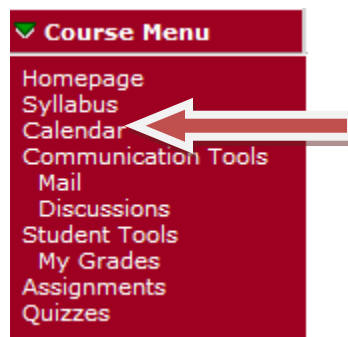


How to Copy WebCT Calendar from one course to another

This page will tell you how to copy one WebCT Calendar to another course.

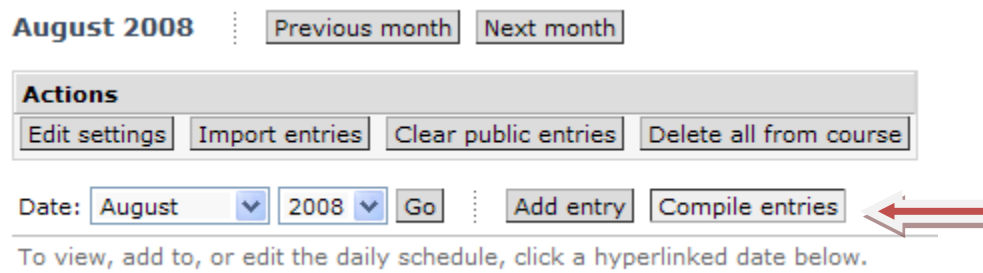
Step 1:

First step is to log into WebCT and go to the course with the correct Calendar, and then you want to click on “Calendar”.



Step 2:

Click on “Compile entries”



Step 3:

Change the “To” date to the last day of the term. Click “Download”.

Compile or Download Calendar Entries
To compile and display or download entries, select a date range

From: August 25 2008



To: August 25 2008

Criteria	Comparison	Value
None	Contains	

* Only applies to public entries.

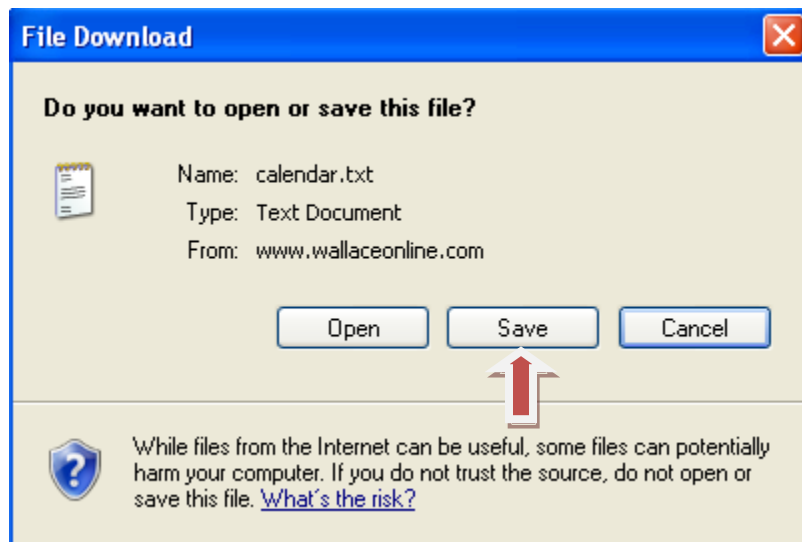
Public entries only
 Private entries only
 Both

Compile Download Cancel



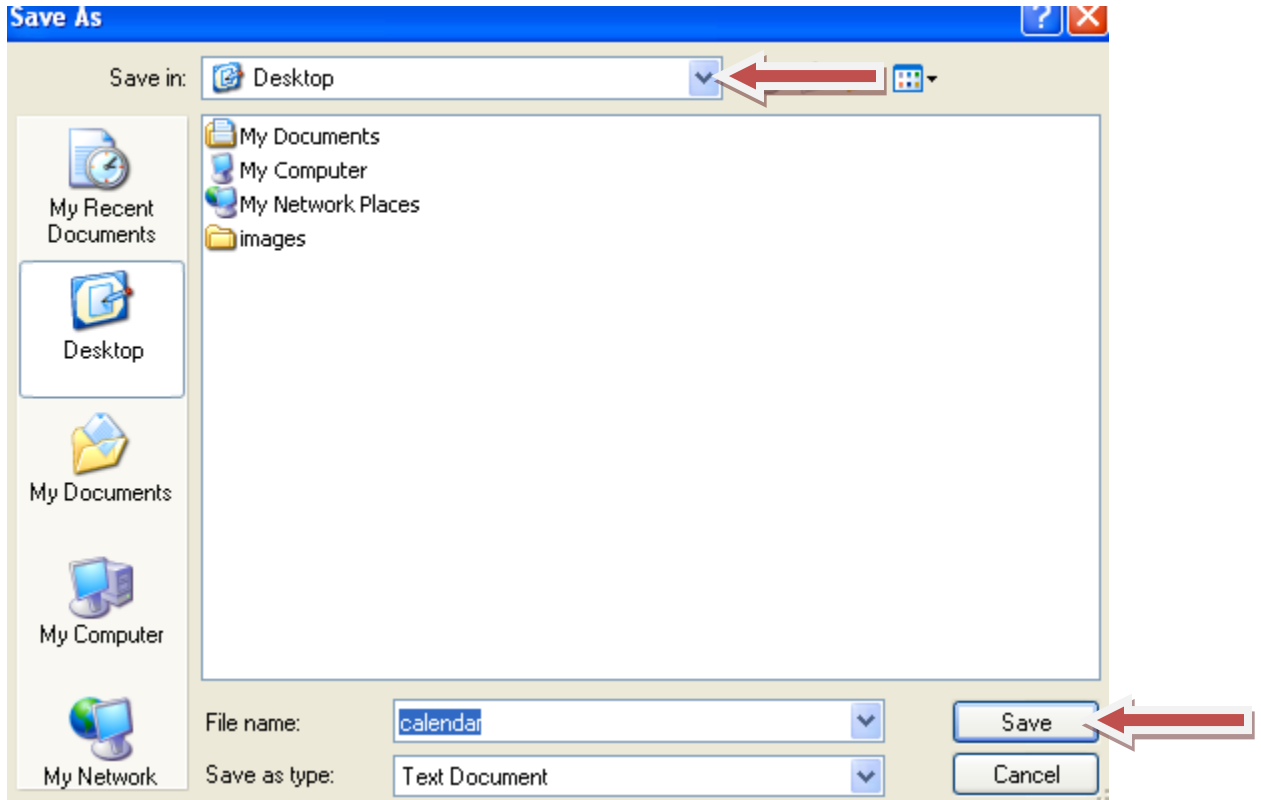
Step 4:

Click “Save”



Step 5:

Make sure the “Save in” location is your Desktop. Click “Save”.



Step 6:

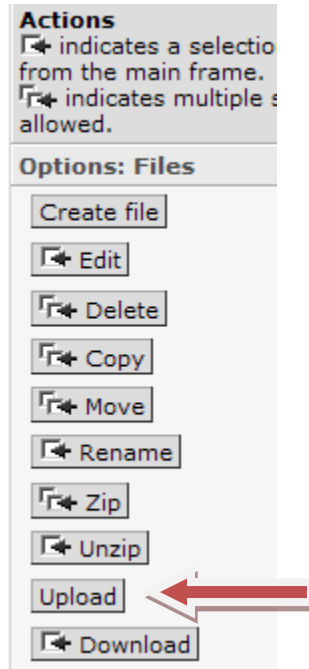
Exit the current class and go to the class where you want to put the Calendar.

Click on “Control Panel”, “Manage Files”



Step 7:

Click on “Upload”



Step 8:

Click on “Browse”

Upload File

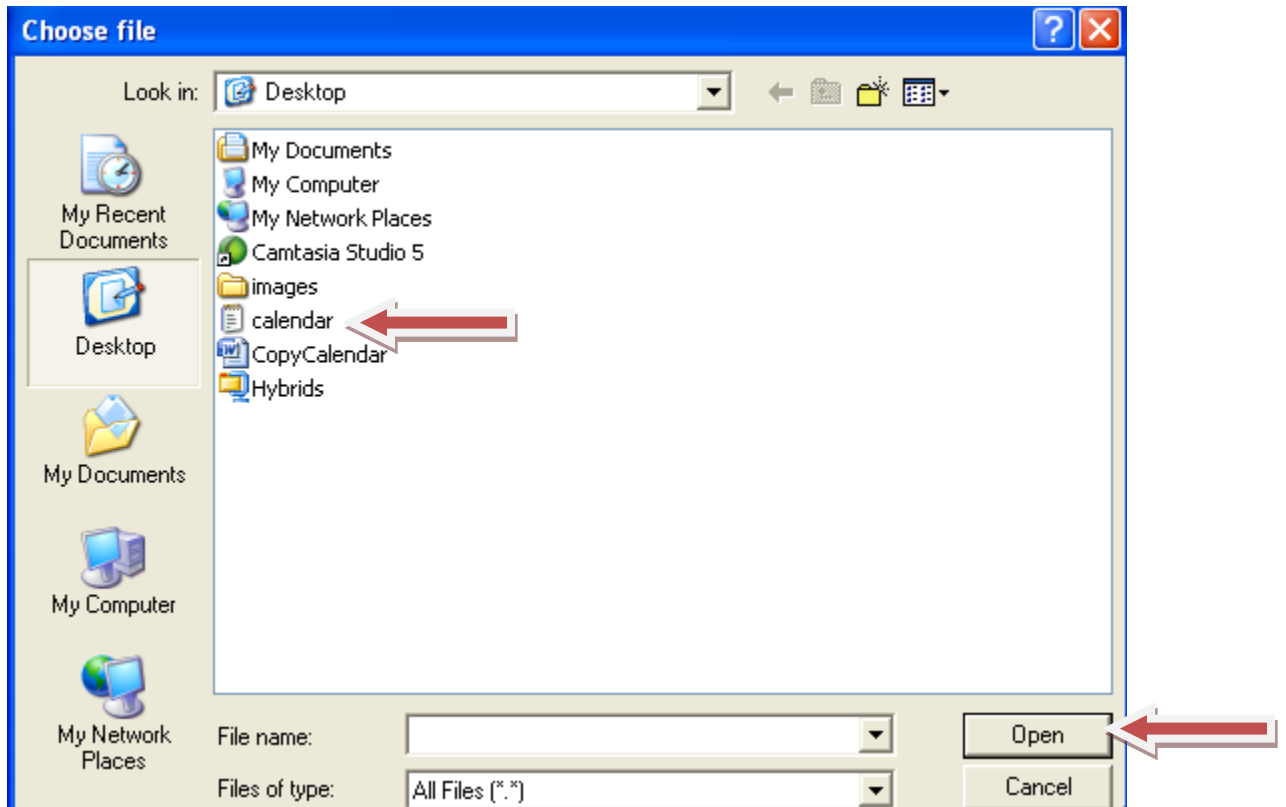
Note: Depending on the file size and network connection, this may take some time.

Filename:

Destination folder:

Step 9:

Single click the file on your Desktop. The file will be named 'calendar'. Click "Open".



Step 10:

Click "Upload"

upload file

Note: Depending on the file size and network connection, this

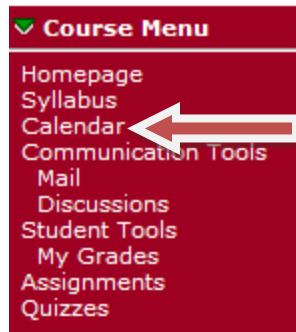
Filename: C:\Documents and Set

Destination folder: My-Files



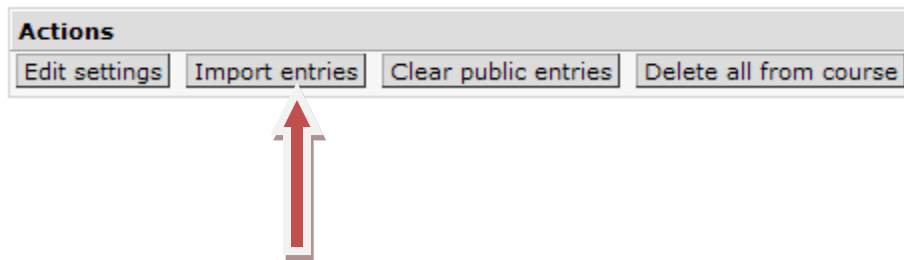
Step 11:

Click on "Calendar"



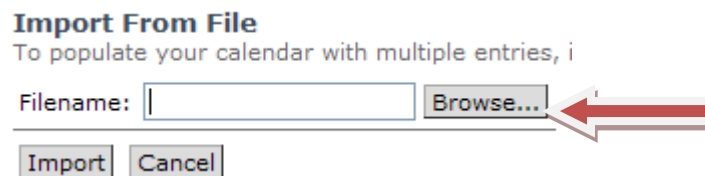
Step 12:

Click on "Import entries"




Step 13:







Click on "Browse"



Step 14:

Click on radio button beside the file 'calendar.txt'. Click "Add selected".

File Browser
Select a file. Tip: To view a file, click 
If the file you need does not appear in the list below, upload it first,

Name	
 My-Files	
<input type="radio"/>  calendar.txt	
<input type="radio"/>  ObjModule5.html	
<input type="radio"/>  ObjModule6.html	
<input type="radio"/>  ObjModule7.html	
<input type="radio"/>  ObjModule8.html	

Upload File ... To add a file from your computer, **Browse** for it, then click **Upload**. Select it in the list above and click **Add selected** connection, this process may take several minutes.

Filename:

Upload to:

...

Step 15:

Click "Import"

Import From File
To populate your calendar with multiple entries,

Filename:

Step 16:

Click "Continue"

Import Confirmation

Please ensure the information is cor

Date
August 25, 2008

