

Calendar

The Calendar tool lets you view events for your courses and organizations. In addition, you can use it to keep track of personal appointments. The Calendar function differs depending on how you access it. If you enter the Calendar from the My GCCC area, you will see all events for all courses and organizations you are participating in, as well as any personal events you have entered yourself. If you enter the Calendar from within a specific course or organization by clicking on the **Calendar** link, you will only see events for that course or organization, and you will be unable to see or modify personal events.

From the My GCCC area:

1. Click the **Calendar** link.

Switching Between Calendar Views

1. Click the **View Day**, **View Week**, **View Month**, or **View Year** tab at the top of the calendar.

Jumping to a Specific Date, Week, or Month

1. Click the **Quick Jump** button.
2. Select the Month, Date, and Year.
3. Select the type of view you would like to see that date in by selecting the **Day**, **Week**, or **Month** radio buttons.
4. Scroll down to the bottom and click the **Submit** button.

Note: The Filtering, Adding Personal Events, Modifying a Personal Event, and Removing Personal Events options are only available if you have entered the Calendar from the My GCCC area.

Filtering Calendar Items

1. To the right of the **Add Event** and **Quick Jump** buttons, you will see a **Filter** icon.
2. Select event.
3. Click the **Go** button.

Adding a Personal Event

1. Click the **Add Event** button.
2. Enter the Event Title and Event Description.
3. Scroll down to the bottom of the page and click the **Submit** button.

Modifying a Personal Event

1. Click the **Modify** button to the right of the Event Name.
2. Make changes to event.
3. Scroll down to the bottom and click the **Submit** button.

Removing a Personal Event

1. Click the **Remove** button to the right of the Event Name.
2. Click the **OK** button.

View Options

Week - You are shown the list of all events for the current week. As in the day view, events are shown next to their start time rounded to the earliest half-hour. You may access event details (Date, Start Time, End Time, Category, and Event Description) by clicking on either the name of the event or the calendar icon to the left of the name.

Month - You are shown the current month. The current date will be highlighted in gray. For each date, you are shown only the name of any events taking place that day. You may access event details (Date, Start Time, End Time, Category, and Event Description) by clicking on the name of the event. Clicking on the number of any date will take you to the Day view for that date.

Year - You are shown all dates for the current year. The current date will be highlighted in gray. Dates that have events will appear in red. Clicking on any date link will take you to the day view for that date. Clicking on any month link will take you to the month view for that month.

Choose which setting is best for you and go with it.

Filter Options

All Events - Displays all events.

My Events- Displays only personal events.

Institutional Events - Displays only system-wide events.

Course Events - Displays only events associated with courses.

Events for a Specific Course - Displays only events for that course.

Organization Events - Displays only events associated with organizations.

Events for a Specific Organization - Displays only events for that Organization.

More Information

Q: I know I have an event today, but it doesn't show up on the calendar. What happened?

A: You may have entered the Calendar from inside a course or organization other than the one the event is associated with. Try entering the Calendar from the course or organization the event is associated with. For personal events, enter from the My GCCC area. If you entered from the My GCCC area and the event doesn't show up, you may have turned on filtering. Follow the directions above to set filter options, and select "All Events."

Q: I'd like to create an all-day event. How do I do this?

A: There's no option for all-day events. You can set the Start Time to midnight and the end time to 11:55 P.M., but there's no easy way to mark an event with no particular time.

Q: I'd like to create a multi-day event. How do I do this?

A: There's no option for multi-day events. You can create multiple events that span over days (one ending at 11:55 P.M. and the next beginning at midnight of the next day) but there's no easy way to mark an event that covers several days.