

## Adding an event to the Schedule

1. [Add the Schedule tool](#) to your course site.
2. Click Schedule (or the title you gave it) in the left [menubar](#).
3. On the Schedule page, click Add.

**Schedule**

[Add](#) [Merge](#) [Fields](#) [Permissions](#)

**Calendar by Week**

View: Calendar by Week

Apr 13, 2008 - Apr 19, 2008 EDT

[< Previous Week](#) [Today](#) [Next Week >](#)

[Printable Version](#)

Users present:  
Gina Faculty

[Earlier](#)

	Sun 13	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19
8 AM							
9 AM							

4. Fill in the form.

**Schedule**

**New Event**

To add a schedule item, complete the form and choose 'Save Event' at the bottom.  
Required items marked with \*

Event

\* Title

\* Date APR 16 2008

\* Start Time 00 am EDT

Duration 1 Hours 00 Minutes

End Time 00 am EDT

Message

Source

Style Format Font Size

Done

- a. By default, your event will be visible to all users of your site. If you want specify a subgroup whose members will see the event the, click Display to selected groups.

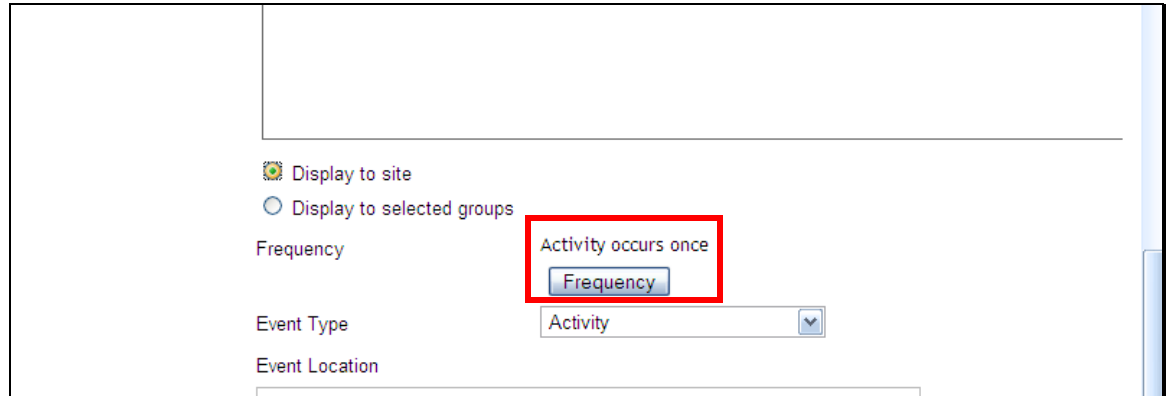
The screenshot shows a web interface for configuring an event. At the top, there are two radio button options: 'Display to site' (which is currently selected) and 'Display to selected groups' (which is highlighted with a red rectangular box). Below these options, there are several other settings: 'Frequency' with a 'Frequency' button, 'Event Type' with a dropdown menu set to 'Activity', and 'Event Location' with a text input field. The 'Activity occurs once' label is also visible.

- b. Groups you have already created will be listed for you to choose.

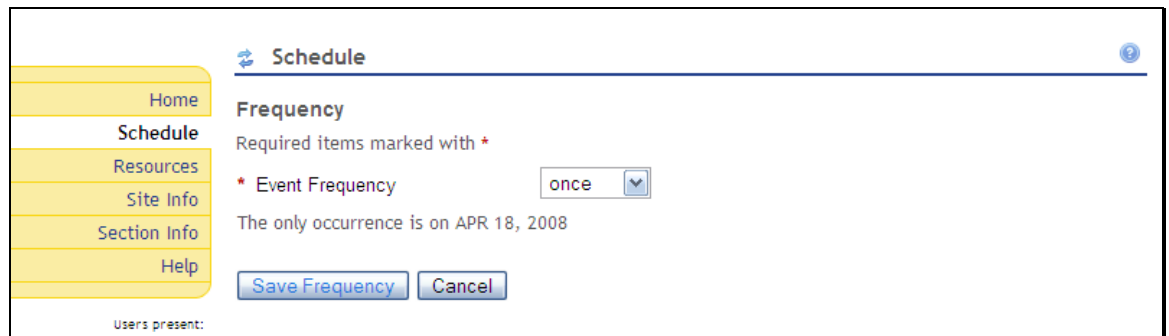
This screenshot shows the same interface as the previous one, but now the 'Display to selected groups' option is selected. Below the radio buttons, a table of existing groups is displayed, enclosed in a red rectangular box. The table has two columns: 'Title' and 'Description'. The first row, 'SMPL101 Spring 2008', is highlighted in yellow and has a checked checkbox. The other two rows, 'Discussion 1 SMPL101' and 'Discussion 2 SMPL101', have unchecked checkboxes. Below the table, the same other settings ('Frequency', 'Event Type', 'Event Location') are visible.

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	SMPL101 Spring 2008	SMPL101 Spring 2008 Lecture
<input type="checkbox"/>	Discussion 1 SMPL101	Discussion 1 SMPL101 Spring 2008
<input type="checkbox"/>	Discussion 2 SMPL101	Discussion 2 SMPL101 Spring 2008

- c. By default, your event will be posted once. You can duplicate it by clicking Frequency and selecting how often you want the event to appear in the Schedule. Fill in any other appropriate information based on your choice, such as the starting and ending dates for a weekly event. When you have finished, click Save Frequency to return to the previous screen.

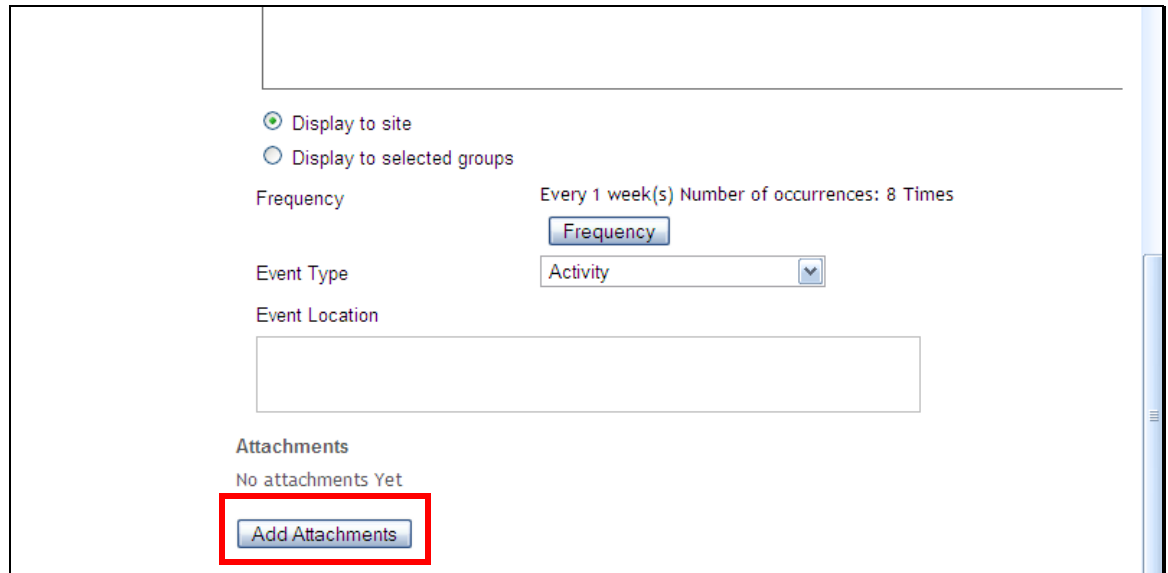


This screenshot shows a portion of a web interface for configuring an event. It includes radio buttons for 'Display to site' and 'Display to selected groups'. Below these are labels for 'Frequency', 'Event Type', and 'Event Location'. The 'Frequency' label is next to a text box containing 'Activity occurs once'. A red rectangular box highlights the 'Frequency' button, which is located directly below the text box. The 'Event Type' dropdown menu is set to 'Activity'.



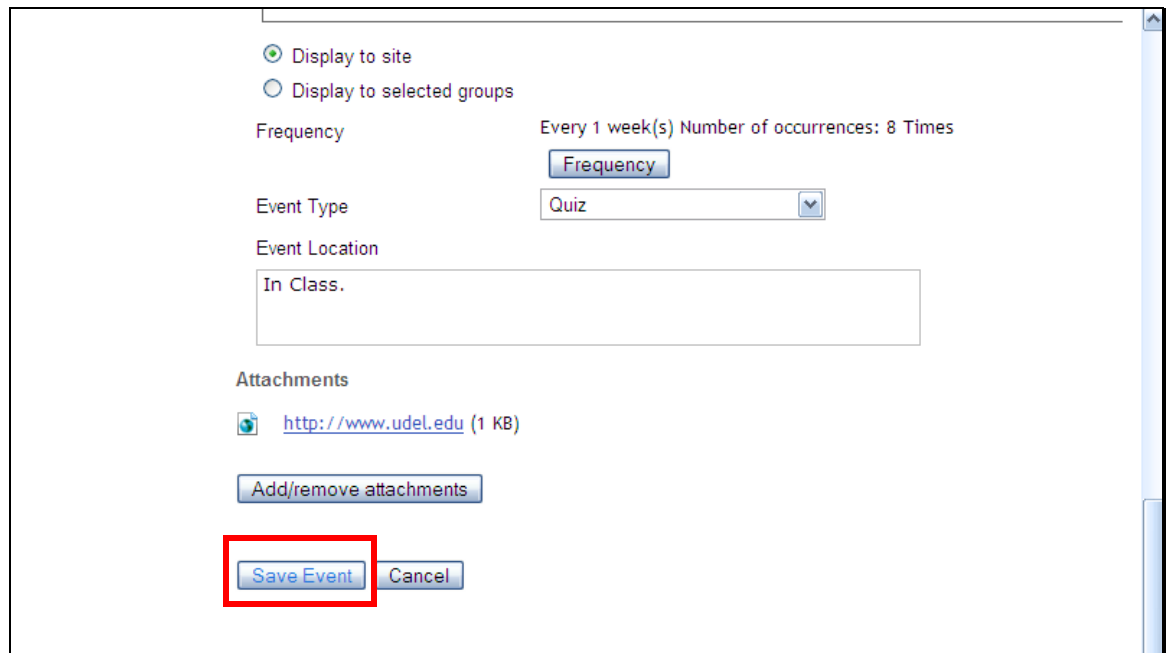
This screenshot shows the 'Schedule' screen of the application. On the left is a yellow sidebar with navigation links: 'Home', 'Schedule' (which is highlighted), 'Resources', 'Site Info', 'Section Info', and 'Help'. The main content area is titled 'Schedule' and contains a section for 'Frequency'. It states 'Required items marked with \*' and shows '\* Event Frequency' with a dropdown menu set to 'once'. Below this, it says 'The only occurrence is on APR 18, 2008'. At the bottom of the main area are two buttons: 'Save Frequency' and 'Cancel'. At the very bottom of the page, it says 'Users present:'.

- d. You can add files and web links (URL) to the event by clicking **Add Attachment**.



This screenshot shows the configuration interface for an event. It includes radio buttons for 'Display to site' (selected) and 'Display to selected groups'. The 'Frequency' is set to 'Every 1 week(s)' and the 'Number of occurrences' is '8 Times'. The 'Event Type' is set to 'Activity' in a dropdown menu. The 'Event Location' is an empty text box. Under the 'Attachments' section, it says 'No attachments Yet' and the 'Add Attachments' button is highlighted with a red rectangular box.

- e. When you are satisfied with your event, click Save Event.



This screenshot shows the same event configuration interface, but with additional information. The 'Event Type' is now set to 'Quiz'. The 'Event Location' text box contains the text 'In Class.'. Under the 'Attachments' section, a link 'http://www.udel.edu (1 KB)' is listed. Below the link is an 'Add/remove attachments' button. At the bottom, the 'Save Event' button is highlighted with a red rectangular box, next to a 'Cancel' button.

5. On the Schedule, you can view the details of the event by clicking its title.

The screenshot shows a web interface for a 'Schedule' page. On the left is a yellow sidebar with links: Home, Schedule, Resources, Site Info, Section Info, and Help. Below the sidebar, it says 'Users present: Gina Faculty'. The main content area has a 'Schedule' header with sub-links: Add, Merge, Fields, and Permissions. Below this is a 'Calendar by Week' section with a 'View' dropdown set to 'Calendar by Week'. Navigation buttons include '< Previous Week', 'Today', and 'Next Week >'. A 'Printable Version' link is also present. The calendar grid shows dates from Sun 13 to Sat 19. The 8 AM slot on Friday, April 18, contains a link labeled 'Weekly' with an information icon, which is highlighted by a red rectangle.

6. When viewing an event, you can navigate to other events or go back to the Schedule. If you have the required permissions, you will be able to edit or delete an event.

The screenshot shows the details of a 'Weekly Quiz' event. The left sidebar is identical to the previous screenshot. The main content area has a 'Schedule' header with sub-links: Add, Merge, Fields, and Permissions. Navigation buttons include '< Last Event', 'Go to Today', 'Back to Calendar', and 'Next Event >'. The event details are as follows:  
Date: Apr 18, 2008  
Time: 8:30 am - 8:59 am EDT  
Description: Please refer to the syllabus for complete details.  
Attachments: <http://www.udel.edu> (1 KB)  
Frequency: Every 1 week(s) , Number of occurrences: 8 Times  
Event Type: Quiz  
Owner: Gina Faculty  
Event Location: In Class.  
At the bottom, there are 'Edit' and 'Delete' buttons, which are highlighted by a red rectangle.