

iClarion Calendar

Working with Calendars in iClarion (<http://iClarion.clarion.edu>)

[How do I share my calendar with someone else?](#)

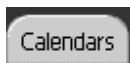
[Should I make someone an owner?](#)

[How do I add items to another shared calendar?](#)

[How do I create a new calendar?](#)

[How do I subscribe to a calendar?](#)

You can share your calendar by adding a user and changing your privacy settings (permissions).



Click the Calendars tab from the View tab, or from one of the views.

[Edit Properties](#)

Click the "Edit Properties" link for the Calendar whose permissions you want to change. You will see the "Edit Calendar" dialog box.



Click on the "Privacy" tab to set permissions.

Adding a User

First you will need to add the person to your list of users that may access your calendar.

Enter a user's **iClarion username** in "User Name" field. Use all lower case letters. Click on the ADD USER button to add them to your list of users.

User Name:

Add them one at a time.

Note: Campus Pipeline is case sensitive, so enter user names in lowercase. By checking the appropriate boxes you decide what users can see and change for this calendar. See the examples below for setting permissions.

Setting the Permissions - [Calendar Permissions Worksheet](#)

Availability Only

If you want another person to only *know times you are available* but not see any details on your calendar, select AVAILABILITY. To view your availability, they would click on the "comparison" link which is one of the calendar views.

| User | Privacy | | | | |
|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Availability | Schedule | Read | Delete | Modify |
| jvilberg | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

View Only

If you want another person to be able to *view your calendar* but not place events on your calendar, select READ.

| User | Privacy | | | | |
|----------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| | Availability | Schedule | Read | Delete | Modify |
| jvilberg | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Schedule Events

If you someone to be able to *place events directly on your calendar*, select READ and SCHEDULE. Read the information on how to do this using the [INVITE function](#) on an event.

| User | Privacy | | | | |
|----------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| | Availability | Schedule | Read | Delete | Modify |
| jvilberg | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Schedule, Delete and Modify Events

If you want someone to be able to *place events on your schedule* and be able to *delete or modify* them, select SCHEDULE, READ, DELETE and MODIFY options.

| User | Privacy | | | | |
|----------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | Availability | Schedule | Read | Delete | Modify |
| jvilberg | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Public to All Users

To make your calendar *public to all users* (all users means everyone in the iClarion portal), check the appropriate boxes in the Everybody column (see options below), or add or change a specific user or users. If you don't want your calendar listed in the public area, do not make any selections in the Everybody column.

There is a known bug in the system; if you check any one of the boxes in the **Everybody** field, you will **not be able** to uncheck them. Although we have found that if you simply add a user and check one of their boxes, this will then give you the ability to uncheck the everybody boxes. If you check the availability box only, they will not be able to view your calendar but it will be listed in iClarion.

Availability

Gives users permissions to view when there is free or busy time on your calendar. This is useful for showing users when you are available without giving specific details about your

events and tasks.

Schedule

Gives users permission to schedule specific events and tasks on your calendar. This is useful for allowing users to put information on your calendar that you can act upon.

Read

Gives users permission to read specific events and tasks on your calendar. This is useful for giving users detailed information about events and tasks on your calendar.

Delete

Gives users permission to delete specific events and tasks on your calendar.

Modify

Gives users permission to modify specific events and tasks on your calendar. This is useful if a user or group of users need to access or change information on a single calendar.

Making Someone an Owner of Your Calendar

Generally, you don't need to make someone an owner unless they are a primary keeper of your calendar. For example, you may have an assistant who does all of your scheduling or you may have a calendar that you want everyone to schedule events. This might be used to schedule events in a common space such as a conference room.

If you want someone to be able to add items directly to your calendar or another calendar you have created, you would give them OWNER status.

To give another calendar user the same permissions as yourself (the primary owner), click the OWNERS tab rather than the PRIVACY tab as shown in the example at the top of this page.

An owner has the ability to act on behalf of the primary owner (yourself). That is, he/she can reply to invitations, create, modify, and delete group meetings on behalf of the primary owner.

Enter the name of the owner (Clarion username) in the Owner Name field and click the Add Owner button. Once you have added an owner or owners for this calendar, click OK.

You can delete an owner by selecting the checkbox next to the name and clicking the Delete Owner button.



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Adding Events to a Shared Calendar

You can add events to another shared calendar depending upon the permissions you are given.

If you are an OWNER of a calendar with another person, you can add items directly to their calendar. If you are given permission to SCHEDULE in another person's calendar, you may add events or tasks to their calendar. To do this you will have to place the event on your calendar and then send them an invitation. This is how it works.


Select or create an event on your calendar. A view with the COMPOSE tab selected opens.

Your event information appears at the top of the window.



The screenshot shows the 'iClarion Calendar' application window with the 'Compose' tab selected. The navigation bar includes 'Compose', 'Details', 'Reminders', 'Availability', 'Calendars', 'Preview', and a 'Help' button. The main content area is titled 'Provide basic information about your event: such as the name of the event, when it will take place, if it should repeat, and if others should be informed.'

Title:

Date: / / 

Time: : for hour minutes

No Time (e.g., a birthday)

Repeat: Does Not Repeat

Repeat [\[Change Pattern.\]](#)

Using the INVITE Feature

At the bottom of the "Compose" view you can invite or inform others to attend an event. In order to schedule it on another user's schedule you enter their username (lower case) in the "User" field and click on INVITE (figure 1). If you have permission to [SCHEDULE](#) on their calendar, their name will appear in the "Invite to Event" field (figure 2); otherwise, they will be sent an email. Click OK when you are ready to submit the invitation. To invite more than one person, enter each user and click the INVITE button until all persons have been invited. Remember you must have SCHEDULE access to their calendar to invite them. If you just want to inform them of an event, you would click on the INFORM button and it will send them an email about the event.

Figure 1.

If you want someone to know about the event, but it is not necessary that they attend, type their email address or name into the User field and click the Inform button. If you want to send an email notification, type in "mailto:" followed by the email address. For example "mailto:jdoe@abc.com".

User:

Invite to Event:

Inform about Event:

Figure 2.

If you want someone to know about the event, but it is not necessary that they attend, type their email address or name into the User field and click the Inform button. If you want to send an email notification, type in "mailto:" followed by the email address. For example "mailto:jdoe@abc.com".

User:

Invite to Event:

Inform about Event:



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Creating a Calendar in iClarion

Everyone has a calendar automatically created for them in the iClarion portal. Only create a new calendar for a special purpose such as scheduling for a conference room or keeping a personal calendar of events that you may not want to share with others.

1. To create a new calendar on the iClarion portal...
2. Login to your iClarion – Clarion University Information Portal
3. <http://portal.clarion.edu> or <http://iClarion.clarion.edu>

4. Click on the CALENDAR icon.



5. Click on the CALENDARS tab.



6. Click on NEW CAL icon ^{New Cal} to bring up a page where you can create a new calendar.

It is very **important to follow these steps** of creating and naming your calendar. If not, your calendar will not show under your calendars tab and you will not be able to allow others to view it.

Calendar Identifier: This is where you will give your calendar an ID for the iPlanet software. This is a one-word name, no spaces allowed. Please **do not** use any special characters such as apostrophes in the calendar identifier. To be able to identify your calendar, you may want to use your username with a number after it. Each calendar you create can have the same username with consecutive numbering. (For example: a new personal calendar could use the jvilberg2 identifier.) Add the calendar identifier to your description (see example below) since there is no other record for the user with this information after the calendar has been created.

Display Name: The name you put into this area will be displayed on the drop down list of available calendars in your calendar view. This name will be visible to you and anyone else that is subscribed to your calendar. Can be multiple words with special characters. When you are done naming your calendar click the **OK** button on the bottom of the page.

* **Calendar Identifier:**

Provide a short name for the calendar such as "baseball" (spaces aren't allowed).

Display Name:

This is an optional field to remind you of the purpose of this calendar, such as "Billy's Ba:

Description:

To add owners to your calendar, review the information on [sharing your calendar](#).



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Subscribing to Calendars in iClarion

To subscribe to a calendar within iClarion portal...

Login to iClarion – Clarion University Information Portal – My Pipeline.

<http://portal.clarion.edu> or <http://iClarion.clarion.edu>

Click on the Calendars icon - This will take you to iClarion Calendar

Click on the Calendars tab - This page gives you the option to subscribe to available calendars

Click on the Subscribe icon - This will bring up a page where you can search for available calendar by typing in the calendar name and clicking on find. If this calendar is available to you and if you have searched for the correct name, it will appear after search is complete. Check the box and click Subscribe.

To view Subscribed calendars:

At the Campus Pipeline calendar menu, click on the View tab

The new calendar should now be available in your drop down list.