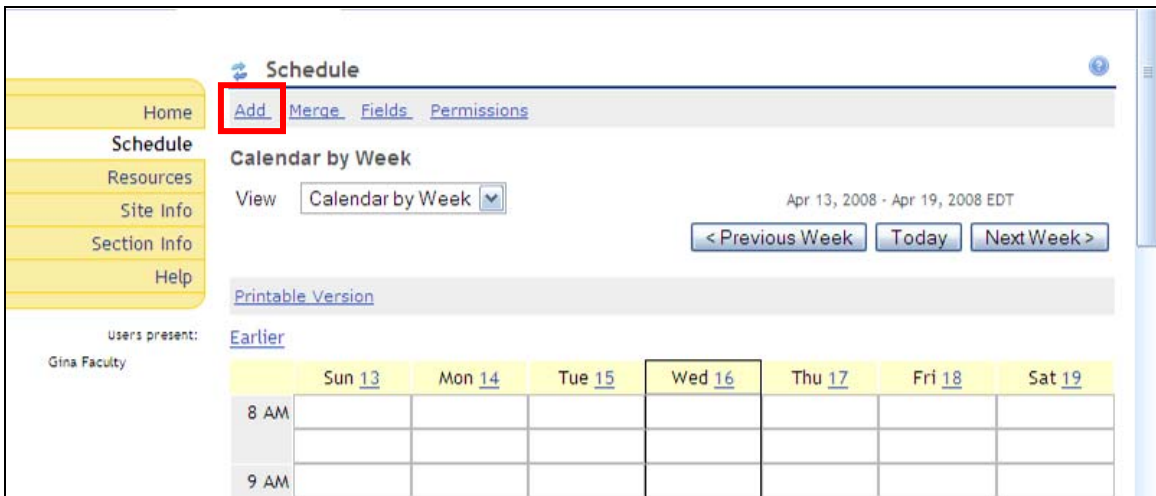


## Adding an event to the Schedule

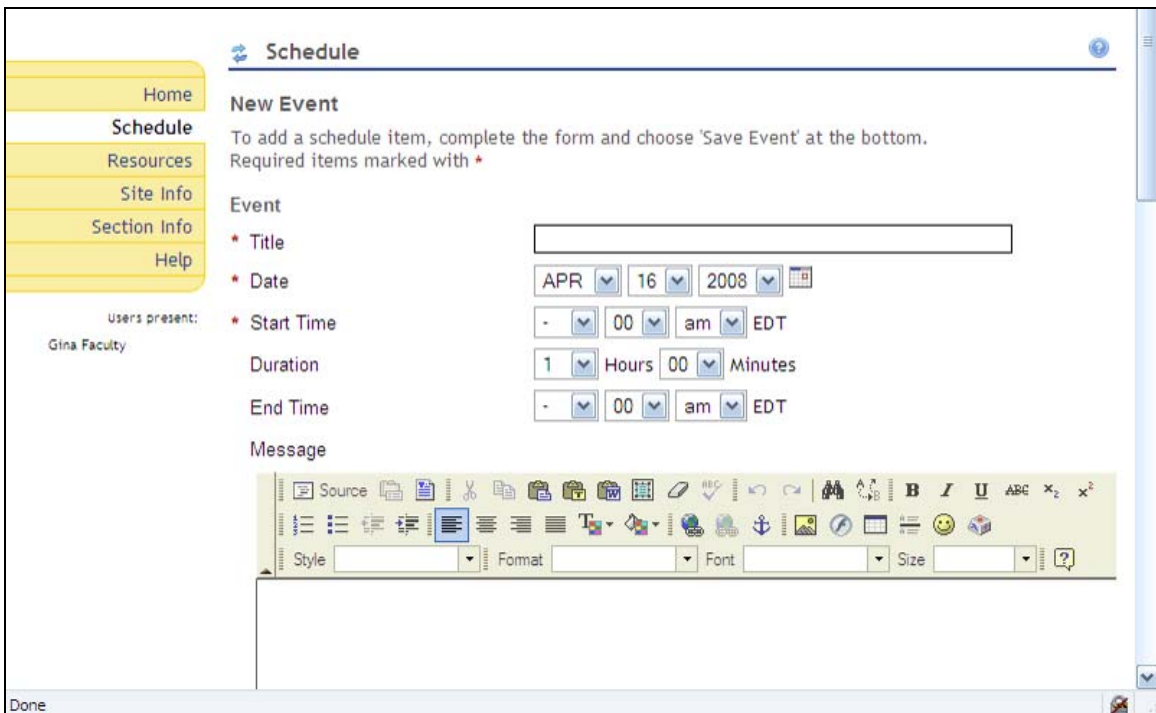
See the [HBasics document](#) for

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.



The screenshot shows the 'Schedule' page interface. On the left, a yellow sidebar contains navigation links: Home, Schedule, Resources, Site Info, Section Info, and Help. The 'Schedule' link is highlighted. Below the sidebar, the main content area is titled 'Schedule' and includes links for 'Add', 'Merge', 'Fields', and 'Permissions'. The 'Add' link is highlighted with a red box. Below these links, there is a 'Calendar by Week' section with a 'View' dropdown set to 'Calendar by Week'. The calendar shows the week of April 13, 2008, to April 19, 2008. A table below the calendar shows time slots for 8 AM and 9 AM across the days of the week. A 'Printable Version' link is also visible.

4. Fill in the form.



The screenshot shows the 'New Event' form in the Schedule page. The form is titled 'New Event' and includes instructions: 'To add a schedule item, complete the form and choose 'Save Event' at the bottom. Required items marked with \*'. The form fields are: Title (text input), Date (dropdown for month: APR, day: 16, year: 2008), Start Time (dropdown for hour: -, minute: 00, am/pm: am, time zone: EDT), Duration (dropdown for hours: 1, minutes: 00), End Time (dropdown for hour: -, minute: 00, am/pm: am, time zone: EDT), and Message (rich text editor). The rich text editor includes a toolbar with various formatting options and a text area below it.

- 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 form with two radio buttons: 'Display to site' (selected) and 'Display to selected groups' (highlighted with a red box). Below are fields for 'Frequency' (with a 'Frequency' button), 'Event Type' (set to 'Activity'), and 'Event Location'.

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

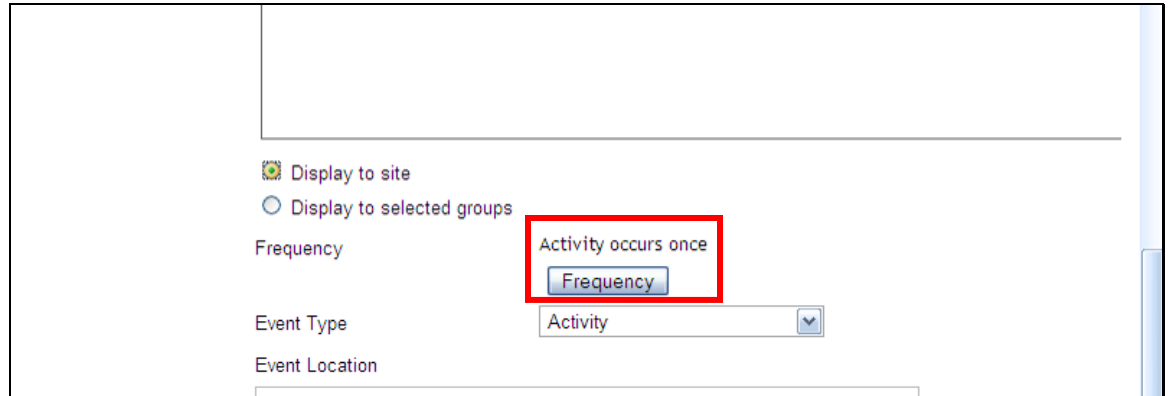
See the [HBasics document](#) for

The screenshot shows the same form as above, but with 'Display to selected groups' selected. A table of groups is displayed, with the first row highlighted in yellow and a red box around it:

<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

Below the table are the same 'Frequency', 'Event Type', and 'Event Location' fields.

- 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. At the top, there are two radio buttons: "Display to site" (selected) and "Display to selected groups". Below these is a "Frequency" dropdown menu currently set to "Activity occurs once". A red rectangular box highlights the text "Activity occurs once" and the "Frequency" button. Below the frequency dropdown are fields for "Event Type" (set to "Activity") and "Event Location".



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

See the [HBasics document](#) for

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

The screenshot shows a web form for configuring an event. At the top, there are two radio buttons: "Display to site" (selected) and "Display to selected groups". Below these are the "Frequency" and "Number of occurrences" fields, both set to "Every 1 week(s)" and "8 Times" respectively. A "Frequency" button is visible. The "Event Type" dropdown menu is set to "Activity". The "Event Location" field is empty. 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.

The screenshot shows the same event configuration form as above, but with the "Event Type" dropdown menu set to "Quiz" and the "Event Location" field containing the text "In Class.". Under the "Attachments" section, a single attachment is listed: "http://www.udel.edu (1 KB)". Below the attachment list is an "Add/remove attachments" button. At the bottom of the form, the "Save Event" button is highlighted with a red rectangular box, and a "Cancel" button is located to its right.

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 navigation menu with links: Home, Schedule, Resources, Site Info, Section Info, and Help. Below the menu, it says 'Users present: Gina Faculty'. The main content area is titled 'Schedule' and includes links for 'Add', 'Merge', 'Fields', and 'Permissions'. The view is set to 'Calendar by Week' for the period 'Apr 13, 2008 - Apr 19, 2008 EDT'. Navigation buttons for '< Previous Week', 'Today', and 'Next Week >' are present. A 'Printable Version' link is also visible. The calendar grid shows days from Sun 13 to Sat 19. A red box highlights a 'Weekly' event on Friday, April 18, 2008, at 8 AM.

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 for a 'Weekly Quiz' event. The page title is 'Schedule'. Navigation links 'Add', 'Merge', 'Fields', and 'Permissions' are at the top. A '< Last Event' button is on the left, and a red box highlights a group of buttons: '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, a red box highlights 'Edit' and 'Delete' buttons.