


## Course Tools: Calendar and Tasks Goucher College

### Calendar

<p><b>Calendar</b></p>	<p>Instructors may use the Calendar to indicate important dates for participants. Dates posted in the calendar are visible to all participants in the course.</p>
<p>To access the <b>Calendar</b>, click on <b>Control Panel</b></p>	 <p>The screenshot shows the course homepage with a navigation menu on the left. Under the 'Tools' section, the 'Control Panel' link is highlighted with a red box and a mouse cursor. Other links include Announcements, Syllabus, Faculty, Course Documents, Assignments, Discussion Board, External Links, Groups, and PowerPoints. The main content area shows a header for 'SPECIAL PROJECTS &gt; ANNOUNCEMENTS' with a date range of 'October 13, 2006 - October 20, 2006' and a message stating 'No announcements found.'</p>
<p>In Course Tools click on <b>Course Calendar</b></p>	 <p>The screenshot shows a 'Course Tools' menu with various options. The 'Course Calendar' link is highlighted with a red box and a mouse cursor. Other options include Announcements, Discussion Board, Collaboration, Digital Dropbox, Glossary Manager, Voice Announcements, Staff Information, Tasks, and Send Email.</p>
<p>The <b>Calendar: View by Day</b> page opens</p> <p>To have a different view of the calendar, use the <b>tabs</b>.</p>	 <p>The screenshot shows the 'Calendar: View by Day' page. At the top, there are tabs for 'VIEW DAY', 'VIEW WEEK', 'VIEW MONTH', and 'VIEW YEAR'. The 'VIEW DAY' tab is selected and highlighted with a red circle. Below the tabs, the date 'Friday, October 20, 2006' is displayed. The main content area shows a vertical list of time slots from 6:00 AM to 11:30 PM, with no events currently scheduled.</p>

## Calendar Views

Click on **View Week**


 **Calendar: View by Day**

 Add Event  Quick Jump

VIEW DAY **VIEW WEEK** VIEW MONTH VIEW YEAR

« Friday, October 20, 2006 »

**Weekly View**

 **Calendar: View by Week**

 Add Event  Quick Jump

VIEW DAY VIEW WEEK **VIEW MONTH** VIEW YEAR

« October 15 - 21, 2006 »

Sunday, October 15

Monday, October 16

Tuesday, October 17

Wednesday, October 18

Thursday, October 19

Friday, October 20

Saturday, October 21

OK

Click on **View Month**


 Add Event  Quick Jump



VIEW DAY VIEW WEEK **VIEW MONTH** VIEW YEAR

« Friday, October 20, 2006 »

**Monthly View**

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [COURSE CALENDAR](#)

 **Calendar: View by Month**

 Add Event  Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH **VIEW YEAR**

« October, 2006 »

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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				

OK



Type the **Event Name** and a **Description** about the event.

**1 Event Information**

\* **Event Name**

**Description**

Normal 3 Times New Roman B I U S x x<sup>2</sup>

Go to Communication. Click on Collaboration, Office Hours (Chat)

Path: [body](#)

Select the **Date**, **Start** and **End** time.

**2 Event Time**

Date Oct 23 2006

Start Time 01 00 PM

End Time 03 00 PM

Click **Submit** to post the event

**3 Submit**

\* *Required Field*

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

A **Receipt** is given

SPECIAL PROJECTS > CONTROL PANEL > COURSE CALENDAR > RECEIPT

**Calendar Receipt**

Event added.

**Event Date** October 23, 2006  
**Name** Office Hours Online

2006-10-20 01:19:58 PM

OK

Click **OK**

The Event appears as a link.

*Note: In the yearly view it appears in red.*

Click on the link to view the complete information about the event

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

October, 2006

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 <a href="#">Office Hour</a>	24	25	26	27	28
29	30	31				

OK

The **Calendar View Event** page opens.

In this page instructors may **Modify** or **Remove** events.

*Note: Events can be modified or removed in any view.*


 **Calendar View Event**

Office Hours Online	
<b>Date</b>	Monday, October 23, 2006
<b>Start Time</b>	01:00 PM
<b>End Time</b>	03:00 PM
<b>Category</b>	Course (ED_677_001_06SP)

Go to Communication. Click on Collaboration, Office Hours (Chat)

### Modify and Remove Event

Click on **Modify**


 **Calendar View Event**

Office Hours Online	
<b>Date</b>	Monday, October 23, 2006
<b>Start Time</b>	01:00 PM
<b>End Time</b>	03:00 PM
<b>Category</b>	Course (ED_677_001_06SP)

Go to Communication. Click on Collaboration, Office Hours (Chat)

The **Modify Calendar Event** page opens

From this page instructors may change previous information.

 **Modify Calendar Event**

**1 Event Information**

**Event Name**

**Description**

Go to Communication. Click on Collaboration, Office Hours (Chat)

Path: [body](#)

**2 Event Time**

**Date** Oct 23 2006

**Start Time** 01:00 PM

**End Time** 03:00 PM

**3 Submit**

\* Required Field

Click **Submit** to finish. Click **Cancel** to quit.

**Click on Remove**

**Calendar View Event**

**Office Hours Online**

**Date** Monday, October 23, 2006  
**Start Time** 01:00 PM  
**End Time** 03:00 PM  
**Category** Course (ED\_677\_001\_06SP)

Go to Communication. Click on Collaboration, Office Hours (Chat)

OK

The **Remove Event** window opens. Click **OK** to delete or **Cancel** to quit.

*Note: Removing an event from the Calendar is final.*

Microsoft Internet Explorer

Remove Event

OK Cancel

**Quick Jump**

**Click on Quick Jump**

This feature allows users to search and find events in the calendar.

SPECIAL PROJECTS > CONTROL PANEL > COURSE CALENDAR

**Calendar: View by Day**

Add Event Quick Jump

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

The **Calendar Quick Jump** page opens

**Calendar Quick Jump**

1 **Calendar Quick Jump**

View Calendar events for a specific date.

Select a date.

Oct 20 2006

Select the type of view.

Month  
 Week  
 Day

2 **Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

## Select a Date

Use the dropdown menu or the Calendar Icon.

**The Arrows:**  
Click on the arrows to change the options.

**Calendar Icon:**  
Click on the icon; a small window opens. Select the day by clicking on it.

**Calendar Quick Jump**

1 **Calendar Quick Jump**

View Calendar events for a specific date.

Select a date.

Oct 20 2006

Select the type of view.

Month  
 Week  
 Day

2 **Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

## Select the type of view

Click **Submit**

**Calendar Quick Jump**

1 **Calendar Quick Jump**

View Calendar events for a specific date.

Select a date.

Nov 01 2006

Select the type of view.

Month  
 Week  
 Day

2 **Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

The next window takes you to the event you have selected.

To view all the information click on the link.

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

October 29 - November 04, 2006

Sunday, October 29

Monday, October 30

Tuesday, October 31

Wednesday, November 01

2:00 PM [Live Class \(2 hours\)](#) F

Thursday, November 02

Click **OK** to exit and go to **Control Panel**.

**Tasks**

**Tasks**  
 The **Tasks** page organizes activities in the course. This page may include all activities the instructor wants students to complete during the course. The advantage of preparing a Tasks page is to keep all assignments in one area for participants to view. However, it is up to the students to inform the instructor of the status of the assignment. Students need to select “in progress” or “completed” to let the instructor know. Adapt this feature to your students’ needs.

Click on **Tasks**

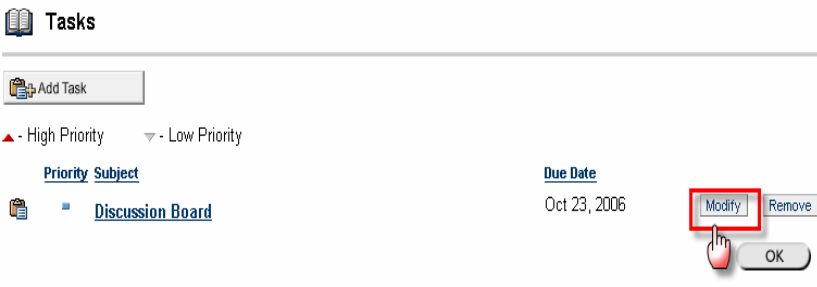
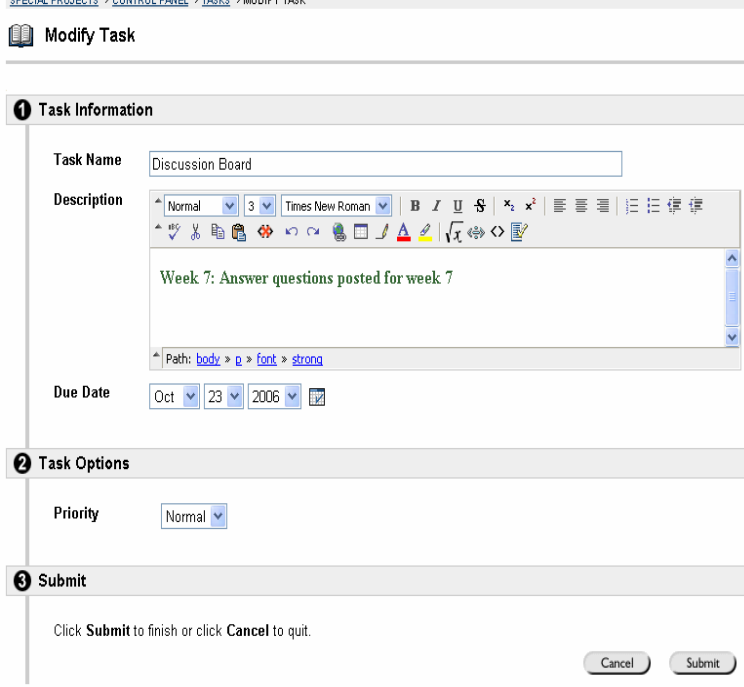

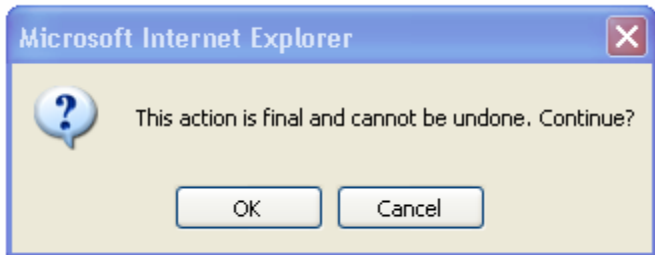
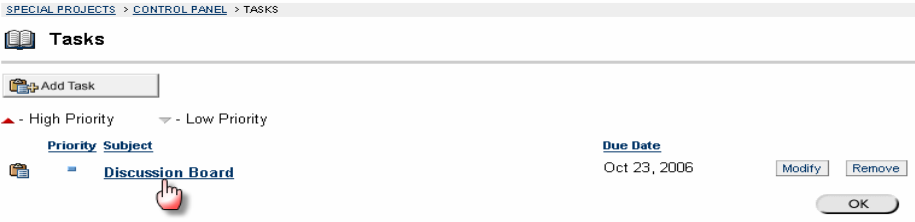
The **Tasks** page opens.

Click on **Add Task**

The **Add Task** page opens.

Instructors need to complete the information about the task.

<p>Type the <b>Task Name</b> and <b>Description</b>.</p> <p>Select the <b>Due Date</b></p>	<p><b>1 Task Information</b></p> <p>Task Name: Discussion Board</p> <p>Description: Week 7: Answer questions posted for week 7</p> <p>Due Date: Oct 23 2006</p>										
<p><b>Task Options:</b> Select from Low, Normal or High Priority</p> <p>Click on <b>Submit</b></p>	<p><b>2 Task Options</b></p> <p>Priority: Normal</p> <p><b>3 Submit</b></p> <p>Click <b>Submit</b> to finish or click <b>Cancel</b> to quit.</p> <p>Buttons: Cancel, Submit</p>										
<p>A <b>Receipt</b> is given.</p> <p>Click <b>OK</b></p>	<p><b>Add Task</b></p> <p>Receipt: Success</p> <p>Discussion Board Due Date: Oct 23, 2006 Priority: Normal Status: Not Started</p> <p>Week 7: Answer questions posted for week 7</p> <p>2006-10-20 03:28:39 PM</p> <p>Button: OK</p>										
<p>The task has been added to the page.</p>	<p><b>Tasks</b></p> <p>Priority: High Priority   Low Priority</p> <table border="1"> <thead> <tr> <th>Priority</th> <th>Subject</th> <th>Due Date</th> <th>Modify</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>High Priority</td> <td>Discussion Board</td> <td>Oct 23, 2006</td> <td>Modify</td> <td>Remove</td> </tr> </tbody> </table> <p>Button: OK</p>	Priority	Subject	Due Date	Modify	Remove	High Priority	Discussion Board	Oct 23, 2006	Modify	Remove
Priority	Subject	Due Date	Modify	Remove							
High Priority	Discussion Board	Oct 23, 2006	Modify	Remove							
<p>Tasks may be <b>Modified</b> or <b>Removed</b> from this page.</p>	<p><b>Tasks</b></p> <p>Priority: High Priority   Low Priority</p> <table border="1"> <thead> <tr> <th>Priority</th> <th>Subject</th> <th>Due Date</th> <th>Modify</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>High Priority</td> <td>Discussion Board</td> <td>Oct 23, 2006</td> <td>Modify</td> <td>Remove</td> </tr> </tbody> </table> <p>Button: OK</p>	Priority	Subject	Due Date	Modify	Remove	High Priority	Discussion Board	Oct 23, 2006	Modify	Remove
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High Priority	Discussion Board	Oct 23, 2006	Modify	Remove							

<p>Click on <b>Modify</b></p>	
<p>The <b>Modify Task</b> page opens.</p> <p>Make changes to the task and click <b>Submit</b>.</p>	
<p>Click on <b>Remove</b></p>	
<p>Removing a Task is final, click <b>OK</b> to delete, or <b>Cancel</b> to quit.</p>	
<p>Click on the <b>Task link</b></p>	

<p>The <b>Tasks</b> page opens.</p> <p>It contains the names of the participants and the status of the task.</p> <p><i>Note: This view is only accessible from the Control Panel.</i></p>	<p>SPECIAL PROJECTS &gt; CONTROL PANEL &gt; TASKS</p> <p><b>Tasks</b></p> <p><b>Discussion Board</b>  Due Date: Oct 23, 2006  Priority: Normal  Status: Not Started</p> <p>Week 7: Answer questions posted for week 7</p> <p><b>Task Status</b>  User: Smith, Frank  Status: Not Started</p> <p>OK</p>										
<p>In the example, the student has selected the “In Progress” option, to inform the instructor about the status of the assignment.</p> <p>Click <b>OK</b> to exit.</p>	<p>SPECIAL PROJECTS &gt; CONTROL PANEL &gt; TASKS</p> <p><b>Tasks</b></p> <p><b>Discussion Board</b>  Due Date: Oct 23, 2006  Priority: Normal  Status: Not Started</p> <p>Week 7: Answer questions posted for week 7</p> <p><b>Task Status</b>  User: Smith, Frank  Status: In Progress</p> <p>OK</p>										
<p>Click <b>OK</b> to go to Control Panel.</p>	<p>SPECIAL PROJECTS &gt; CONTROL PANEL &gt; TASKS</p> <p><b>Tasks</b></p> <p>Add Task</p> <p>▲ - High Priority ▼ - Low Priority</p> <table border="1"> <thead> <tr> <th>Priority</th> <th>Subject</th> <th>Due Date</th> <th>Modify</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>■</td> <td>Discussion Board</td> <td>Oct 23, 2006</td> <td>Modify</td> <td>Remove</td> </tr> </tbody> </table> <p>OK</p>	Priority	Subject	Due Date	Modify	Remove	■	Discussion Board	Oct 23, 2006	Modify	Remove
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