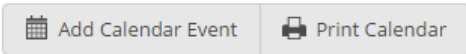
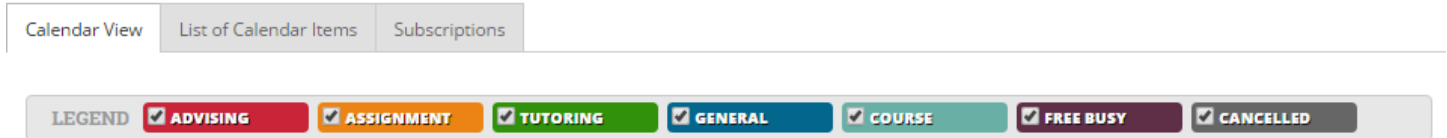


My Calendar

My Calendar

Your calendar in SSC is a quick way to view appointments or events at a glance.



October 2015



SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	30	1 11:30a Advising 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	2	3
4	5	6 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	7	8 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	9	10
11	12	13 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	14	15 2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500	16 2:30p Advising	17

Key Features

- Add Calendar Event** – Clicking Add Calendar Event will bring up your appointment scheduling page.
- Print Calendar** – Here you can print your monthly or weekly calendar views directly to PDF.
- View today, day, week or month** – Quickly choose to view just Today, or view by day, week or month. Using the left or right arrows allows you to view previous or future dates if desired.
- Notice the Legend just above the calendar grid. Options listed include: **Advising, Assignment, Tutoring, General, Course, Free Busy and Cancelled**. Selecting one of the checkboxes enables associated appointments to show on the calendar grid and deselecting the checkbox hides them. (These options are automatically checked by default).

What a user is allowed to do on the calendar page can vary based on the permissions that are assigned to them. For example, in order to use the drag and drop calendar functionality (moving one event from one day to another), the user would need permission to update an appointment. This permission is called Appointment Update and is defined by the user role assigned to you by your Application Administrator. To view details of an appointment simply hover over the event on your calendar. A pop up like this one will appear.

MANAGE APPOINTMENT [X]

Advising

All Attendees ▼

- S. Kilpatrick (Advisor)**
- Peter Coiro ▼
- Allie Irish ▼

Appointment Details [edit]

When: **Wed Sep 16, 2015**
03:00 pm - 03:30 pm

Comments: None

Where: Academic Success Center

Type: One Time Appointment

Course: N/A

Reason: Advising

Cancel Appointment Delete Appointment **Close**

Clicking on the event will open the Manage Appointment dialog, allowing you to edit, cancel, or delete with the appropriate permissions.

List of Calendar Items-The List of Calendar Items tab provides in list form any appointments you have on schedule for Today, This week and Next week. There is also a Print Calendar option available for this view. If you have the permission to update appointments, then an option to Edit will also be available to you.



My Calendar

Calendar View | List of Calendar Items | Subscriptions

Print Calendar

Today

DATE	TIME	TOPIC	ATTENDEES	EDIT
09/28/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		

This Week

DATE	TIME	TOPIC	ATTENDEES	EDIT
09/28/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		
09/29/2015	2:30p-3:00p	Advising	Allie Irish	Edit
09/30/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		

Next Week