

## Instructions for Uploading Calendar Entries

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There are 2 ways to update calendar entries once you have put them into WebCT. You may want to move all of the dates at one time, particularly when you are preparing for a new semester. The quickest way to change all of your dates is to do the following:

- Click on the Calendar tool
- In the Designer Options tab, click “Compile entries”
- Select the following: date range of calendar entries to download; any criteria you may wish to use to download, and whether you would like to download public entries, private entries or both.
- Click “Download” button
- Select “Save file to a disk” and click “OK”
- Select a location on your hard drive to save the file, give it a name, and click “Save”
- Go to the location where file is saved and open the file that you named as a text file.
- Edit the text file. The file data will be separated by colons and commas to indicate dates, summaries, etc. Make sure that colon and commas are in place when you save the file. In other words—don’t change anything but the words in the file. It’s best not to edit any unnecessary punctuation, unless it is in the middle of a sentence. No spaces should be before or after commas. Here is a sample:  
Format= :date,summary,URL, ,start time (hh:mm), end time  
(hh:mm),detail
- Save file as a txt file
- Back in WebCT, click on the Calendar tool
- In the Designer Options tab, click “Import entries.”
- Click Browse to upload the file. After uploading it to the My Files area, click “Add selected.”
- Check to see that your changes have been made.

Another way to edit calendar entries is to do each one individually. Follow these instructions:

- Open each entry by clicking on the date.
- Select the entry by clicking on the radio button. Then click the “edit” button.
- Change the date at the top of the page.
- Click “update”
- Repeat the above steps for each calendar entry.