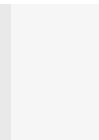


Calendar & Events (DEPRECATED)

Some systems have a calendar to show events, tasks, and deadlines for courses, modules, and tests. Items may be added automatically based on their due dates or scheduled by managers, publishers, and instructors. You can also add personal tasks. You can access the calendar from your home page.

An example of a calendar.



March 2015						
Mar ▾	2015 ▾	Go >>				
	Global	Tasks	Personal	Online Course	Assignment	Tests
S	M	T	W	T	F	S
1 Due - Past Due Task	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Today Due - Not Started Task				

The calendar shows the current month with the current day highlighted in blue. To view a month that is not the current month, use the drop-down menus to change the month and year and then press the go button. Click on any event to view the event creator and start and end dates.





Note that this is not the same as the registration calendar associated with scheduled courses.

Events Box



Some or all of these features may not be in use for your system.

Some systems feature a box on the home page that shows news and tasks relevant to the user.

Today
No items are due today.

My Tasks
Fall Classes Start

News
8/30/2011 3:52:00 PM
Company Picnic

Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

News

News items are added by a manager, publisher, or instructor and show items within a set date range.

For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.



Some or all of these features may not be in use for your system. This view is not available to Site Managers.