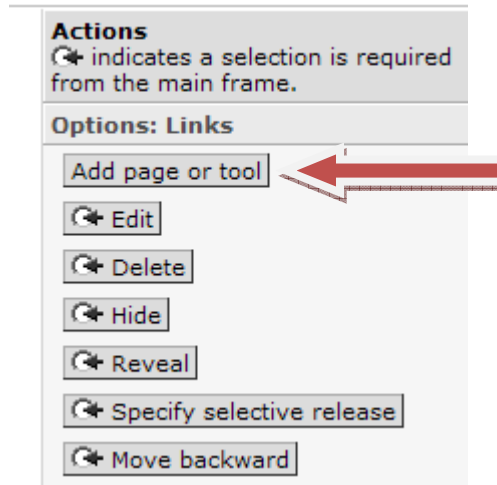


How to Add the Calendar Tool in WebCT 4

This page will tell you how to add the Calendar Tool into your WebCT 4.

Step 1:

First step is to log into WebCT, then you want to click on “Add Page or Tool”.



Step 2:

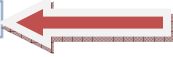
Click on Calendar

| Communication Tools | Evaluation & Activity Tools |
|---------------------|-----------------------------|
| Discussions | Quizzes/Surveys |
| Mail | Self Test |
| Chat | Assignments |
| Whiteboard | Student Presentations |
| Calendar | Student Homepages |
| Student Tips | |



Step 3:

Enter the title for the Calendar. Select where the tool is to show up. Click “Add” to complete the addition.

Add Calendar

1. Enter a title for this item: 
2. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.

 On an *Organizer Page*: 

Link shows item title

Link shows icon (select below)

Use default icons

Use custom icons:

Choose regular icon:

Choose icon to announce new messages:

3. Add this item to your course.

