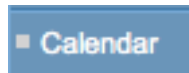


3) Teacher Webpage-Calendar

Click Calendar

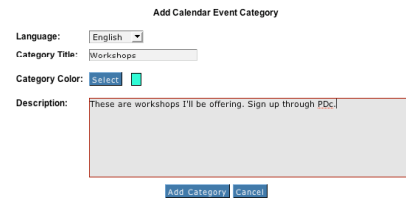


Make a Category

If you'd like your calendar entries to be categorized, click Add New Category.

Give the Category a name, choose colors and add Description.

Add New Category

A form titled "Add Calendar Event Category". It includes a "Language" dropdown set to "English", a "Category Title" text box with "Workshops" entered, a "Category Color" dropdown set to "Select" with a small color swatch, and a "Description" text area with the placeholder text "These are workshops I'll be offering. Sign up through PDC.". At the bottom are "Add Category" and "Cancel" buttons.

If you don't need categories, just click Add Event.

Add Event to Susan Monahan's Calendar

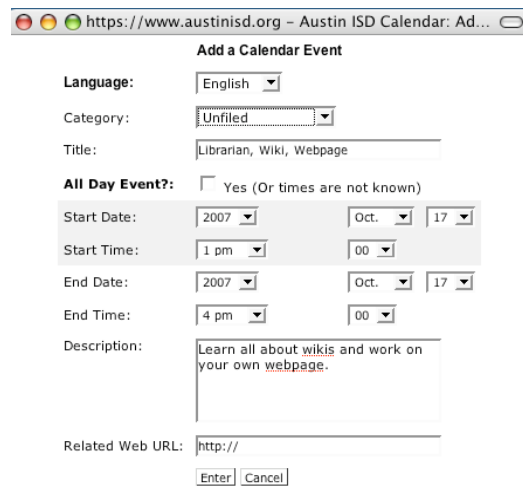
Add an Event

Choose dates for your calendar entry.

Type in Description if needed.

Note that you can even add a url, which can give additional information.

Click Enter.

A screenshot of a web browser window showing the "Add a Calendar Event" form. The form includes fields for "Language" (English), "Category" (Unfiled), "Title" (Librarian, Wiki, Webpage), "All Day Event?" (checkbox), "Start Date" (2007, Oct, 17), "Start Time" (1 pm, 00), "End Date" (2007, Oct, 17), "End Time" (4 pm, 00), "Description" (Learn all about wikis and work on your own webpage.), and "Related Web URL" (http://). At the bottom are "Enter" and "Cancel" buttons.

You can edit any of your calendar entries.

