



PROVIDENCE  
COLLEGE

## Using the Sakai Calendar for Project Sites

<http://Sakai.Providence.edu>

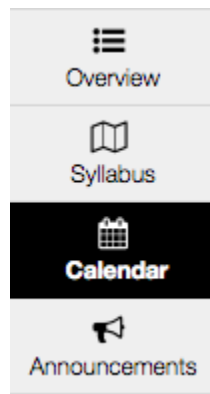
[SakaiHelp@Providence.edu](mailto:SakaiHelp@Providence.edu)

[www.Providence.edu/ITDP](http://www.Providence.edu/ITDP)

### Make a Calendar Entry:

If you are an organizer of a Sakai site for a club or other campus project, you can add events to the calendar tool by following these instructions.

1. In the Sakai site, select "Calendar" from the left hand menu.



2. From the tabs at the top of the Calendar page, select "Add Event".

ADD EVENT IMPORT EVENTS MERGE INTERNAL CALENDARS MERGE EXTERNAL CALENDARS PUBLISH (PUBLIC) PUBLISH (PRIVATE) FIELDS PERMISSIONS

Calendar by Week

View Calendar by Week

Sunday, May 7, 2017 - Saturday, May 13, 2017 EDT

< Previous Week Today Next Week >

PRINTABLE VERSION SET AS DEFAULT VIEW

Earlier

	Sun 7	Mon 8	Tue 9	Wed 10	Thu 11	Fri 12
8 AM						
9 AM						

3. Give the event a title, and set the date and start time of the event. You can include a message with additional details about the event if you wish. You can also use “Frequency” to create re-occurring events on the calendar. There is also an option to attach a file to the event if needed. When you are done, click “Save Event”.

#### Add Event

To add an event to the Calendar, complete the form and choose 'Save Event' at the bottom. Required items marked with \*

#### Event

• Title

• Date

• Start Time

Duration  Hours  Minutes

End Time

#### Message

Source | | Styles | Format | Font | S... | A- | A+ |

Display to site

**Frequency** Activity occurs once

**Event Type**

**Event Location**

#### Attachments

No attachments Yet