

ChargerNet Calendar

The ChargerNet Calendar gives you the ability to manage school and course related calendars as well as group and personal calendars from any computer with Web access. You can create your own calendars, manage personal and school related calendars, and configure calendars to send reminder e-mails before scheduled events.

Course calendars are automatically integrated with UAHuntsville's existing information system and are updated when you register for, drop or are assigned to be a teacher's assistant for a class. As soon as you are assigned to a class or become a member of a group, the calendar for the class or group will be added to your set of calendars.

While campus-wide information may automatically appear on the calendar, leaders of campus groups and organizations will be able to add events to group calendars. These group calendars can then be shared and viewed by all of the members of the organization.

Using Your Calendar

To open the calendar application, click on the **Calendar icon** located on the navigation bar. After clicking the **Calendar icon**, your calendar will open in a separate window with an overview of the current day. The calendar application displays your personal calendar. You can see a daily, weekly, monthly or yearly view of your calendar by clicking on the **Calendar tabs**. You can move quickly to a date on the calendar by using the **Jump to** menu located on the left hand side of the screen above the calendar box displaying the current month.

Adding Events & Tasks

At the bottom of the screen, you will see a box titled **Add Event**. To add a simple appointment to your calendar, enter the title and time of the event and click **Add Event**. This feature adds activities to the calendar without using reminders or other special features.

The **New Event button** allows you to schedule activities like meetings for organizations. You can select individuals from your Address Book to invite or send email invitations to all the subscribers of a specific organization's calendar. You can click **Request RSVP** to request a confirmation from those invited to the event. You can also click **Check Availability** to determine if those invited have previous events scheduled on their calendars. By checking the **Send an Email Reminder box**, you can specify a date and time to send out a reminder email to all those invited to the event.

You can also add events by clicking on the + sign next to a day and/or time in the calendar displayed when in day, week, or month view.

The **New Task button** allows you to schedule individual activities like appointments on your calendar. This function may also be useful in scheduling important exams, essays and projects. By checking the **Send an Email Reminder box**, you can specify a date and time to send a reminder email about the upcoming appointment or task. Entering your own email address allows you to send a reminder to yourself.

The **Event** and **Invitation buttons** on the **Calendar tab** allow you to see the events and invitations currently scheduled on your calendar. The **Options tab** at the top of the page allows you to configure general display options of your calendar. You can choose to show or omit specific days, such as weekend days, if desired. You can also configure your calendar to show specific time ranges, such as 9:00 A.M. to 5:00 P.M.

Creating New Calendars

Clicking the **Manage Calendars** option from the **Current Calendar pulldown menu** at the top right of the screen allows you to add a new calendar or calendar group. Using the utilities available on the **Manage Calendars screen**, you can create as many calendars as you need to and also gain access to calendars provided by groups and organizations.

To add a new calendar, click on the **New Calendar button**. This will open the **Calendar window**. Enter a name for the new calendar in the **Calendar Name text field**. This is a required field. Each calendar must have a unique name. To ensure unique names, you may want to add your name to the front of the name you enter here.

The viewing and accessibility options for calendars require careful consideration. Read the sections that follow carefully before you finalize your new calendars.

Viewing Options for Other Users

The general information and sharing options allow you to determine who may view and modify the calendar you create.

Underneath the heading **Select all that apply** there are five options with checkboxes. The default setting has the first checkbox, **Anyone can view my availability**, and the third checkbox, **Anyone can invite me to an event**, checked. As a result, other users can subscribe to the calendar (as discussed below) to check your availability. If you have an event scheduled on your calendar, those subscribed see the word *Busy* in the timeslot of the event.

By checking the box for the second option, **Anyone can read my calendar**, you allow others to subscribe to the calendar and read it exactly as it appears on your screen.

If you do not want others to be able to view your calendar in any way, uncheck all of the boxes under the heading **Select all that apply**. To subscribe to calendars created by others, including calendars for groups and organizations, begin by clicking on the **Calendar icon** located on the navigation bar. When the new

window displaying your calendar opens, go to the **Current Calendar pulldown menu** and select **Manage Calendars**. Click on the **Subscribe** button.

Accessibility Options for Other Users

You may allow other users to modify or delete events on a calendar you are creating. To allow anyone to modify events, first, check the box for the second option, **Anyone can read my calendar**, to allow them to see the events; then check the box for the fourth option, **Anyone can modify my events**. You may also choose to check the fifth box, **Anyone can delete my events**. Give careful consideration before selecting these options. Selecting these options gives **ANYONE** with access to ChargerNet the ability to read, modify and delete events from the calendar.

In many circumstances, allowing unrestricted access may be undesirable. You can, however, select to create a calendar with more than one owner. Scroll down and you will see the statement **A calendar may have multiple owners**. Enter the Charger ID of the person you want to have owner privileges and click **Add**. The name of the person will be added to the **Owner List**. You may give owner privileges to more than one user.

Save Your Calendar

After you have completed all the fields on the **Create New Calendar screen**, click the **Save button** to create your new calendar.

These settings may be modified later by accessing the **Manage Calendars screen** and clicking **Edit** under properties for the corresponding calendars.

Subscribing to Calendars

A new window will open. In the **Search box**, enter the calendar name, calendar ID, or the Charger ID of the owner of the calendar you are searching for. After clicking the **Search button** and retrieving results, click the checkbox next to the calendar you would like to subscribe to and click the **Subscribe to Calendar(s) button** at the bottom of the window.

Some Chargernet groups may allow you to view their calendar of events without joining the group. Whenever you join a ChargerNet a group, the calendar for the group will be added to your list of selectable calendars automatically.

Viewing Your Calendars

Once you have made and/or subscribed to calendars, you can view them by selecting them from the **Current Calendar pulldown menu**. The settings selected by the creator of the calendar will determine your ability to add events or modify the calendar. The Calendar application allows more than one user to modify a single calendar simultaneously, but a Group Leader or user with permissions making modifications will not be able to see events added by another user until the calendar is refreshed by closing it and opening it once again. The Calendar application does allow more than one event to be scheduled on the same day and time.

Calendar Groups

After you have subscribed to the calendars of various clubs and organizations and created your own calendars, you can organize them into groups. Calendar groups are helpful to gain quick access to frequently used calendars. Add calendars into groups from the **New Calendar Group window**. After you have completed the fields on this window, click Save. The new group appears under **Calendar Groups** in the **Managed Calendars page**.

Creating calendar groups allows you to merge the events from more than one calendar to be viewable all at the same time. This feature can be particularly helpful in avoiding scheduling conflicts involving events from different clubs or organizations. Calendar groups are selected from the **Current Calendar pulldown menu** along with individual academic or organizational calendars.

Search for Calendars

The **Search for Calendars button** opens a search window that is similar to the one used to subscribe to calendars. Enter key words from the name of the calendar you want to view and click **Search**. Check the box next to the name of the calendar you want to view when it appears and click **View Calendar(s)** button on

the bottom right of the window. The calendar you have chosen to view will become the current calendar in the **Current Calendar pulldown menu**. This viewing option is temporary. To add the calendar to your permanent list, you must subscribe to the calendar as previously discussed.

Printing

When you have selected a calendar from the **Current Calendar pulldown menu**, you can print the current view of the calendar. Click on the button that says **Printable** with the printer icon next to it. A new window will open displaying the current view. Click **File** on the menu on the top left in the new window and select **Print**.