



## OwlMed: Calendar Overview

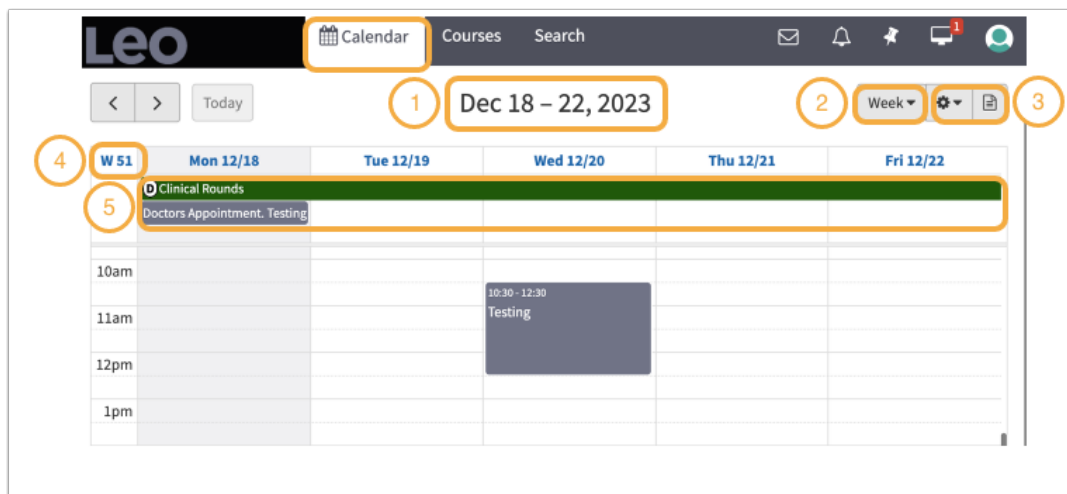
Jeff Clark - 2024-06-14 - OwlMed and Canvas

### Calendar Tab in OwlMed

The Calendar acts as a central information hub and resource, providing users with quick access to their schedule and tools to manage their events in Leo. In this article, users have multiple ways to customize their calendar, ranging from Day, Week, Month and List view as well as various filter options.

#### Calendar Menu Options

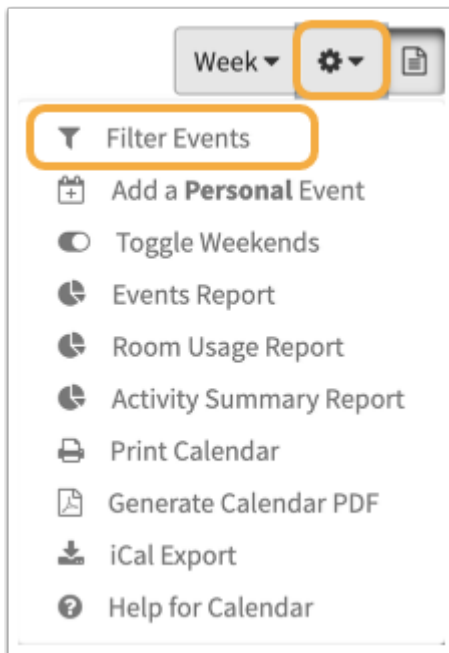
The Leo Calendar tab offers you many options for viewing your schedule, managing materials, accessing courses, sending and receiving messages, and much more.



(1) Click on date(s) to the future or the past in increments of Days, Weeks or Months.

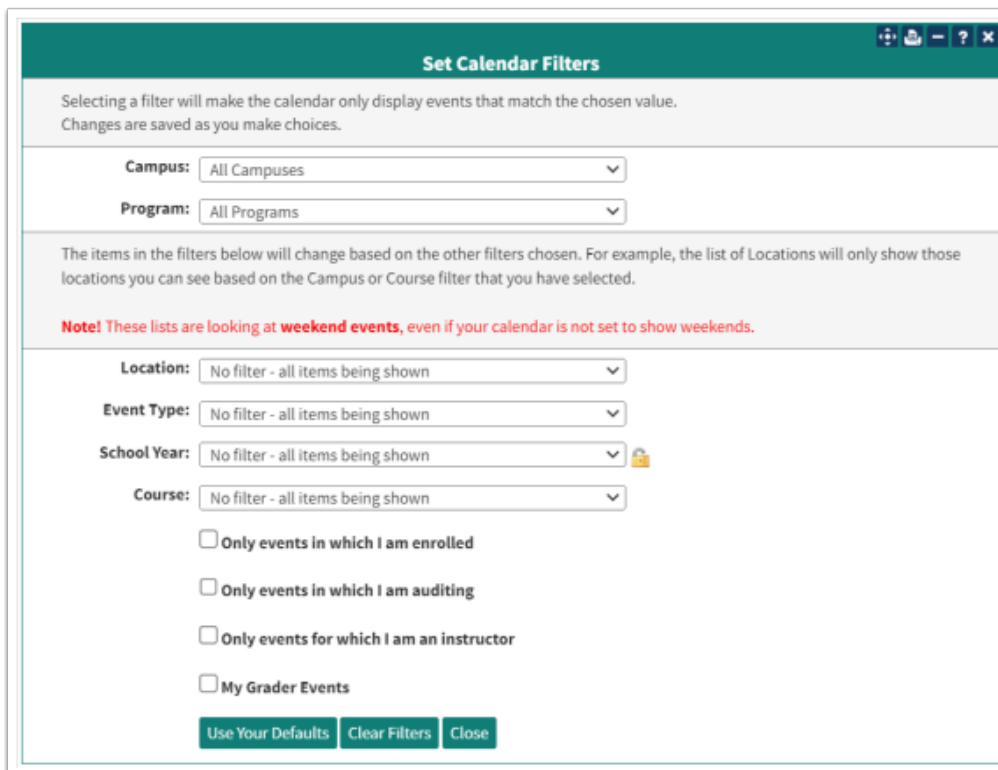
(2) The Calendar views can be set to Today, Day, Week, Month or List.

(3) Setting Calendar Filters



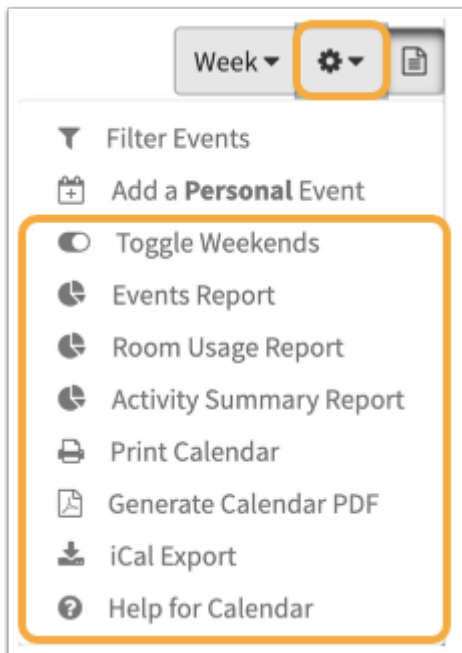
### **Set Calendar Filters**

- 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 either enrolled in, auditing, the instructor, or are serving as a Grader for.



### **Gear Icon**

- Use the Gear Icon drop-down menu to view Calendar options including available reports, export and print options for the Leo Calendar tab.



- **Toggle Weekends:** On/off on the calendar.
- **Events Report:** This report shows a list of all of the events in your current calendar view.
- **Room Usage Report:** This report shows a list of all rooms including a hyperlink count of Events utilizing each location.
- **Activity Summary Report:** This report provides a summary list of activities for a given date range.
- **Print Calendar:** Print directly to a printer or as a PDF file.
- **Generate Calendar PDF:** Set your own preferences for a PDF file of the calendar. See example below.
- **iCal Export:** Create an iCal calendar export file and set your own preferences. See example below.
- **Help for Calendar:** This is a listing of color codes used in the Calendar along with a description of where the color is used. This information will either be based on Course color or Event color. If Course color, the calendar will display each event with the color of the course to which the event belongs. If based on Event Types, you will be presented with a key listing out each type of event and its corresponding color.

### **Generate PDF Calendar**

The screenshot shows a web form titled "Generate PDF Calendar" with a dark green header. The form contains several sections of controls:

- Time Period Selection:** Three radio buttons for "Current Week" (checked), "Next Week", and "Current Month".
- Filtering:** A checked radio button for "Primary Only".
- Display Settings:** A "Display By:" dropdown menu set to "Week" and an empty "School Year:" dropdown menu.
- Date Range:** "From Date:" and "To Date:" fields, both containing "2023-12-18" and "2023-12-22" respectively, with red asterisks indicating they are required.
- Course Selection:** A "Course:" dropdown menu set to "\*ALL ACTIVE COURSES\*".
- Event Filtering:** Three radio buttons for "Only enrolled events", "Landscape" (checked), "Show Weekends", and "Show Conflicts".
- Format:** A "Format:" dropdown menu set to "Standard".
- Action:** A green "Generate PDF" button at the bottom.

- Select your preferences for a PDF version of your calendar.

### **iCal Export**

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

Create Leo iCal Export

**Current Week**

**Next Week**

**Current Month**

**Primary Only**

**Academic Year:**

**School Year:**

**From Date:**

**To Date:**

**Course:**

**Only enrolled events**

## ? Help for Calendar

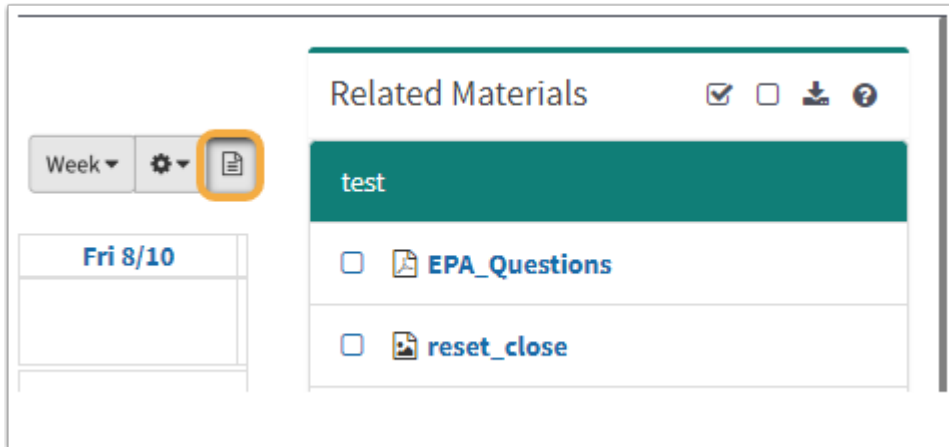
The ? Icon explains the Calendar Color Codes

Leo Calendar Colors

Below you will find a listing of color codes used in the calendar along with a description of where the color is used.

Name/Code	Description
White #FFFFFF	Practical Exam
White #FFFFFF	Problem Sets
White #FFFFFF	Quiz
Yellow #FFFF00	Independent Study
Yellow #FFFF00	Lunch
Yellow #FFFF00	Conference - Teaching
LecturePurple #FFCCFF	Discussion
Light Pink #FFB6C1	Training
Magenta #FF00FF	Special Dean Advisory Lunch
Magenta #FF00FF	Exams
Rosy Brown #F08080	TBL

- Hide or show the Related Materials pane with this convenient icon toggle.



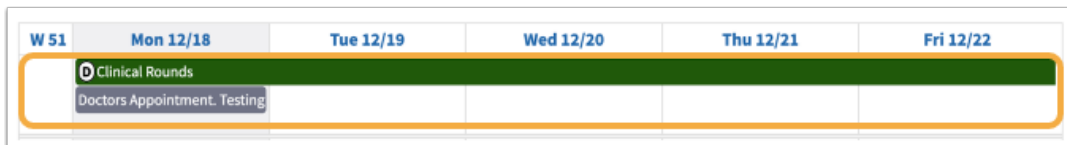
(4) Numbered Weeks

When viewing the Calendar by Week, the **Numbered Weeks** indicates which week in the current Academic Year is being displayed.



(5) All Day Events

All Day Events are listed at the top of the Calendar and often span an entire day or more.



Leo is FERPA compliant but is not HIPAA compliant. We advise against adding patient information or appointments to your Leo Calendar.