

**Description:** The calendar tool allows site maintainers to post items in a calendar format. The calendar has day, week, monthly, year, and a flat list views. The calendar tool can be used to post deadlines for assignments or to alert students and other site participants to special events.

### Key Concepts:

**Creating a New Event**

**Adding Calendar Fields**

**Viewing Calendar Events**

**Printing a PDF of Calendar Events**

**Importing Calendar Events using Microsoft Outlook**

### Creating a New Event:

**Step 1:** In the menu bar, click [\[Calendar\]](#).

**Step 2:** In the new page, click [\[Add\]](#) to create a new event.

**Step 3:** Fill in the event information. Note: the information marked by a red asterisk is required information.

- » Title – This is the title of the event.
- » Date – This is the date of the event.
- » Start time – This is the time that the event will start.
- » Duration – This is how long the event will last.
- » End time – This is the time when the event will end.
- » Message – This is where you can enter explanatory text about the event.
- » Display – You may specify if you want the whole site to view the event or only a specified group.
- » Frequency – This is how many times the same event will occur. Click the [\[Frequency\]](#) button and select from the drop-down menu. Your choices are once, daily, weekly, monthly, or yearly.
- » Event type – Make your choice from the drop down menu for the type of event (i.e. Activity, Class Session, Meeting, Exam...).
- » Event location – This is where the event will be held.
- » Add attachments – you may add attachments to an event, such as meeting notes, etc.

**Step 4:** Click [\[Save Event\]](#).

## Adding Calendar Fields:

You can add fields when you create a new event. Click on [\[Fields\]](#) in the upper portion of the calendar screen.

Enter a name for the new field and click [\[Create Field\]](#).

Then click [\[Save Field Changes\]](#).

To remove an existing field that you created, click [\[Fields\]](#) then click the check box next to the field you would like to remove.

Once you have selected the fields you want to remove, click [\[Save Field Changes\]](#).

## Viewing Calendar Events:

**Step 1:** Click [\[Calendar\]](#) in the menubar.

**Step 2:** You can choose to view calendar events by the Day, Week, Month, Year or List. Make your choice from the View drop-down menu.

**Step 3:** Click the [\[Earlier\]](#) or [\[Later\]](#) button at the top and bottom of the calendar display to see items earlier or later in the time period.

## Printing a PDF of Calendar Events:

**Step 1:** Click the [\[Printable Version\]](#) button to get a PDF of the calendar screen. Once the PDF is displayed, print the page.

## Importing Calendar Events Using Microsoft Outlook:

The TRACS calendar now allows you to import events into the calendar using Microsoft Outlook.

To export calendar events, using a PC follow these steps:

**Step 1:** Open Microsoft Outlook.

**Step 2:** Click [\[File\]](#).

**Step 3:** Choose Import and Export.

**Step 4:** Select [\[Export to file\]](#) and click [\[Next\]](#).

**Step 5:** Select [\[Comma separated values \(Windows\)\]](#).

**Step 6:** Select the folder to export from. In this case, [\[Calendar\]](#). Click [\[Next\]](#).

**Step 7:** Save the exported file to your desktop and click [\[Next\]](#).

**Step 8:** Click [\[Finish\]](#).

**Step 9:** Set the date range for tasks and appointments that occur between a specific date range to be imported and click [OK].

To import the exported calendar events into TRACS, follow these steps:

**Step 1:** Click [Calendar] in the menubar.

**Step 2:** Click [Import].

**Step 3:** Choose [Microsoft Outlook] and click [Continue].

**Step 4:** Click [Browse] to locate the exported Outlook file.

**Step 5:** Click [Continue].

**NOTE:** If you receive an illegal date format alert, fix the problem with the file that the alert is telling you to fix and re-save the file. You will then have to repeat steps 3-5.

**Step 6:** Select the events you which to import. All events are selected by default.

**Step 7:** Click [Import Events] to complete the importation process.

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto:tracs@txstate.edu)

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.