Creating Calendars in Department Tools pages

Every Department Tools account comes with a full-featured calendar tool to enter and publish events and other information for your site. The calendar allows you to share items with calendars in other DT accounts and to make your calendar available to the public on your Department Tools website. Every calendar item you create also publishes to a Web page where more detail is available for the user.

Getting Around

To see your calendar, login to your DT account and click the “Calendar” link at the top of the page. The navigation for the DT calendar is fairly straightforward. The current day of the week is highlighted in a beige color and the current day (Today) is highlighted in yellow. The name of the current month is centered above the calendar, flanked by links for the previous month and next month. Those links are duplicated below the calendar, as well.

Next to the name of the current month is a “go to” link that lets you jump to any other date or month. Clicking “go to” brings up a text field into which you enter the date.

Although a sample date is given with slashes, the field also accepts dates separated by dashes, so jumping to May 5, 2014 could be expressed in the following forms:

- 05/05/2014
- 05-05-2014
- 5/5/14
- 5-5-14

You can also jump by month by entering 5/2014 or 5-2014. (The full year must be typed when jumping by month.)

The Calendar Toolbar

There are several buttons in the main calendar toolbar. They are, from left to right, Today, Web Site, Printer Friendly, Preferences, Legend, New Event, A categories pulldown menu, and a custom categories icon.

Today. Clicking this button returns the calendar view to the current month.

Web Site. Shows you the web page preview of your calendar. (More on how to add a calendar to your DT website later.)

Printer Friendly. Shows the events entered for the display month in a list view for printing. You can customize the date range that displays by altering the dates in the URL.

Sharing Preferences. This is where you control the sharing feature, which allows you to combine calendars from different DT accounts and to make your calendar available to other DT accounts. (More on this feature later.)

New Event. Generates a new event form to add items to the calendar. You may also initiate a new event by clicking on the “+” symbol next to the date in the calendar window.

Categories pulldown menu. Allows you to show only events from any color-coded event categories you’ve created.

Custom categories icon. Clicking this allows you to create a color-coded category or edit an existing one. This feature is also accessible from the Categories pulldown menu. Enter a category name in the first field and assign the new category a color by either typing in the name of a primary color or by clicking on the Assign Color icon that appears immediately after the color field. When you create a new event, you’ll have the option to categorize it. The color you pick will show up on your calendar as a bar above any categorized calendar entry.

Adding events to the DT Calendar

To add an event in DT Calendar, simply navigate to the day of the event and click on the “+” symbol.
for that day or click the New Event button. Either method will produce a Calendar Event form that allows you to add information about your event.

The elements of the Calendar Event form are easy to understand, but there are several options that affect how the item displays on the final calendar and on the event Web page. Starting at the top of the window, the options are:

**Assign Categories.** This feature toggles open when you click the Show/Hide link. The interface is identical to that of Custom Categories and allows you to choose an existing category or create a new one.

**Event Date.** This allows you to set the start date (first field) and end date (second field) for your event. If you use the “+” button on the calendar to create the event, the fields will display the date you clicked on. If you use the New Event button, the fields will display today’s date. You can change the dates either by typing in the date using any of the date formats described above, or by clicking on the calendar icon and selecting the date from the popup calendar.

**Event Time.** The default setting for Event Time is an all-day event, with only dashes in the time fields. If you’d like to indicate a start and/or stop time, you may add them using the pulldown menus. (Event Time must have a start time to display, but doesn’t have to have an end time.)

**Legacy Serial Number.** This is a discontinued feature that will be disappearing soon.

**Event Title.** Use this field to express the title of your event. DT Calendar automatically places the event date in this field as a placeholder. You’ll want to change this, though, as the text in the Event Title field is the only text that appears your calendar page.

**Contact E-mail.** If you’re planning on submitting the calendar event to the main WSU Calendar or if you’d just like to give your users a contact point for more information, enter an e-mail address in this field. The address entered here also receives a confirmation e-mail when the item is submitted to the calendar. Regularly used e-mail addresses are saved and may be edited using the “Update E-mail Addresses” link.

**Image Location.** DT Calendar creates a webpage for each event your enter and that page can carry a single photo if you want. Click on the blue “INSERT FILE” link to access your DT file browser. Photos must be in jpg format at 72 dpi and are limited to 300 pixels in width to maintain a good text flow around the image. You choose the width using the pulldown menu on the right.

**Event Details.** This is the space where you tell the world the details of your event. This text doesn’t appear on the DT calendar directly, but shows up when...
the event title is clicked, taking the user to the web page for that event.

**Submit.** Clicking this button adds the event to your calendar and takes your to the month display that contains the new event. Clicking on the event now will reopen the editing window for the event.

**Submit and add more.** Clicking this button adds the event to your calendar and opens a new event window with the same Event Date as the previous event.

**Go Back.** Returns you to the calendar view.

**Submitting an event to the WSU Main Calendar**

If you have an item that you think would be of interest to the larger WSU community, you may submit and item on your DT Calendar for inclusion in the WSU Main Calendar. This calendar populates the Events window on www.wichita.edu homepage and is featured on the WSU News site.

To submit, the event must first be established on your DT Calendar, using the steps above. When you click on an existing event in your DT Calendar View, you’ll have the option to edit any part of the event, but you’ll also have a new “Submit to Main” button next to the “Submit” buttons at the top and bottom of the page. Clicking this button will give you an additional chance to edit the information before sending it to University Relations for proofing. University Relations staff will determine if the item meets the criteria for the main WSU calendar and they reserve the right to edit the item further to meet style guidelines.

**Making your calendar viewable on a DT Web page**

If you plan to have a public-facing calendar, you will want to add the calendar to a DT page. Doing this has the advantage of allowing you to easily add the calendar to the navigation using the regular links admin tool for your website or to apply other native DT page options such as a short URL, custom page title or password.

- In your DT account, click on the bolded Homepage Editor link at the top of the page.
- Next, create a new DT Page and name it to reflect that the page will be presenting a calendar.
- Then locate the “Page type:” heading and click the blue “Update page type” link. This feature allows you to incorporate any DT calendars, newsletters and tours you’ve created directly onto a page.
- To add the calendar, click the radio button for “My Calendar” and then the “Update Page Type” button.

In your tree, the page will now have a green, square icon with a “C” next to it, indicating that it is a calendar page. You can add this page to your website navigation using the regular links admin tool.

Visitors to this page will have the option to sort by event type, follow your calendar through RSS feeds, share events through e-mail or social media, import events to their Outlook calendars and have reminders about your events sent via e-mail.

**Sharing your calendar with other accounts**

Department Tools allow you to have only one calendar per DT account. However, you can combine the calendar data from multiple accounts using the Sharing Preferences feature.

Click on the Calendar link at the top of the page,
and then on the Sharing Preferences button to begin.  

The thing to remember about sharing calendars in DT is that it takes two to tango. To share, you have to want to get data from another account and they have to give you permission to pull that data.  

Calendar sharing is off by default. You activate the feature by selecting “Yes” from the first pulldown menu.

Next you’ll see two selection windows. The first, “Add calendar items ...” shows a list of all the Department Tools accounts on campus that have activated the sharing feature. The accounts are listed by full name and then, in parenthesis, by the account name as it appears in their URL. The second window, headed by the text “The selected users ...” is a comprehensive list of all DT accounts currently in existence.

To complete a calendar share, you must select a target (or targets) from the first window, and the target(s) must select you from the second window in their account. The process might be something like this:

1. Activate calendar sharing
2. Select the target account in the first window.
3. Click the Update Sharing Preferences button.
4. Contact the manager of the target account and ask them to allow you to pull their calendar items.

As soon as they do so and click “Update Sharing Preferences” in their account, their calendar items will appear on the Web version of your calendar. (The shared items do not appear on the calendar in your DT admin panel.)

**TIP:** If you have several departments with calendars that you would like to combine, you might consider creating a new DT account for the sole purpose of establishing a master calendar that shares items from each of the departments. That way you can each maintain a dedicated department calendar and also have access to a master calendar.

**ADDITIONAL RESOURCES**

The pdf of this and other Department Tools instruction documents, as well as online training resources, are available at the Department Tools Web site at [www.wichita.edu/departmenttools](http://www.wichita.edu/departmenttools).

University Relations also offers focused training sessions on this and other Department Tools features. Consult the online DT Training calendar for dates and times at [www.wichita.edu/dttraining](http://www.wichita.edu/dttraining).