

What is the Schedule/Calendar tool?

The Schedule tool allows instructors or site organizers to post events in a calendar format. The calendar has day, week, month, year, and simple list views.

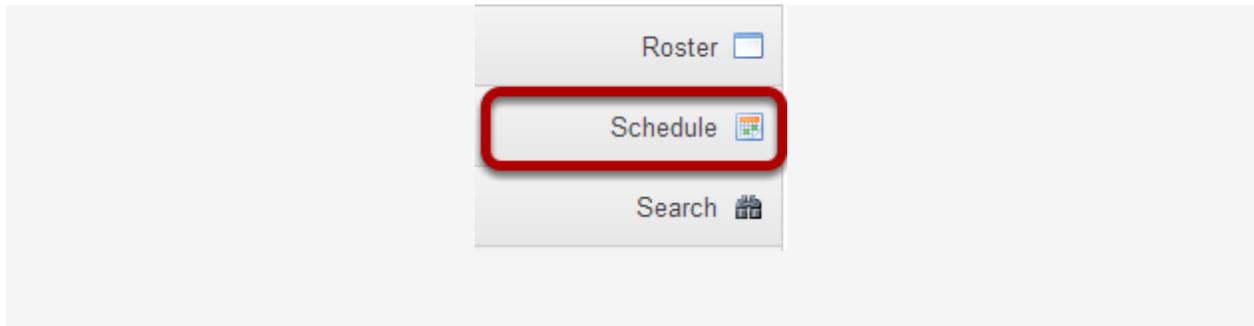
The Schedule can be used to post important dates in a class, such as start and end dates, assessment dates, etc.

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

All calendars from all sites you have access to are merged in your My Workspace Schedule.

Note: In some cases, local instances of Sakai have renamed the Schedule tool as Calendar on a system-wide basis; therefore, you may see it called the Calendar tool rather than Schedule tool.

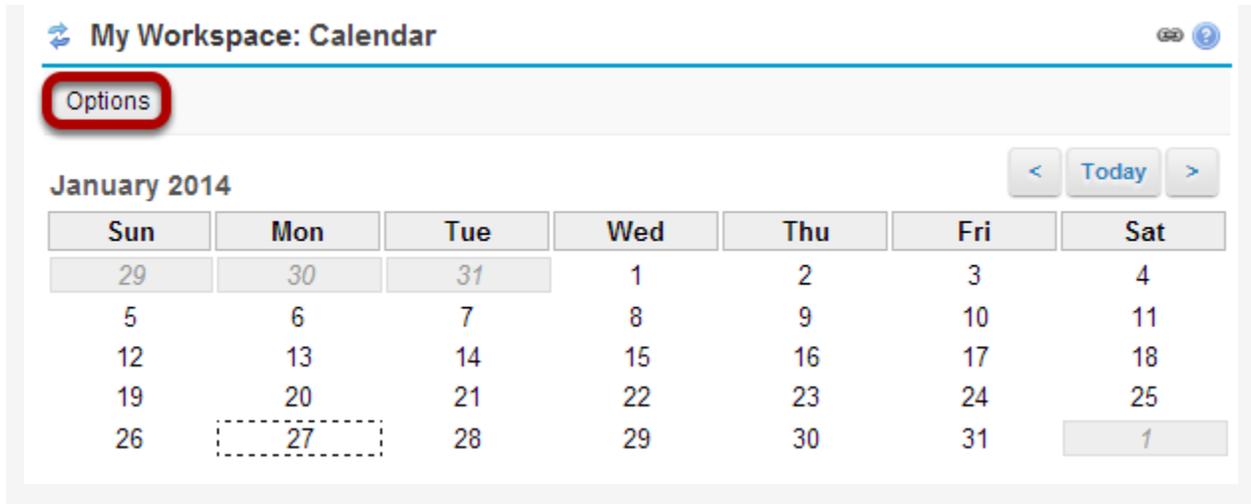
To access this tool, select Schedule from the Tool Menu of your site.



How do I customize my Schedule/Calendar display?

The Calendar tool (also referred to as the Schedule tool) can be customized according to your individual display preferences.

Calendar Options



My Workspace: Calendar

Options

January 2014

< Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

To modify the display, select the **Options** button.

Display Settings

 My Workspace: Calendar  

Options

Set calendar preferences.

Calendar display

Change your calendar's view.

View: Calendar by Month ▾ **1**

Priority events

Define event priorities and priority colors. Calendar will color days with the defined priority color for the highest event priority on that day.

Event types

High priority:

Medium priority:

Low priority:

 2

Colors

High priority: 

Medium priority:  **3**

Low priority: 

1. The drop-down menu under Calendar Display allows you to select your default view by *Month* or by *Day*.
2. You may define *High*, *Medium*, or *Low* priority for items on the Calendar. This will change the color of the item as it is displayed on your Calendar. Click on an item type in the list and select the **Move Up** or **Move Down** buttons to change the priority level of that item.

3. You may also specify custom colors for different priority levels. You may indicate the color by typing in a numerical *Hex color value*, or by clicking on the *color palate icon* to bring up a selection of web colors from which to choose.
4. Don't forget to click **Update** to save any changes.