

eFundi Tutorial:

Calendar



The Calendar tool allows instructors or site organisers to post events in a calendar format. It has day, week, month, year, and simple list views. The Calendar tool can be used to post important dates, such as assessment dates, reminders for tasks, etc.

Project sites may use Calendar to post key dates, such as deadlines.

All calendars from all sites you have access to, are merged in your Home Calendar.

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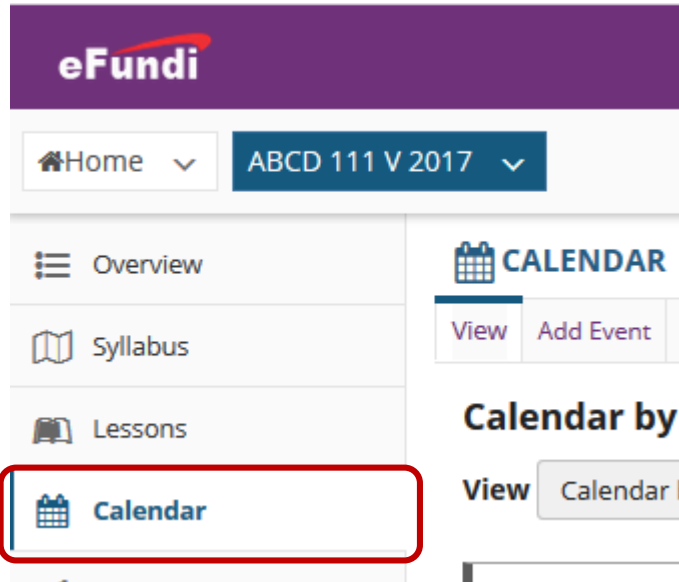
[How do I modify Calendar permissions?](#)

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How do I access the Calendar tool?

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Select **Calendar** from the Tool Menu of your site.

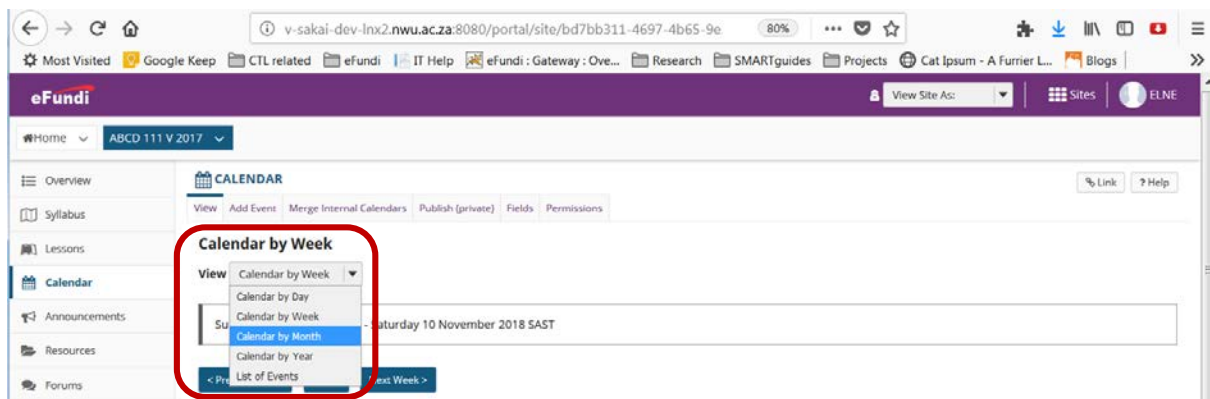


What if you cannot see the Calendar tool? [Click here](#) for the steps to add a tool to your site.

How do I change the Calendar view?

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To change your calendar view, click on the **View** drop down button to select whether you want view the calendar by Week, Month, Year or Day.



How do I view calendar item details?

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Select the **Calendar** tool from the Tool Menu in your site.

Click on the item/event you want to know more about.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10
8 AM				Event 1			
9 AM				Event 2	Event 2	Event 2	Event 2
10 AM							
11 AM				Event 3			
12 PM							
1 PM							
2 PM							
3 PM			Event 4				
4 PM							
5 PM							

*Tip: If you have concurrently scheduled events, it may be difficult to view their titles. To see more details for a particular day, from the "View" drop-down list, change your calendar's view to **Calendar by Day** or **List of Events**.*

The details for the event will appear as follows:

CALENDAR Link Help

View Add Event Merge Internal Calendars Publish (private) Fields Permissions

< Last Event Go to Today Back to Calendar Next Event >

Event 2

Date 08-Nov-2018

Time 09:15 - 10:15 SAST

Description Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Frequency Every 1 day(s) , Number of occurrences: 10 Times

Event Type Class section - Small Group

Owner ELNE VAN NIEKERK

Site ABCD 111 V 2017

From Site "ABCD 111 V 2017" (bd7bb311-4697-4b65-9e36-b63fce1e1bd5)

Edit Remove event

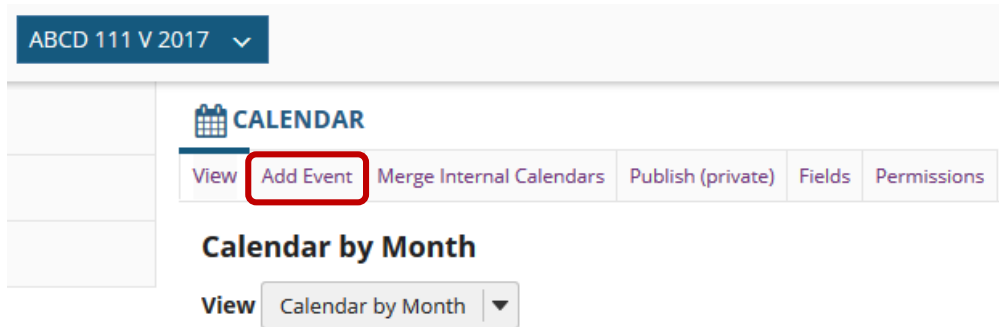
< Last Event Go to Today Back to Calendar Next Event >

How do I add items to the Calendar?

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Select the **Calendar** tool from the Tool Menu in your site.

You will be taken to the default view of the calendar, the current date is highlighted. Click on the **Add Event** to create a new event



You must enter a **Title**, **Date**, and **Start Time** to create an event. Optionally, you may add a **Duration**, **End Time** and a **Message** to providing information on what the event is about.


[CALENDAR](#)

Editing event...

To edit the event, update the form and choose 'Save Event' at the bottom.
Required items marked with *

Event

* **Title**

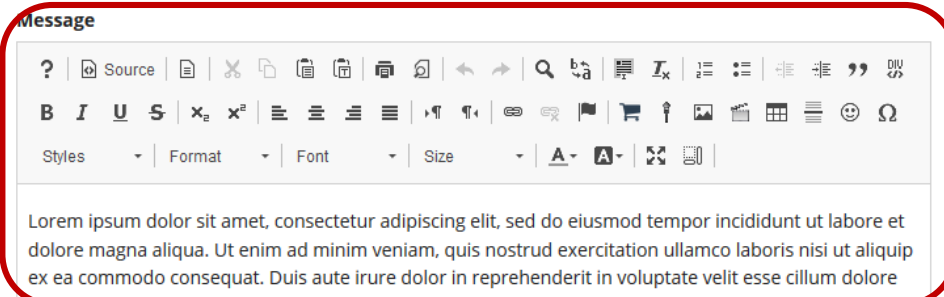
* **Date** 

* **Start Time**

Duration hours minutes

End Time

Message



The message field contains a rich text editor. The toolbar includes icons for undo, redo, search, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert calendar, insert location, insert event, insert smiley, and insert emoji. Below the toolbar, there are dropdown menus for Styles, Format, Font, and Size, followed by text color and background color buttons. The content area contains the placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore'.

If you have groups in your class and you would like to post events that are only visible to specific groups, select the **Display to selected groups** option and indicate the specific group.

Display to site

Display to selected groups

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group 1	

Frequently occurring events

If your event happens more than once throughout the semester, you have the option to modify the frequency of the event so that it posts to the calendar at specified intervals.

Click the **Frequency** button to add a recurring event. From the drop down menu, select if the event weekly, monthly etc. You may select if it ends after a certain number of times, until a specific date, or never. Click on **Save** to save your changes.

Frequency Activity occurs once

Frequency

Required items marked with *

* **Event Frequency** Sunday/Monday/Wednesday

* **Every:** 1 week(s)

Ends:

After 1 time(s)

On 21/11/2018

Never

Save **Cancel**

The type of event that you choose controls the icon associated with that event when displayed on the calendar. It will also control the priority of the item as specified in the user's individual preferences. Click on the **Event Type** drop box to specify the type of event such as exam or meeting.

Event Type

Exam

Event Location

12 G06

You may also add the **event location** and attachments relevant to the event such as a map or instructions. Click on the **Add Attachments** button to browse for and select your file.

Attachments

No attachments Yet

Add Attachments

When you have entered all of the information for your event, click the **Save Event** button to post your event on the calendar.

Save Event

Cancel

How do I edit a calendar item?

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Select the **Calendar** tool from the Tool Menu of your site.

Click on the calendar entry that you want to edit. The event may appear differently, depending on whether you view it by month, day, year or list of events.

	Sun_4	Mon_5	Tue_6	Wed_7	Thu_8	Fri_9	Sat_10
8 AM				📅_Event_1			
9 AM				📅_Event_2	📅_Event_2	📅_Event_2	📅_Event_2
10 AM							
11 AM				📅_Event_3			
12 PM							
1 PM							
2 PM							
3 PM			📅_event_4				
4 PM							
5 PM							

Click the **Edit** button.

Test

Date 11-Apr-2017
Time 08:00 - 09:00 SAST
Description message text will appear here
Attachments
 [NWU Lady 1.xls](#) (75 KB)
Frequency Every 1 week(s) , Ends on 29-Apr-2017
Event Type  Activity
Owner ELNE VAN NIEKERK
Site ABCD 111 V 2017
From Site "ABCD 111 V 2017" (116e2184-e143-470c-8004-bb6442849e3d)



Make changes to the event.

Event

* Title

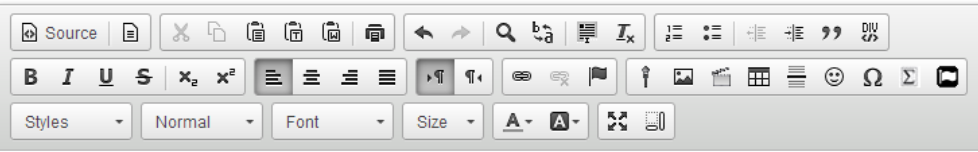
* Date

* Start Time SAST

Duration hours minutes

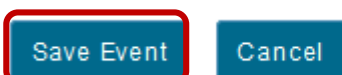
End Time SAST

Message

The image shows a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a text input field containing the message: "I made changes to my duration time and message." The text input field is highlighted with a red rectangular border.

I made changes to my duration time and message.

When you are done, click the **Save Event** button.



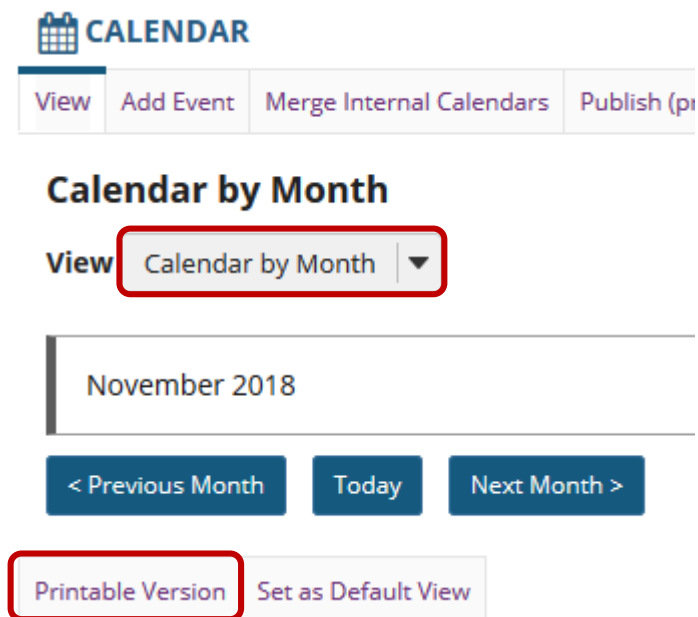
Note: If the event was scheduled to be repeated using the Frequency setting, then you will have the option to indicate if the changes are to be made to the individual event or to all the subsequent events.



How do I print the Calendar?

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The printable view will change depending on which view of the calendar you are currently viewing (i.e. day, week, month, year, or list). **Select your desired view for printing before clicking Printable Version.** Next, click Printable Version.



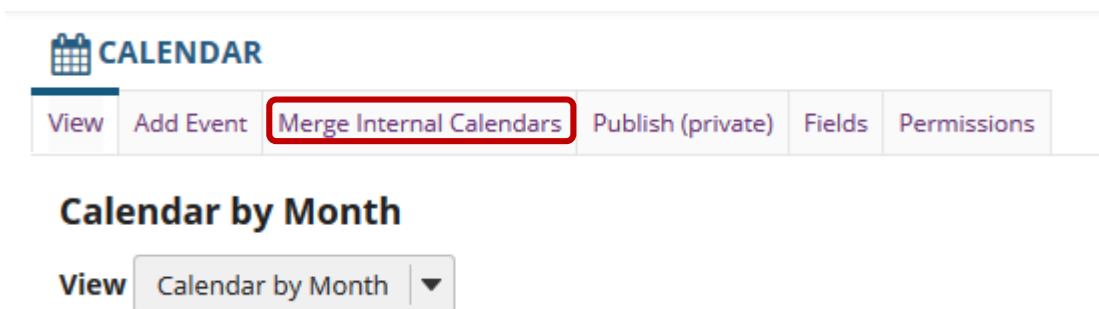
A new window/tab will open with a PDF version of the current calendar version displayed. Print or save the PDF file from this window.



How do I merge the Calendar with another site?

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Click [Merge Internal Calendars](#).



Select calendars to be merged, then click the **Save** button at the bottom.

[LINK](#) [? HELP](#)

Show Events from Another Site

Select what calendars you want to merge into this site. This site's users will only see those events they had permission to see in the source site.


Site	Show Calendar
ACCC 121 V 2015 (316d8379-dc28-4e3a-b275-6819b7b6ade7)	<input checked="" type="checkbox"/>
ACCF 321 M 2016 (44569618-3460-4090-9aee-5871572edf9a)	<input checked="" type="checkbox"/>

Tip: If you have a personal research or demo site, you can schedule your own office hours there once, then just merge with the other modules you teach to have it scheduled for everyone.

How do I modify Calendar permissions?

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Click on **permissions**

 **CALENDAR**

[View](#) [Add Event](#) [Merge Internal Calendars](#) [Publish \(private\)](#) [Fields](#) [Permissions](#)

Calendar by Month

View Calendar by Month ▼

Modify the permissions for the roles listed.

Check the box next to each permission you would like to allow for a given role. You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.

Deselecting a box will remove the permission for the specific role.

Permissions

Set permissions for Calendar in worksite "ABCD 111 V 2017" (bd7bb311-4697-4b65-9e36-b63fce1e1bd5)

Set permissions for ▼

Undo changes

Permission	Dosent	Instructor	Student	Teaching Assistant
Create events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete own events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete any event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit own events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit any event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribe to calendars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access/create group events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change calendar options	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View event audience	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Cancel

Click **Save** to save your changes.

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80	Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A	Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313
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OR

Log a ticket: support.nwu.ac.za