

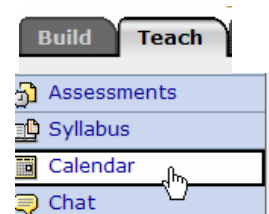
**RamCT Calendar Settings – Allow Only Section Instructors to Create Course Public Calendar Entries  
Fall 2007**

- A. [Change Default Calendar Setting To Prevent Course Public Entries By Non-Instructors.](#)
- B. [Tracking Non-Instructor Course Public Calendar Entries](#)

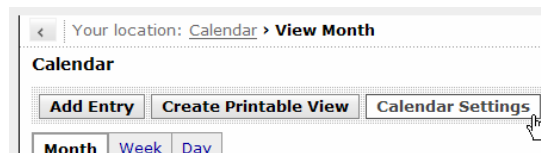
A RamCT course public calendar entry is a calendar item that can be seen by all members of a RamCT section. A decision was reached by CSU’s RamCT Coordinators and Central RamCT support staff to change the default calendar settings in all RamCT sections to allow non section instructors to create course public entries in the Calendar tool. This was specifically done to allow section designers and teaching assistants to make course public calendar entries. This change will also allow students and auditors to make course public entries. **If you do not want section designers, teaching assistants, students and auditors to make course public calendar entries, then use the steps below to turn off this feature.**

**A. Change Default Calendar Setting To Prevent Course public Entries By Non-Instructors.**

- 1. Under the **Build or Teach tab**, under **Course Tools**, *click* on **Calendar**.



- 2. *Click* on the **Calendar Settings** button.



By default the box “Allow Student public entries” is Checked.

The wording for this item is not accurate. When this box is checked, section instructors, section designers, teaching assistants, students and auditors can post course public entries to the RamCT section calendar.

If this box is **Unchecked**, **only section instructors** can post course public entries to the calendar.

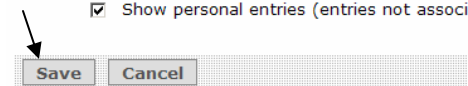
**Calendar Settings**

**Entry Settings**

- Allow Student public entries
- Default Entry Type for Section Instructor
  - Public  Private

**Personal Settings**

- Custom View
  - To display course calendar entries, select the
    - Show entries from all my courses
    - Only show entries from these courses:
      - **Kevin Calendar Testing**
      - To select a different symbol for a course
  - Show personal entries (entries not associ



- If you only want to allow section instructors to make course public entries in the calendar then *Uncheck* the “**Allow Student public entries**” box.
- Click on the **Save** button.

If the “Allow Student public entries” box is Unchecked then section designers, teaching assistants, students and auditors can only post personal entries to their section calendar.

**Entry Type**

Personal (Only you can see this entry.)

**More Options** (Expand this area to see more options.)

Save Cancel

\* Required field

## B. Tracking Non-Instructor Course Public Calendar Entries

If you choose to leave the default setting where the “Allow Student public entries” box is Checked, then section instructors, section designers, teaching assistants, students and auditors are allowed to make course public entries to the section calendar.

**Entry Type**

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access:  Public (All course members can see this entry.)

Private (Only you can see this entry.)

**More Options** (Expand this area to see more options.)

Save Cancel

\* Required field

You can track who made a course public entry in a RamCT calendar. If someone made an inappropriate entry you would be able to follow up with that person and let them know your expectations for using the Calendar tool.

- Click on the **item** entered in the **Calendar** tool
- Note the **Creator** item shows you who made that calendar entry.

	Sun	Mon	Tue
<a href="#">View Week</a>	30	1	2
<a href="#">View Week</a>	7	8	<b>9 Today</b> Test Calendar Entry
<a href="#">View</a>	14	15	16

**Calendar**

Add Entry Create Printable View

Month Week Day

**Tuesday, October 9, 2007**

Test Calendar Entry

All day

Creator: [Student, Kevin \(\)](#)