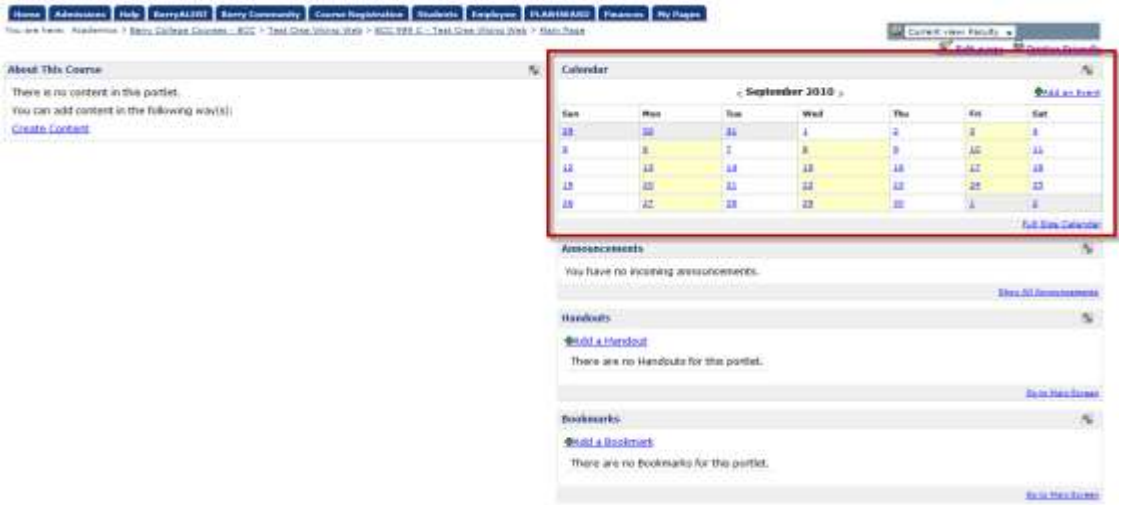
Calendar Portlet

The calendar on the main course page will only be visible to faculty and students in that course. You can add events, manage multiple calendars if you choose and even import calendars from programs like Outlook in CSV (comma separated value) format.

Log in to VikingWeb and navigate to one of your courses.

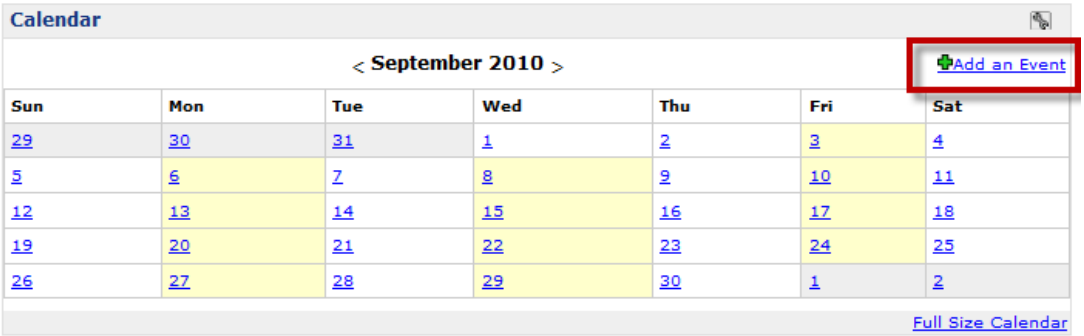
On the Main Page of the course there is the Calendar Portlet.



Add Events to Calendar:

Your class meetings are already scheduled in the calendar. You may want to add critical dates to the calendar – tests, due dates, etc.

1. To add an event, click "Add an Event"



2. Complete the necessary information and click Save.

You may:

- Select a location for the event
- Schedule a start and end time for the event.
- Make the event recurring

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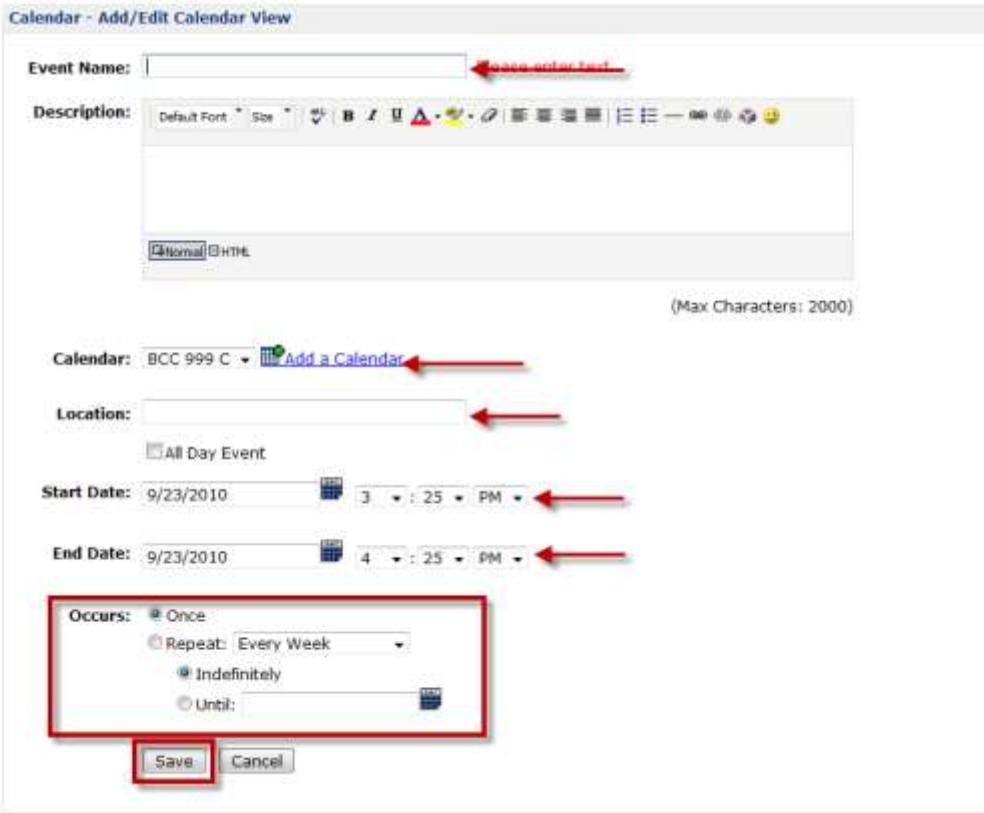
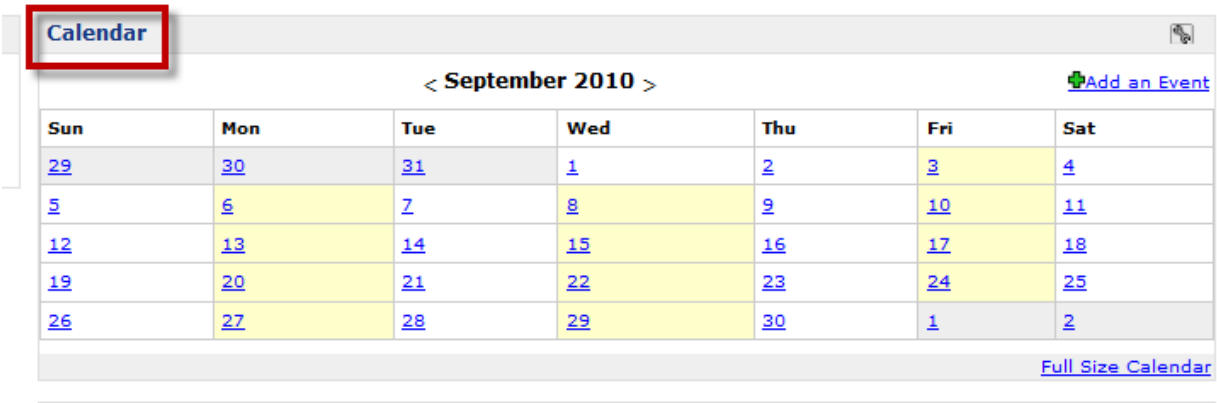


Calendar Views:

1. Click the Main Calendar Portlet title.



The Calendar will open in the full window.

From this screen, you can change the view – day, week, month, etc. You can add a calendar, subscribe to other calendars, or import/export calendars.

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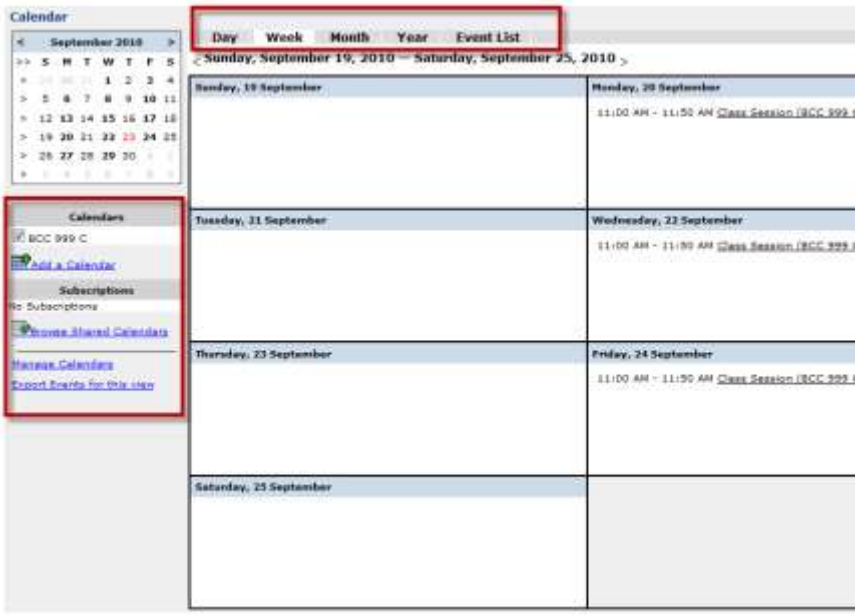
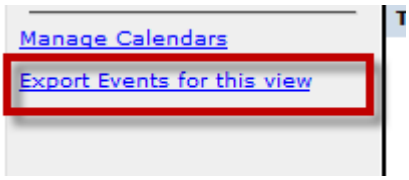


You can click the wrench icon to change the preferences of the portlet.

Import/Export Calendar

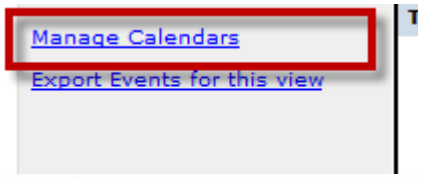
To export:

Click Export Events for the view and follow the prompts to save the events in .CSV (Comma Separated Value) format.



To import:

Click Manage Calendars



Click Import Events from an external source. Follow the prompts to import a .CSV file.

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