Quick Tips for Using the WebCT Calendar

Getting Started
WebCT (Web Course Tool) has a calendar that allows professors to add entries to their students’ calendars, but also allows students to personalize their own calendars with private entries. This Quick Tip can offer some hints into how to use the WebCT Calendar effectively.

Opening and Interpreting the WebCT Calendar

- In WebCT, click on the Calendar Icon or Navigation Link. (Your professor must add this tool before you can access it. If you cannot find it, they probably are not using it.)

If your professor has added new messages since the last time you looked at your WebCT Calendar, a “New Events” window will pop up with the new dates and entries. To close the window, click Close.

- WebCT will automatically default to display the current month. Above the Calendar you will see two drop-down menus, by which you can navigate from month to month. Select the desired month and year from the drop-down menus. Click Go. The appropriate calendar month will appear. You can also move from month to month by clicking on the Previous Month or Next Month buttons.

- Any entries from your professor will appear in normal font (private entries will appear in italics.) Some of the entries may have additional information than is shown in the month calendar. To view the daily schedule, click on a hyperlinked date.

Your professor may have added a hyperlink to a web page in a calendar entry. Hyperlinks will appear in blue and will be underlined. To view the web page, click on the hyperlink in the calendar. A new window will pop up with the linked page.

Adding and Editing a Calendar Entry

To add a new calendar entry:

- Click on any hyperlinked date
- Click Add Entry.
- Select the date that you want the entry to appear.
- Type in a summary of the entry (this will appear in the Month View of the calendar.)
- If you want the entry to be hyperlinked to a page on the Web, type in the appropriate address in the box labeled URL.
- Type in any additional information in the box labeled Detail. In the Start Date and End Date fields, select the times for which the event will occur.
- Click Add.

To edit an entry:

- Click on the date of the entry.
- Click on the radio button next to the entry that you want to edit.
- Click Edit and make the desired changes.
- Click Update.

Compiling Calendar Entries

- You can also compile the various calendar entries by clicking the Compile entries button located above the calendar.
- Select the dates of the entries you want compiled. Click Compile.

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See These Other Quick Tips:
- Using the WebCT Bulletin
- Navigating in WebCT