OwlMed Calendar Overview

Marcelle Gornitsky - 2022-06-08 - OwlMed and Canvas

Calendar

The Calendar is the prominent feature in OwlMed that allows Users to see their scheduled Events. Users will have multiple ways to customize the view of their Calendar, ranging from day, week, month and list view.

Calendar Views:

Month View

1. The calendar views can be set to day, week, month or list.
2. Scroll to the future or the past in increments of days, weeks or months, or return to the Today View with a click.
3. Use the ? Icon to reach the Help Screen and access the key explaining the color coding for Events.

Calendar Color Codes

Week View

The week at a glance is a convenient way to plan your week.

1. Use the Calendar's filters under More, to see the weekends.
2. Click the opposing arrows to display or hide the Documents Menu.

Week View with Documents

Day View with Documents

The Day or List views organize daily Events in chronological order.

List View with Documents

The List View provides a chronological view of the week, with or without the Documents

Menu in the side panel.

Documents

Handy tools for selecting and downloading documents are available in the Calendar, Course and Event screens.
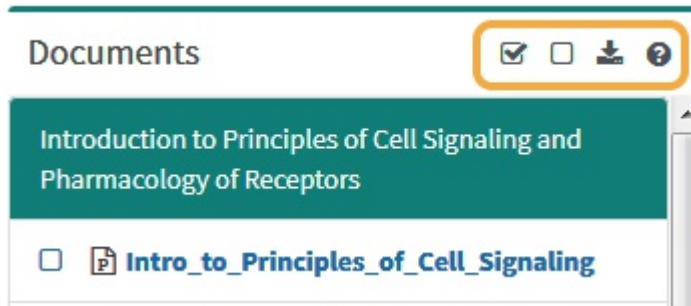
For more detailed information refer to Download Materials article.

Filters

Filters

The **Set Calendar Filters** feature allows Users to set personal preference defaults and/or clear filters that they are currently using on their Calendar. Users can select their Campus and Program as well as School Year and Course or choose to see only Events in which they are enrolled.

To see weekends, use the **More** filter.

Toggle inline help off/on with the +/- sign.
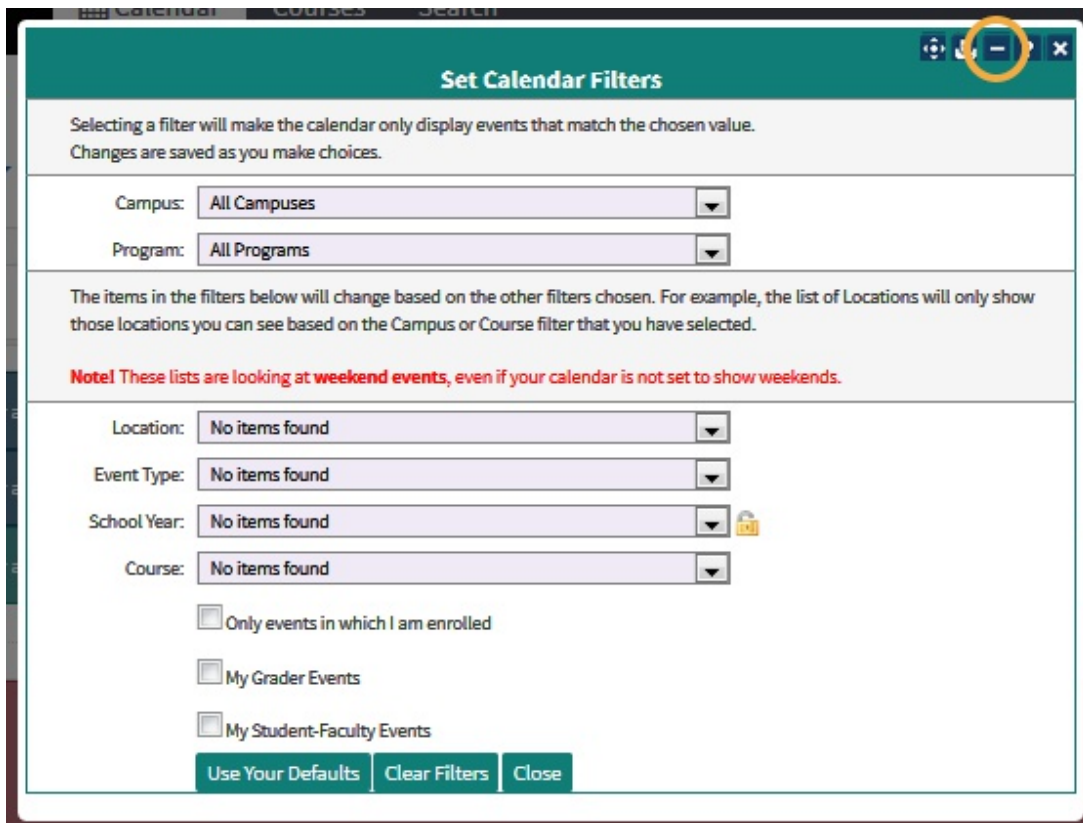
Add Event
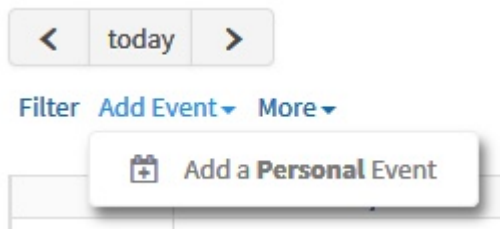
More

Toggle on/off weekends on the calendar.

View a variety of Calendar reports: Events, Room Usage, or Activity Summary.

Generate and download a PDF version of your Calendar .

Create an iCal calendar export file.

Generate PDF

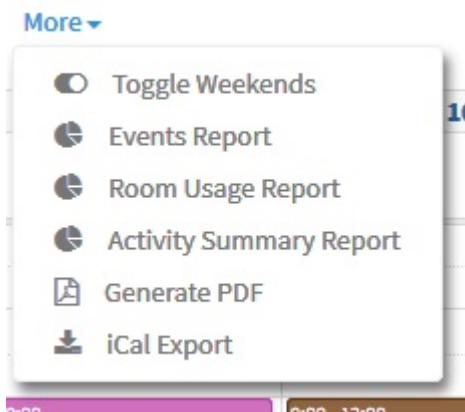Select your preferences for a PDF version of your personal Calendar.

iCal Export

This will generate a standards compliant iCal data file that can be imported into most modern calendaring systems. Save the generated file and then import it into your preferred calendar system.

Create LCMS+ Demo iCal Export
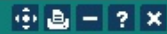
This screen will generate an iCal file for the calendar events you define. The file name will be [yourID].ics

☑ Current Week

☐ Next Week

☐ Current Month

☑ Primary Only

Academic Year: SOM 2017/2018 ▼

School Year: ▼

From Date: 2018-1-15 *
(Click for pop-up calendar)

To Date: 2018-1-19 *
(Click for pop-up calendar)

Course: *ALL ACTIVE COURSES* ▼

☐ Only enrolled events

Generate iCal Export