

## Using the University Calendar Application

The University Calendar Application is the easiest way to maintain a calendar of upcoming events on your section's website. Once the calendar has been created, a box of upcoming events will appear in the right sidebar of your section's BUMC website. Clicking on each event will take the user to detailed event information, including location, date, time, web URL for more information, and contact info. This document provides instructions for managing your section's University Calendar.

**To begin, visit the unique URL of your section's calendar.**

If you do not know the URL or your section does not yet have a calendar, contact BU IT using the form at <http://www.bu.edu/help/wordpress/#task=wordpress-get-help>.

Dept. of Medicine:  
<http://www.bu.edu/phpbin/calendar/app/calendar.php?id=129>

The screenshot shows the 'Medicine' calendar application interface. At the top, there are navigation tabs: 'EVENTS', 'NEW EVENT', 'TOPICS', 'OPTIONS', and 'SHARING'. Below these is a 'Filter Events' section with a dropdown menu set to 'Medicine' and a button labeled 'Approved'. The main calendar grid is for January 2010, with dates from 27 to 23. Events are listed in a grid format, with some events spanning multiple days. For example, on January 11, there is a '8am Ambulatory Morning Conference: Topics in Medicine, General Internal Medicine'. On January 12, there is a '8am Ambulatory Morning Conference: Evidence Based Medicine'. On January 13, there is a '8am Ambulatory Morning Conference: GIM Grand Rounds' and a 'Noon Morbidity and Mortality Conference'. On January 14, there is a '8am Ambulatory Morning Conference: Topics in Medicine, Cardiovascular Disease' and a 'New Emerging Infectious Diseases' event. On January 15, there is a '8am Ambulatory Morning Conference: Topics in Medicine, General Internal Medicine' and a '10am Bioinformatics Seminar: Modeling cell signaling networks that control cell proliferation and cell fate decisions'. On January 16, there is a 'Noon Medical Grand Rounds: "Health Care Reform: Patient Rights, Patient Safety, and Medical Malpractice"'. On January 19, there is a '8am Ambulatory Morning Conference: Evidence Based Medicine' and a 'Noon Faculty Development Seminar: Electronic Tools for Organization & Time'. On January 20, there is a '8am Ambulatory Morning Conference: GIM Grand Rounds' and a '11:00am Firm Conference'. On January 21, there is a '8am Ambulatory Morning Conference: Topics in General Medicine, Geriatrics' and a 'New SAFER' event. On January 22, there is a '8am Ambulatory Morning Conference: Topics in General Medicine, Renal Medicine, Geriatrics' and a '8am Geriatric Conference Series: New Medical Grand Rounds: "Outcomes"'. On January 23, there is a '8am Ambulatory Morning Conference: Topics in General Medicine, Renal Medicine, Geriatrics' and a 'New Medical Grand Rounds: "Outcomes"'. The calendar also shows some dates with red triangles, indicating events that are not fully visible in the screenshot.

**To add an event to the calendar**

1. Click on "New Event" in the top navigation bar



2. This opens a form to enter the information for your event

The screenshot shows the 'CREATE EVENT' form in the 'Medicine' web application. The form is titled 'CREATE EVENT' and is located under the 'NEW EVENT' tab. The form includes the following fields and options:

- Title:** Text input field.
- Start Date:** Date and time selection fields (dropdowns for day, month, year, and AM/PM).
- End Date:** Date and time selection fields (dropdowns for day, month, year, and AM/PM).
- This is an all-day event:** Checkbox.
- Description:** Text area.
- Location:** Text input field.
- Link URL:** Text input field.
- Address:** Text input field.
- Cost:** Text input field.
- Notes:** Text area.
- Contact Name:** Text input field.
- Contact Email:** Text input field.
- Contact Phone:** Text input field.
- Sharing:** Checkbox labeled 'Share this event with other calendars'.
- Buttons:** 'Save' and 'Cancel' buttons.

A sidebar on the left lists various event categories: Admissions, Alumni, Class, Conference, Continuing Education, Forum, Grand Rounds, Lecture, Meeting, Other/Miscellaneous, Panel Discussion, Seminar, Social, Symposium, Tour, Town Meeting, Training, and Workshop. The Boston University logo is visible at the bottom left of the form.

**Notes about creating an event:**

- The Dept. of Medicine calendar does not use topics to classify events. DO NOT check any of the Topic boxes in the left sidebar.
- If you do not know whether your calendar uses topics, contact Kate to ask
- Clicking "Share this event with other calendars" will cross-post your event on the calendars that are set to share under the "Sharing" tab (info below)

3. Once you have entered all the event information, click "Save"

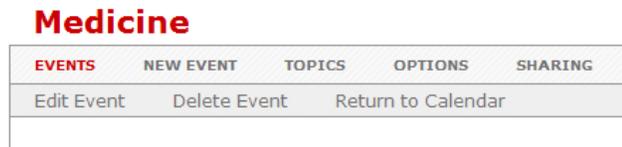
4. You will see the event information as it will appear on the website in detail view. Review it to make sure everything is accurate.

The screenshot shows the event detail view in the 'Medicine' web application. The event title is 'AMBULATORY MORNING CONFERENCE: TOPICS IN GENERAL MEDICINE, TBA'. The summary is 'Ambulatory Morning Conference: Topics in General Medicine, TBA'. The description is 'TBA'. The start time is 8:00am on Monday, January 25th 2010. The end date is Monday, January 25th 2010. The end time is 9:00am. The location is Menino Conference Room A. The Boston University logo is visible at the bottom left. There is a search bar at the bottom right.

5. If you have to make edits, click "Edit Event" in the upper righthand corner to return to the event information form (from Step 2)

## To edit an existing event

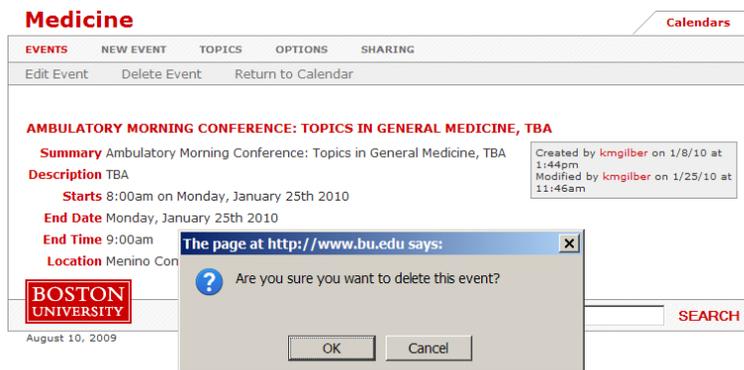
1. To edit an event, click on the event in the calendar to view the detailed info (it will look the same as in Step 4, above)



2. Clicking "Edit Event" will open the event form. Change any of the information and hit "Save" at the bottom to commit the changes.

## To delete an event from the calendar

1. While it is not necessary to delete events after the event has occurred, you may want to delete an event that has been cancelled.
2. Click any event in the calendar to view the detailed info
3. Click "Delete Event" in the top toolbar to delete the event
4. A confirmation screen will pop-up asking if you're sure you want to delete the event

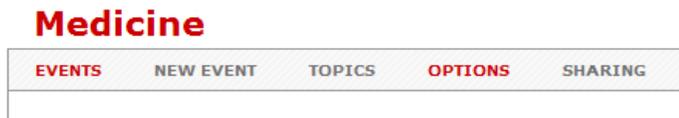


5. Clicking "OK" will remove the event from your section's calendar as well as all calendars that the event is shared with.

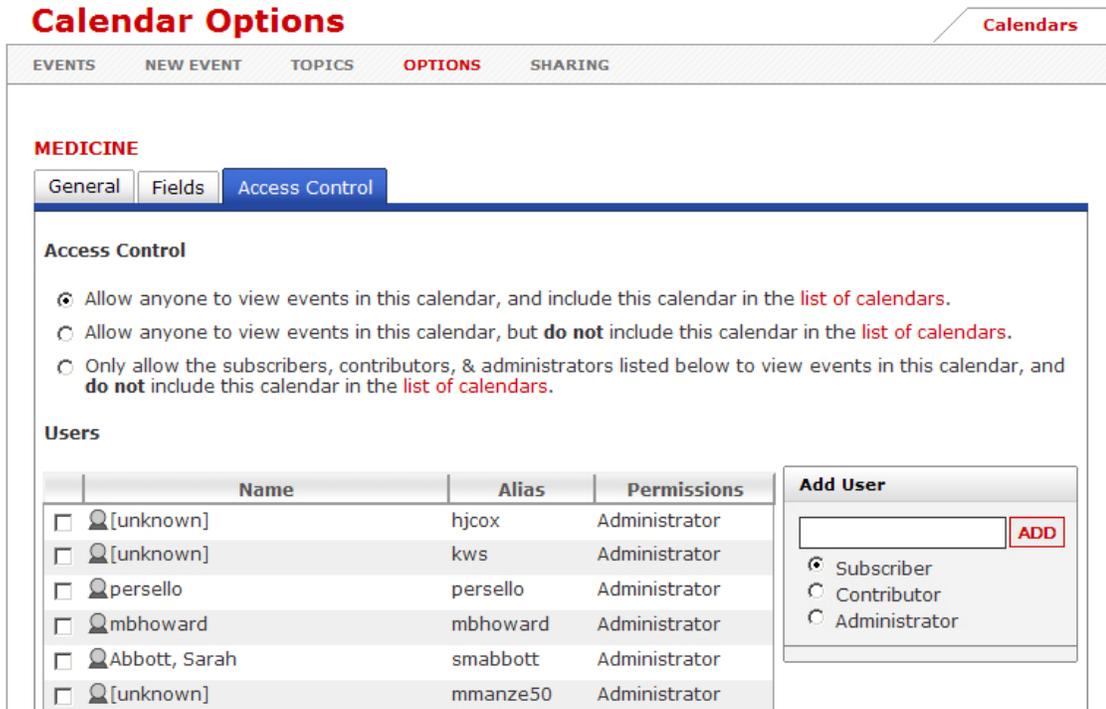
## To add a new calendar administrator

Any person with a BU username and password can add, edit and delete events from a section calendar with proper permissions. If you already have permissions to your section calendar and need to add a coworker to share the responsibility, follow these steps:

1. Click on "Options" in the top navigation bar

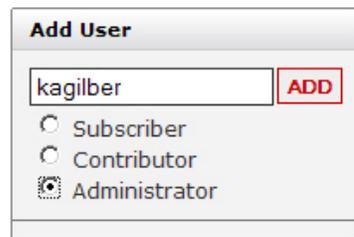


2. Click on the "Access Control" tab within Options



3. The top three options control access to the public view of the calendar. In most cases, you will want to keep the first option selected. If you have questions or think another option is appropriate, contact [Kate Gilbert](#).
4. Beneath the Access Control options appears a list of current users and their permissions. Check first to see if the user you want to add already has permissions for the site.

5. To add a new user, add the BU username to the “Add User” box on the right



**Add User**

kagilber

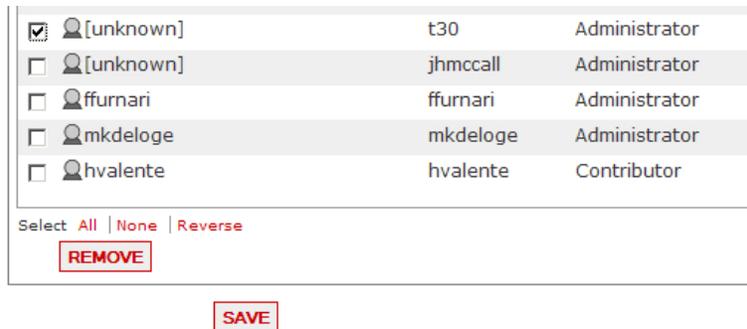
Subscriber  
 Contributor  
 Administrator

6. All new users should have the permission level “Administrator”. This ensures that they will be able to add events, edit events, delete events and add new users.

### To remove a user from editing the calendar

In **rare** instances, you may need to remove a user’s access to the calendar. This may happen if a colleague has switched sections or left the university.

1. Click the checkbox next to the user’s name and then click “Remove” at bottom



<input checked="" type="checkbox"/>	[unknown]	t30	Administrator
<input type="checkbox"/>	[unknown]	jhmccall	Administrator
<input type="checkbox"/>	ffurnari	ffurnari	Administrator
<input type="checkbox"/>	mkdeloge	mkdeloge	Administrator
<input type="checkbox"/>	hvalente	hvalente	Contributor

Select [All](#) | [None](#) | [Reverse](#)

2. Make sure to click “Save” at the bottom of the screen to commit changes

## Calendar sharing options

You may share some or all events in your calendar with other calendars. When events are entered into your calendar, they will automatically appear in calendars you are sharing with.

Remember, it takes two to share: The receiving calendar must also accept & *include* your events before they appear in their calendar.

The screenshot shows a web interface for the 'Medicine' department. At the top, there is a navigation bar with the following items: 'EVENTS', 'NEW EVENT', 'TOPICS', 'OPTIONS', and 'SHARING' (which is highlighted in red). On the right side of the navigation bar, there is a 'Calendars' tab. Below the navigation bar, there are two tabs: 'Sharing' (selected) and 'Calendars shared with this calendar'. The main content area is titled 'SHARING' and contains the following text: 'You may share some or all events in your calendar with other calendars. When events are entered into your calendar, they will automatically appear in calendars you are sharing with. Remember, it takes two to share: The receiving calendar must also accept & include your events before they appear in their calendar.' Below this text, there are two sections: 'Share events' and 'Share with'. The 'Share events' section has two radio buttons: 'Share all events in this calendar' and 'Share only selected events' (which is selected). The 'Share with' section has three radio buttons: 'Do not share this calendar' (selected), 'Share this calendar with everyone', and 'Share this calendar with these calendars:'. Below the 'Share with' section, there is a list of calendars with checkboxes: 'A Core Curriculum in Adult Primary Care Medicine', 'Academic Affairs', 'Academic Affairs Committee', 'Academies of Advisors', 'Academy for Arabic Teachers', 'Admissions', 'Admissions', and 'African American Studies'. At the bottom left of the form, there is a 'SAVE' button.