

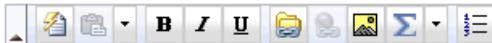
## Why should I use the Calendar Tab in Angel ?

- Post course-specific schedule items for the day, week, month, or year.
- Post calendar events for yourself, for select students in your course, and/or for your entire class.
- ANGEL calendar entries also appear on your students' personal home page on the dates designated for the events.
- Export Calendar items to your Outlook email

## How to Add a Calendar Entry

1. Log into your ANGEL course and click the Calendar Tab.
2. Click the Date you want the item added.
3. Type the title of the calendar event into the Title field.
4. Select the user from the User drop-down list.
5. Select the event category from the Category drop-down list.
6. Select the Date, Time and Duration from the appropriate drop-down lists.
7. Click the Save button. The Calendar screen appears, with your calendar entry listed.

### Event Settings

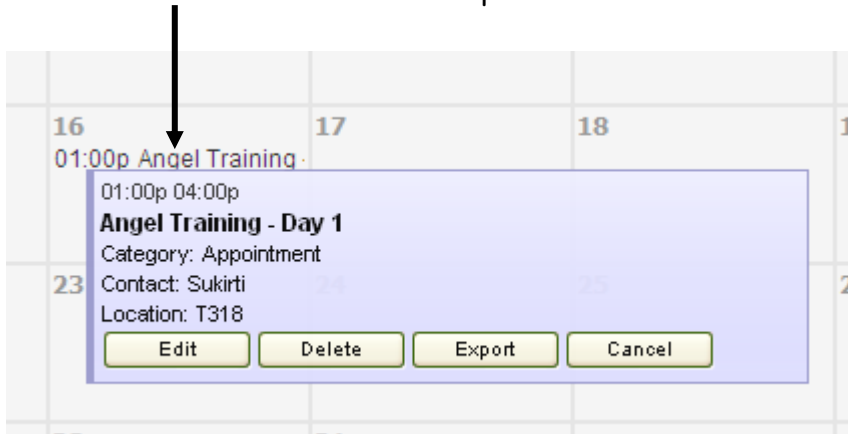
Title	<input type="text" value="Angel Training - Day 1"/> <small>Check Spelling</small>
User	<input type="text" value="Everyone"/>
Section	<input type="text" value="Angel Training - Faculty -TLC"/>
Category	<input type="text" value="Appointment"/> <input type="text" value="Other"/>
Contact	<input type="text" value="Sukirti"/>
Location	<input type="text" value="T318"/>
Notes	<div style="border: 1px solid #ccc; padding: 5px;"></div>
Password	<input type="text"/>
Confirm	<input type="text"/>

### Date and Time Settings

Date	<input type="text" value="July"/> <input type="text" value="16"/> , <input type="text" value="2007"/>
Time	<input type="text" value="PM 01"/> : <input type="text" value="00"/> <input type="text" value="PST/PDT"/>
Duration	<input type="text" value="3 hr"/> <input type="text" value="00 min"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Recurrence"/>	

## Updating information on the calendar Item

1. Hold the cursor on the Item to update



2. Use the Edit button to update information and Save
3. For a recurring event, click the Recurrence button. The Interval Settings form appears. Select the Beginning Date, the Ending Date, Time and Duration in the Dates and Times area.
4. Click the Save button. The Calendar screen appears, with your recurring calendar entries listed.
5. To Export the calendar item information to your Outlook email use the Export button

- Faculty have access to their Personal Calendar and Course Calendars
- Personal Calendar items are viewed only by the user
- Course Calendar items are viewed by the students enrolled in that course

For more information on Calendars – refer to Page 14 of the Instructor Quickstart Guide.