This Quick Guide will teach you how to use the Calendar Tool in MyAberdeen.

The functions and the layout of the new Calendar tool are similar to that shown in Figure 1 below. The figure shows the Calendar tool in the My Blackboard panel view as opened from the Global Navigation (arrow 1). The arrows are pointing at the different features that the Calendar has.

Figure 1. The layout and functions of the new Calendar tool in MyAberdeen

Accessing the Calendar

- The My Calendar module will appear on your Homepage if you have chosen to include it. The module can be added to/removed from any MyAberdeen page where the Add Module button appears.
- It can also be accessed from My Blackboard (global menu in the upper right corner; arrow 1) and from The Tools links on the homepage of MyAberdeen.
Using the My Calendar Tool

- A single calendar is used to manage institution, course, organization and personal events in one view. Calendar events are colour coded to indicate which course, or type of event (personal, institutional) they are associated with. You can choose the colours for each type by clicking on the lower right corner of the box (arrow 2).
- Tick the boxes for personal, institutional and course calendars on the left that you would like to appear in your overall calendar view.
- You can toggle between day, week and month views of the calendar (arrow 3).
- Click on the arrows on either side of the current month to see the previous or the next month.
- You can add a Personal event either by clicking on the + button (arrow 4) or clicking on the date you would like to add it on.
- After clicking on the + button/ the day you have chosen, a Create Event window opens.
- Choose the name, time and description for the event and click Done. The event could be chosen to last All Day or Repeat every day, week or month. You can add the event for the time of the creation, simply by clicking on Now, and then Done.
- The calendar events can be moved from one time to another by dragging and dropping them to a new date. The due date on the associated item is automatically updated.
- Items with due dates automatically appear in the calendar.
- Click on the event in the calendar for more details.
- The calendar follows the adaptive release and availability rules – you cannot add more than one item to one specific time.

Importing your MyAberdeen Calendar into an external calendar

- Get an iCal URL for importing your MyAberdeen calendar into an external calendar application (such as Outlook) by clicking on the Get External Calendar Link button at the bottom left corner of the page. Once the MyAberdeen iCal URL is set up in an external calendar, it is updated dynamically with new MyAberdeen calendar events. (arrow 5).
  - Within your calendar tool in Outlook click on the Open Calendar section at the top of the calendar screen and select the From Internet... option.
  - Paste in the iCal URL provided by MyAberdeen and a new calendar will be generated in your calendar options on the left-hand menu.
  - N.B. You cannot import external calendars into this calendar.

Note: Events falling in the date range selected for display in the My Calendar module will now appear on the homepage. If the My Calendar module is made available on your Course Homepages (this is up to the respective course tutor).