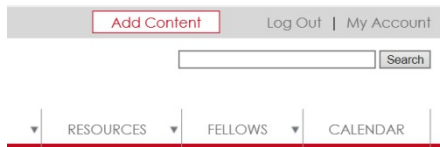


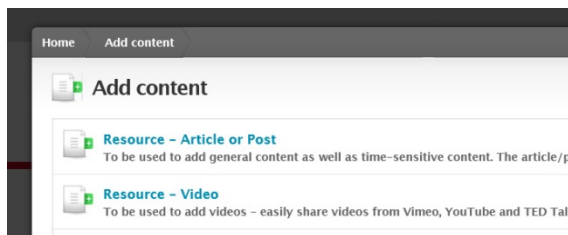
Resource – Calendar Item

To be used for adding items to the calendar. Allows for a description and links. Can be attached to a group.

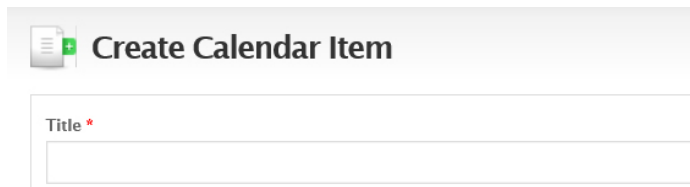
1. Click the 'Add Content' button in the User Bar (at the top of the screen).



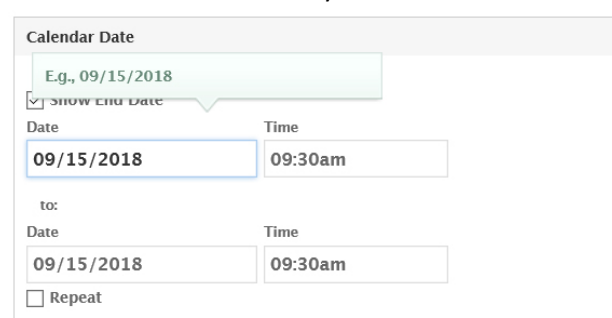
2. Select 'Calendar Item'.



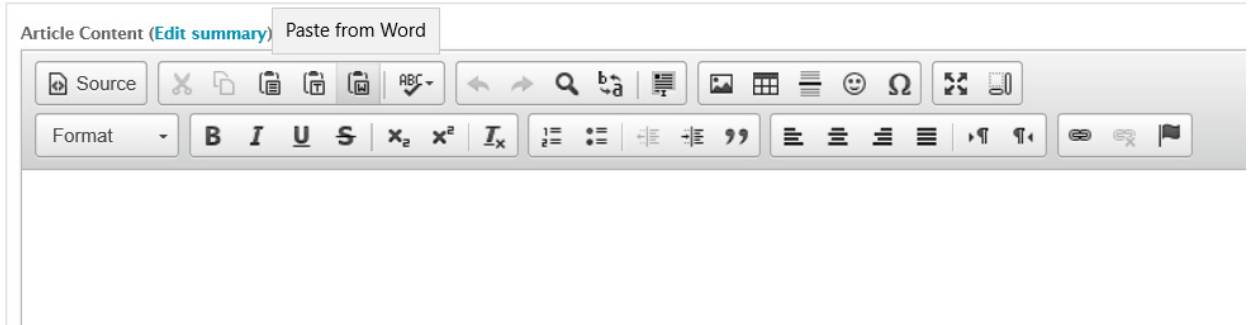
3. Add a short descriptive Title for your calendar item. The title appears at the top of the page when displayed on the site and in the teaser.



4. Add the date and time for your calendar item. Calendar items appear on the Calendar.



- Provide a description for your calendar item in the 'Description' field. Content can be added/edited using the WYSIWYG web editor. When copy/pasting text from other files (MS Word, Pages, PDF) be sure to use the 'Paste as plain text' or 'Paste from Word' buttons. The web editor allows for basic text formatting, inserting tables, images and weblinks.



- Optional – Add weblinks to external sites or pages.

Links +

	Title	URL
+	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	The link title is limited to 128 characters maximum.	

- Optional – Add 'Tags' to group your content with other like content on the site. As you type the field will list similar tags already in the system. Separate multiple tags with a comma.

Tags

- To associate your calendar item with a Group/Topic or Event you are a member of, select the group from the list. To select multiple, ctl/cmd click.

Group/Topic or Event

- None -

Addressing Course Cross Compatibility

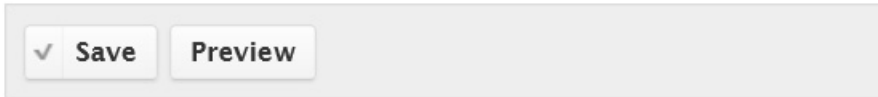
Group/Topic or Event content visibility *

Public – accessible to all site users

9. If associated with a group, your calendar item can be restricted to be visible only to members of that group. To restrict the content select 'Private' from the content visibility field.



10. Click the 'Save' button to publish your article/post.



End