

# Module 2:

## Schedule



## Use the Schedule (Calendar)

The schedule tool allows instructors to post events in a calendar format.

- Activity list – Click List of Events to see a list of all events.
- Merging calendars – Your “My Workspace” Schedule contains events from all of the sites that you are a member of. You can also set up the Schedule in your individual course site to contain events from all of the other sites you are member of.



You can print any schedule view in .pdf format by clicking on Printable View.

### Add Calendar Items

1. While viewing your calendar, click **Add**.
2. Enter the required information for title, date, and start time. Additionally, you can specify duration and end time.
3. Under "Message", use the WYSIWYG editor to create and format the body of your calendar item.
4. To display the event to all members of the site, check **Display to site**. To display the event only to members of a certain group, check **Display to selected groups**, and then use the checkboxes to choose which groups or sections can view the calendar item.

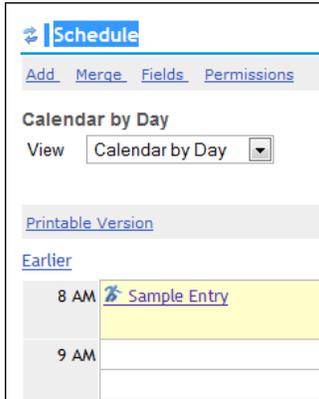


**Note:** If you don't see the **Display to selected groups** option, it means there are no groups or sections associated with your site; see [Managing groups](#) from the Lualima support page.

5. If your event will take place more than once, you can set the frequency by clicking **Frequency**. Then, follow these steps:
  - a. Next to "Event Frequency", use the drop-down list to select **daily**, **weekly**, **monthly**, or **yearly**.
  - b. Next to "Every:", use the drop-down list to select a value between 1 and 31.
  - c. Under "Ends:", use the radio buttons to select when you want your event to stop recurring.
  - d. Click **Save Frequency**.
6. Next to "Event Type", use the drop-down list to choose an appropriate classification for your event.
7. Next to "Event Location", type a location for your event into the text box.
8. Under "Attachments", you can attach a file from your local computer or from Resources, or specify the URL for a file on the web.
9. To save your event and post it to the calendar, click **Save Event**. To cancel, click **Cancel**.

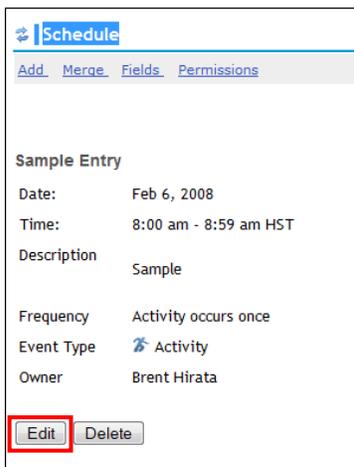
## Edit Calendar Items

1. Find the item on your calendar and then click its title.



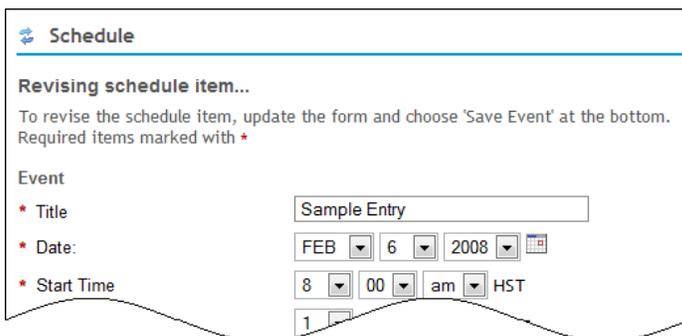
The screenshot shows a web interface titled "Schedule". At the top, there are links for "Add", "Merge", "Fields", and "Permissions". Below this is a section "Calendar by Day" with a "View" dropdown menu set to "Calendar by Day". A link for "Printable Version" is visible. Underneath, there is a link for "Earlier". The calendar grid shows a yellow highlight for an event at 8 AM titled "Sample Entry".

2. Click **Edit**.



The screenshot shows the details for the "Sample Entry". It includes the following information: Date: Feb 6, 2008; Time: 8:00 am - 8:59 am HST; Description: Sample; Frequency: Activity occurs once; Event Type: Activity; Owner: Brent Hirata. At the bottom, there are two buttons: "Edit" and "Delete". The "Edit" button is highlighted with a red box.

3. In the resulting form, make your desired changes.

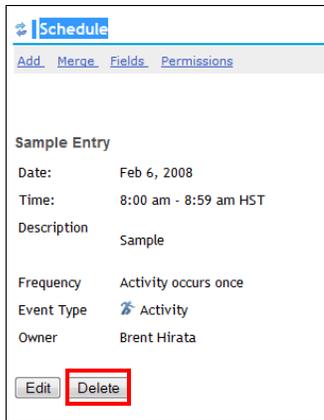


The screenshot shows a form titled "Revising schedule item...". It includes instructions: "To revise the schedule item, update the form and choose 'Save Event' at the bottom. Required items marked with \*". The form fields are: Event Title (Sample Entry), Date (FEB 6 2008), Start Time (8:00 am HST), and a checkbox for "1".

4. When you are finished editing the item, click **Save Event**.

## Delete Calendar Items

1. Find the item on your calendar and then click its title.
2. Click **Delete**. On the confirmation page, click **Delete** to remove the item, or **Cancel** to cancel the action.

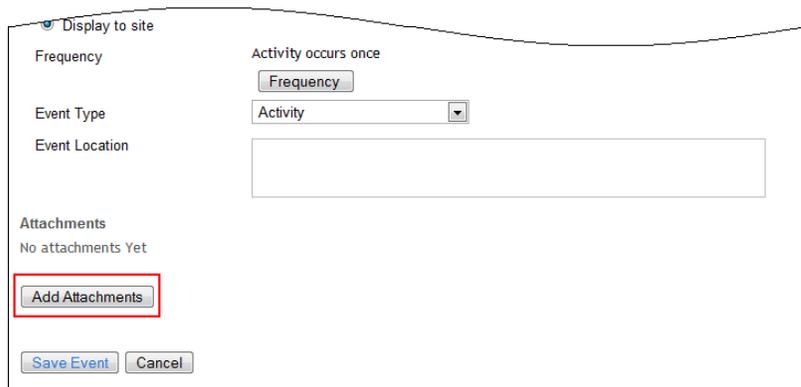


The screenshot shows the 'Schedule' tool interface. At the top, there is a 'Schedule' header with a refresh icon and a menu bar containing 'Add', 'Merge', 'Fields', and 'Permissions'. Below this is a 'Sample Entry' section with the following details: Date: Feb 6, 2008; Time: 8:00 am - 8:59 am HST; Description: Sample; Frequency: Activity occurs once; Event Type: Activity; Owner: Brent Hirata. At the bottom of the entry, there are two buttons: 'Edit' and 'Delete'. The 'Delete' button is highlighted with a red rectangular box.

## Add an Attachment to a Calendar Item

To add an attachment to an item in Schedule, follow these steps:

1. From the menu on the left side of your screen, click **Schedule**.
2. Add a new item, or click an item to revise.
3. Under "Attachments" click **Add Attachments**. You can attach a file from your local computer or from Resources, or specify the URL for a file on the web.
4. Make any updates to your schedule item, and then click **Save Event**.



The screenshot shows the 'Schedule' tool interface for editing an item. It features a 'Display to site' checkbox at the top left. Below it are fields for 'Frequency' (set to 'Activity occurs once'), 'Event Type' (set to 'Activity'), and 'Event Location'. The 'Attachments' section shows 'No attachments Yet' and a red box around the 'Add Attachments' button. At the bottom, there are 'Save Event' and 'Cancel' buttons.

The Schedule tool allows you to import a file of dates into the calendar. This topic will be covered in a more advanced workshop.