications or public webpages:

Generate a Link to this Calendar for Public Use

Subscription to this calendar in other applications will display all events within a window of plus 12 and minus 6 months. Authentication is not required and all events will potentially be visible to the general public. If this is not desirable then please publish via a private link instead.

Calendar Name .ics

Enable Subscription?

Subscription URL: https://weblearn.ox.ac.uk/access/calendar/ical/history_of_science.ics

Click **Save** to save the calendar link or **Cancel** to return to the **Calendar** page.

Copy this URL so that you can import it into another calendar program, e.g. Microsoft Outlook.

4. In your other calendar program, use the function 'Internet calendars' (or equivalent) to subscribe to this *WebLearn* calendar. You will then be able to see both calendars side-by-side (or in some cases, overlaid upon each other).

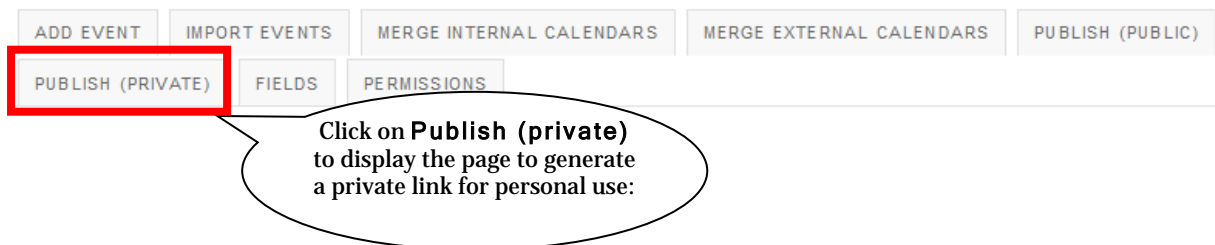
Subscribing to a WebLearn site calendar from another calendaring application (private URL)

All roles have this option, so that anyone can export a private URL of their *WebLearn* calendar and access it from their usual calendar application.

A 'private URL' is a system-generated calendar address, which is almost impossible for anyone or a search engine to stumble over. It is intended for private use, not for sharing with others.

This function is particularly useful if done from the calendar in **My Home**, which collates all calendar entries from all *WebLearn* sites in which you are a member.

This subscription is dynamically updated in line with changes to the *WebLearn* calendar.

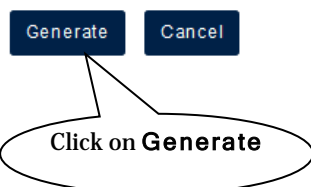


Generate a Link to this Calendar for Personal Use

Please click the 'Generate' button to create a link to this calendar. The link is for private use only and will allow events from this site to be displayed in other calendaring applications.

Subscription to this calendar in other applications will display all events within a window of plus 12 and minus 6 months.

Note: If you subscribe to the calendar in your 'Home', it will aggregate the events from the calendars of all the sites of which you are a member.



Subscribe to this Calendar

The following links are for private use only. If you have accidentally disclosed the URL to others then please click the 'Regenerate' button to create a new private link.

Subscription to this calendar in other applications will display all events within a window of plus 12 and minus 6 months.

Note: If you subscribe to the calendar in your 'Home', it will aggregate the events from the calendars of all the sites of which you are a member.

If you click on the link below, your browser should present you with a client (e.g. Outlook) that you can use to subscribe to this calendar:

<webcals://weblearn.ox.ac.uk/access/calendar/opaq/8dd24ed1-3e48-44ac-99b0-8ef99b6f0cff/main.ics>

Alternatively, copy and paste this link to your web-based or desktop calendar client.

<https://weblearn.ox.ac.uk/access/calendar/opaq/8dd24ed1-3e48-44ac-99b0-8ef99b6f0cff/main.ics>

Regenerate

Delete

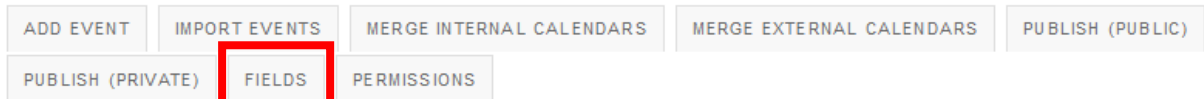
Back

Choose an option to import this calendar into another calendar program, e.g. Microsoft Outlook.

 Note: Full details are provided in the separate guide: **Subscribing to WebLearn calendars from other calendar applications.**

Fields

It is possible to add to the fields that are entered and displayed in a calendar entry. Default fields (such as Title, Message, Date etc.) cannot be removed, but you can add or remove additional fields that might be relevant.



Add/Edit Fields

To add fields, enter field name below and click 'Create Field'.

Field Name:

Create Field

Field Name	Remove?
Title	<input type="checkbox"/>
Message	<input type="checkbox"/>
Date	<input type="checkbox"/>
Start Time	<input type="checkbox"/>
Duration	<input type="checkbox"/>
End Time	<input type="checkbox"/>
Frequency	<input type="checkbox"/>
Event Type	<input type="checkbox"/>
Event Location	<input type="checkbox"/>
College address	<input type="checkbox"/>
Department address	<input type="checkbox"/>

User-defined fields

You can add new fields of your own.

Default fields cannot be removed.

Save Field Changes Cancel

These fields will automatically be available for you to complete when you add a new event:

Frequency Activity occurs once

Event Type

Event Location

College address

Department address

Permissions

The default Permissions settings for the Calendar tool are:

Permissions

Set permissions for Calendar in worksite"jill sub4" (e663af61-0156-40b2-803d-e983c0c30d39)

Permission	access	contribute	maintain	suspended
Create events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete own events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit own events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit any event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subscribe to calendars	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change calendar options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View event audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In order to allow site members with the **access** role to create events, or edit/delete their own calendar items, adjust the default permissions by ticking the relevant boxes as shown below. Click **Save** to finish.

Permission	access	contribute	maintain	suspended
Create events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete own events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete any event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit own events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit any event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subscribe to calendars	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Change calendar options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View event audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>