Lok Jack eLearning Calendar

Lok Jack eLearning users can use the Calendar to manage their personal and course events. The event will be highlighted in the Calendar on the myeLearning course portal and within the user’s courses. When Lecturers create activities that have due dates, the activity is automatically added to the Calendar. They can also add events for group work.

To add events to the Calendar, from the course homepage:

1. Click on the month and year link in the Calendar.
The Detailed Month View will appear.

2. Click the New Event button.
3. Select the type of event. The event that appears depends on the user roles.

   a. Students - can create user events viewable only for themselves
   b. Lecturers - can create user events viewable only for themselves or group and course events viewable by course members.

   Click the OK button once the event is selected.

The New Event page will appear.
4. Enter a Name and Description in the provided fields.
5. Select and enter the date, duration, and frequency (duration) of the event.

Click the Save Changes button.

The event and description will appear in the Calendar's Day View.
It will also pop up when you scroll over the calendar in the Monthly View from within the Calendar, from the course home page, and from the Lok Jack eLearning portal.

For more information about the tools available in Lok Jack eLearning, contact gsbhelpdesk@gsb.tt

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