



CIE

The Center for Instructional Excellence



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How To Add a Calendar Entry in WebCT 4

This page will tell you how to add a calendar entry in WebCT 4.

STEP 1:

First login to WebCT and enter one of your courses. Then click on the either the calendar on the homepage or in course menu.

Homepage
 Homepages
 Discussions
 Mail
 Students
 Calendar
 My Grades



Calendar

or

STEP 2:

Select which month you would like to add the entry. Either click "Previous Month," "Next Month" or you may select the month and year from the drop down boxes and click "Go."

January 2007

Date: January



2007



Go

STEP 3:

Once you have the proper month selected, you should click on the numerical date of the calendar you want to add the entry..

**STEP 4:**

That day will be the only day you will see now. You will then click on the "Add entry" button..



Note: All private entries are italicized.

STEP 5:

Under the add a calendar entry page, you will find some options. The only option that has to be filled in is the summary box. Everything else is optional.

Add a Calendar Entry

Date:

*Summary:

URL:

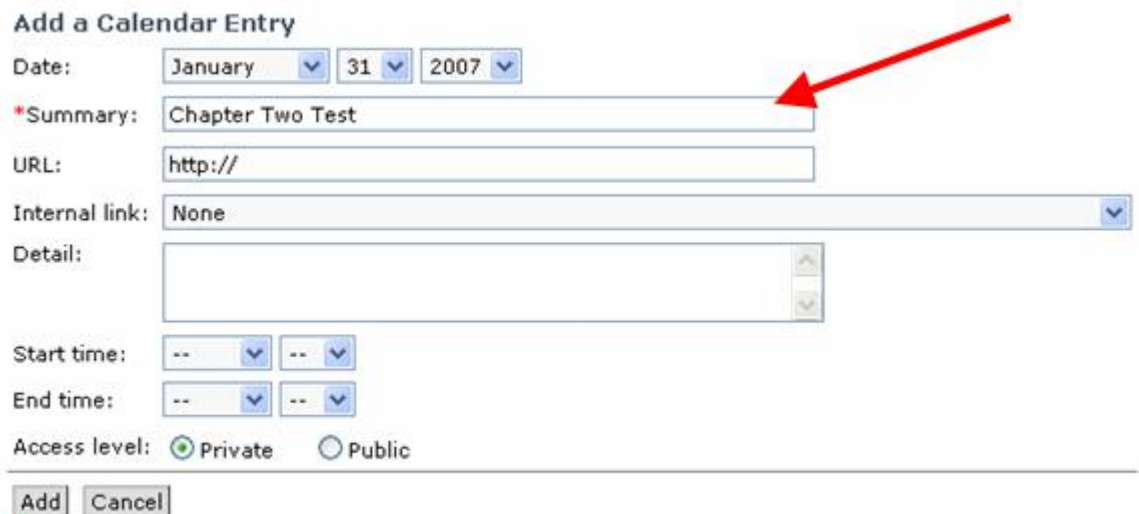
Internal link:

Detail:

Start time:

End time:

Access level: Private Public

A screenshot of the 'Add a Calendar Entry' form. A red arrow points from the right towards the 'Summary' field, which contains the text 'Chapter Two Test'.

*Required fields.

STEP 5 (optional):

If you want to link to somewhere already established in the course, like a test or a content module, you can select it from the "Internal Link" dropdown menu..

Add a Calendar Entry

Date: January 31 2007

*Summary: Chapter Two Test

URL: http://

Internal link: None

Detail:

Start time: -- --

End time: -- --

Access level: Private Public



*Required fields.

STEP 5 (optional):

You may add details to the entry to explain to the students what you you want them to do.

Add a Calendar Entry

Date: January 31 2007

*Summary: Chapter Two Test

URL: http://

Internal link: None

Detail:

Start time: -- --

End time: -- --

Access level: Private Public



*Required fields.

STEP 5 (optional):

If you want to make this a private entry, then you can select this option at the bottom of the list. This means this entry will only be viewable by you. Once done, click "Add."

Add a Calendar Entry

Date:

*Summary:

URL:

Internal link:

Detail:

Start time:

End time:

Access level: Private Public

*Required fields.



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