SOM Internet Calendars

WHERE ARE THE NEW CALENDARS?

- The new main university calendar is located at http://www.ucdenver.edu/calendar.
- The main SOM calendar is located at http://www.ucdenver.edu/Calendar/MedicalSchool
- Subunits (departments, division, etc.) calendars will be located within the specific subunits website. Refer to your initial email for the specific location of your site’s calendar.

ADD AN EVENT TO THE CALENDAR

1. Navigate to the main SOM calendar (http://www.ucdenver.edu/Calendar/MedicalSchool) and sign in on the bottom of the page.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/22/2010</td>
<td>1:30:00 PM</td>
</tr>
<tr>
<td>6/22/2010</td>
<td>2:30:00 PM</td>
</tr>
</tbody>
</table>

- Special Event
- Parking/Transportation
- Directions
- Auraria and Downtown Map (PDF)
- Auraria Parking & Transportation Services Website
- Downtown Denver Parking & Transportation
2. If you have access to the calendar you will see an Admin Quick links box in the right column. **This box is only viewable when logged in.**

3. If you do not see the Admin Links, contact Michael Miller for assistance.

4. To manage events, click on the Add/Edit/Delete Events Link. This is the SharePoint calendar you will use to manage your events. All SOM events will be logged in this one calendar, and the calendar on your site will be a view of your information on this calendar.

5. You will receive a screen that appears as follows, this is the “behind the scenes” view of the calendar. This is where you will add your events.

6. To create a new event, click on the “Events” tab in the ribbon in the upper left corner. Then click the New Events button and select University Event.
7. Fill out the New Event form with the Event details. Most of the fields are self-explanatory, but there are a few that you'll need to pay specific attention to which are explained below:

a. **Title** – this field is displayed when users view your calendar, so make sure the title is pertinent, descriptive, and concise (i.e., not sentences or generic titles please). Also, please don’t use all caps because we’ll be rolling these events up into one calendar and we want to be consistent from a user’s perspective.

b. **Description** – this field is where you’ll describe your event. It should contain enough information for users to determine if the event applies to them and what the event is about. You should be able to answer the question, “why should I go to this event” with the information within the description.

c. **More Information** – this field is intended to be used for links to more information about the event. If you have a website, registration form, or brochure about the event link to it here. You can’t attach files to the event, but you can link off to them as long as they are on the web. If you want to link to a .pdf about the event, it will either need to be in SharePoint or on another publicly accessible website.

d. **SOM Classification** – this field is specific to the School of Medicine. It will allow us to build separate calendars (or views) of events based on the type of event. For example, we’ll be able to build a Grand Rounds calendar that includes all Grand Rounds from each sub-unit with the SOM. If you feel there is a specific classification missing, please contact Michael Miller.

e. **School, College, or Unit** – this field is very important. This field determines what calendar(s) the event will be added to, so only select the specific unit(s) the event applies to. If you don’t select your own specific sub-unit, it will not display on your calendar.

f. **Show on Main UCD Calendar** – this field allows us to add events to the main University calendar. By default this field is checked to add events to the main calendar. If you have an event you want on your calendar and not on the main university calendar, simply uncheck this box and save your event.

g. **Add to SOM Main Calendar** – this field allows you to add your event to the main SOM calendar. The same rules apply to this field as they do for the Show on Main UCD Calendar. Please only add events that you are trying to broadly publicize to the main SOM or UCD calendars.

h. **Workspace** – please disregard this field. It will not create a meeting workspace because we don’t have the intranet capabilities of SharePoint running.
8. After filling out the event form you will see your event appear on your calendar, on any SOM calendars that you’ve selected from the School, College, or Unit field, and the “behind the scenes” view of the calendar where you initially selected New Event.

**MODIFY OR DELETE AN EXISTING EVENT**

1. Login to the calendar and click on Add/Modify/Delete events following the instructions above.

2. Click on the event you would like to modify. To edit or modify an event select either “Edit Item”. To delete an item, you must first click “Edit Item” too, then the “Delete Item” feature will be available in the ribbon.

3. When completed, click OK and your updated will be reflected in the main calendar.
HOW CAN I ADD A CALENDAR TO MY OWN SITE?

Most of the setup has already been completed. If you’d like a calendar added to your SOM SharePoint site, complete the SOM Calendar Request Form.

WHERE CAN I GET HELP?

- **SharePoint Technical Issues**
  For technical difficulties with SharePoint

  *Michael G. Miller*
  SOM Web Support and Training Coordinator
  303-724-4112
  Michael.g.miller@ucdenver.edu

- **Event and Content Questions**
  For help with calendar content, events and general questions

  *Tonia Twichell*
  SOM Content Manager
  303-724-6442
  tonia.twichell@ucdenver.edu

TERMINOLOGY

- **Tags and tagging**
  A “tag” is a term assigned to an event. The tag is a category. Tagging means to apply one or more of these categories to an event. These tags are then used to filter wanted or unwanted events onto/off of a calendar. Tagging is a way of classifying events without assigning events to a hierarchy.

- **Filters and filtering**
  Filtering events is the process of sorting events according to tags or categories. A filter may appear as a drop box above the calendar, upon choosing an option from the drop box, only events matching the chosen criteria will appear on the calendar.