



MANAGING APPOINTMENTS

by CiL-Support-Team | Stand: November 2016





Contents

1. General.....	2
2. Course info	2
2.1. IMPORTING CAMPUS-EVENTS.....	3
3. Calendar (Course room)	3
3.1. ADDING A NEW EVENT	3
3.2. EDIT/DELETE AN EVENT.....	4
3.3. ESTABLISH A CONNECTION WITH OUTLOOK	4
4. Calendar-App (course-dashboard).....	4
5. Calendar (Foyer)	5
6. Calendar-App (personal dashboard).....	6
7. OUTLOOK-CONNECTION	7

1. General

During the semester students as well as tutors must keep track of several appointments of different events, like lectures, consultation-hours, deliveries or exams. L²P offers several overviews of the user's appointments at different locations in L²P which are intended to help keep track of all appointments of an event. These several overviews primarily represent the events deposited in CAMPUS. Furthermore, Managers are also able to add extra appointments that are important in the context of the event to the existing events provided by CAMPUS.

Overall there are three spots in L²P where appointments are visible:

1. Course Info
2. Calendar (Courseroom)
3. Calendar (Foyer)

In addition, there are Apps that can be integrated in the course- and the personal dashboard via which you can create an overview containing all the needed events.

2. Course info

The Course info page in L²P displays some of the information deposited in CAMPUS, especially the dates of the given event containing information about when and where the event takes place (Fig. 1). Course info is accessible to all L²P users, even for those who are not part of the given course room. Also, if the course room is closed for students, they will still have access to the Course info.

xTest Course 01
 Dr. phil. Harald Jakobs, Usman Wahid M. Sc. RWTH, Universitätsprofessor Dr.-Ing. Ulrik Schroeder, Vlatko Lukarov M. Sc. RWTH, Arham Muslim M. Sc. RWTH
 Lehr- und Forschungsgebiet Informatik 9 (Lerntechnologien) , CiL Center for Innovative Learning Technologies

CAMPUS Course Description

Additional Information

- Links:

Course Schedule

Date ↓	Time	Location
Wednesday, October 26, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, November 02, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, November 09, 2016	11:00 - 12:30	CiL-Seimarraum 6308
📍 Wednesday, November 16, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, November 23, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, November 30, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, December 07, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, December 14, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, December 21, 2016	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, January 11, 2017	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, January 18, 2017	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, January 25, 2017	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, February 01, 2017	11:00 - 12:30	CiL-Seimarraum 6308
Wednesday, February 08, 2017	11:00 - 12:30	CiL-Seimarraum 6308

Fig. 1: Course Info page

2.1. Importing CAMPUS-events



During the process of creating a course room the dates of the event will automatically be adopted from CAMPUS. Changes concerning when or where the event takes place need to be set via CAMPUS. In order to adopt these changes to the course room, click on the Course info page and then on IMPORT CAMPUS INFO. Because of performance-reasons, an automatic synchronization does not

exist.

3. Calendar (Course room)

The calendar-zone in L²P initially displays the same events that are deposited in CAMPUS, just like in the Course info, but it is not displayed as a list of events, rather as a daily-, weekly- or monthly view. These regular appointments appear in blue-green (Fig. 2). The deep blue entries are appointments that have been manually added by managers.

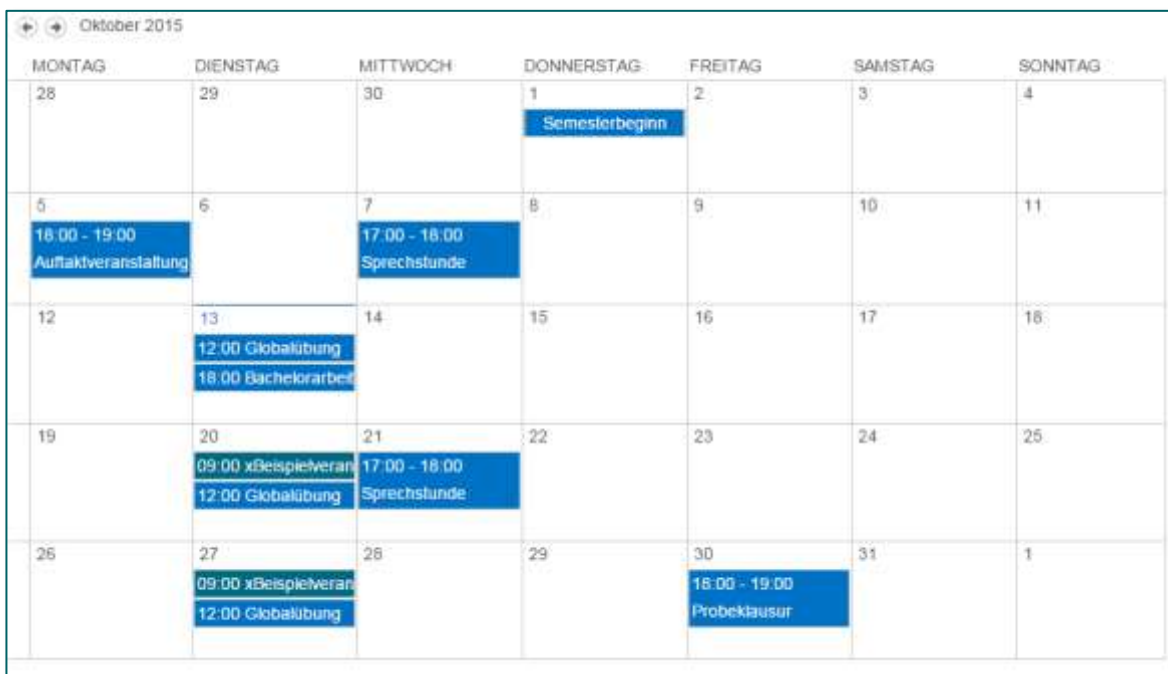


Fig. 2: Courseroom calendar

3.1. Adding a new event



Different from the course info page, managers are able to manually add additional events to the course-room-calendar, e.g. consultation-hours, excursions or exams. In order to do so click on NEW EVENT, name your new event, set where it should take place and also set a starting – and ending time. Furthermore, you have the option to make this event an all-day activity that does not start or end at a specific hour by clicking the checkbox next to ALL DAY EVENT.

Optionally add a description and choose one of the predefined categories: lecture, meeting, exam, exercise and project-presentation or create your own by clicking on SPECIFY YOUR OWN VALUE.

In order to create a repetitive appointment, click on the checkbox next to MAKE THIS A REPEATING EVENT. Additional options will be displayed so that you can set a pattern of how often this event should take place (daily, weekly, monthly, yearly) and also set the date range (when this event should start and when it needs to end). If you have interruptions within your repeating event, you need to create a series until the interruption and one after that.

After clicking on SAVE the specified event will be created and displayed in the calendar.

3.2 Edit/delete an event

In order to edit or delete an existing (repeating) event, click in the calendar on the title of the decided event and then choose the needed option from the menu bar.

3.3 Establish a connection with Outlook



By clicking on CONNECT TO OUTLOOK there will be created a new calendar in Outlook. This calendar automatically synchronizes with L²P. Events you create via L²P will be shown immediately in Outlook and vice versa.

4. Calendar-App (course-dashboard)

In order to get all upcoming events displayed when you enter the courseroom, there is a calendar-app ready to be integrated in your course-integrated in your course-dashboard. The app shows upcoming events containing starting time and where the event takes place (

takes place (

Fig. 3). If you add the app as manager to the COURSE AREA of your COURSE DASHBOARD, all upcoming events will always be displayed to students. In addition, every user is able to add the app to his personal area.

Course Calendar		
Title	Location	Start
xTestveranstaltung 01	CiL-Seima...	16.11.2016 11:00
Sprechstunde	Ahronstr....	22.11.2016 10:00
xTestveranstaltung 01	CiL-Seima...	23.11.2016 11:00
Sprechstunde	Ahronstr....	29.11.2016 10:00
xTestveranstaltung 01	CiL-Seima...	30.11.2016 11:00

1 2 3 4 5



Fig. 3: Calendar-App for the course dashboard

5. Calendar (Foyer)

In addition to the calendar inside each course room there is also a personal calendar inside the Foyer. This calendar displays the user's events from all of his courserooms. It also contains every closing date for each exercise sheet in red colour, assumed that one of the courserooms is using the assignments-zone (Fig. 4).

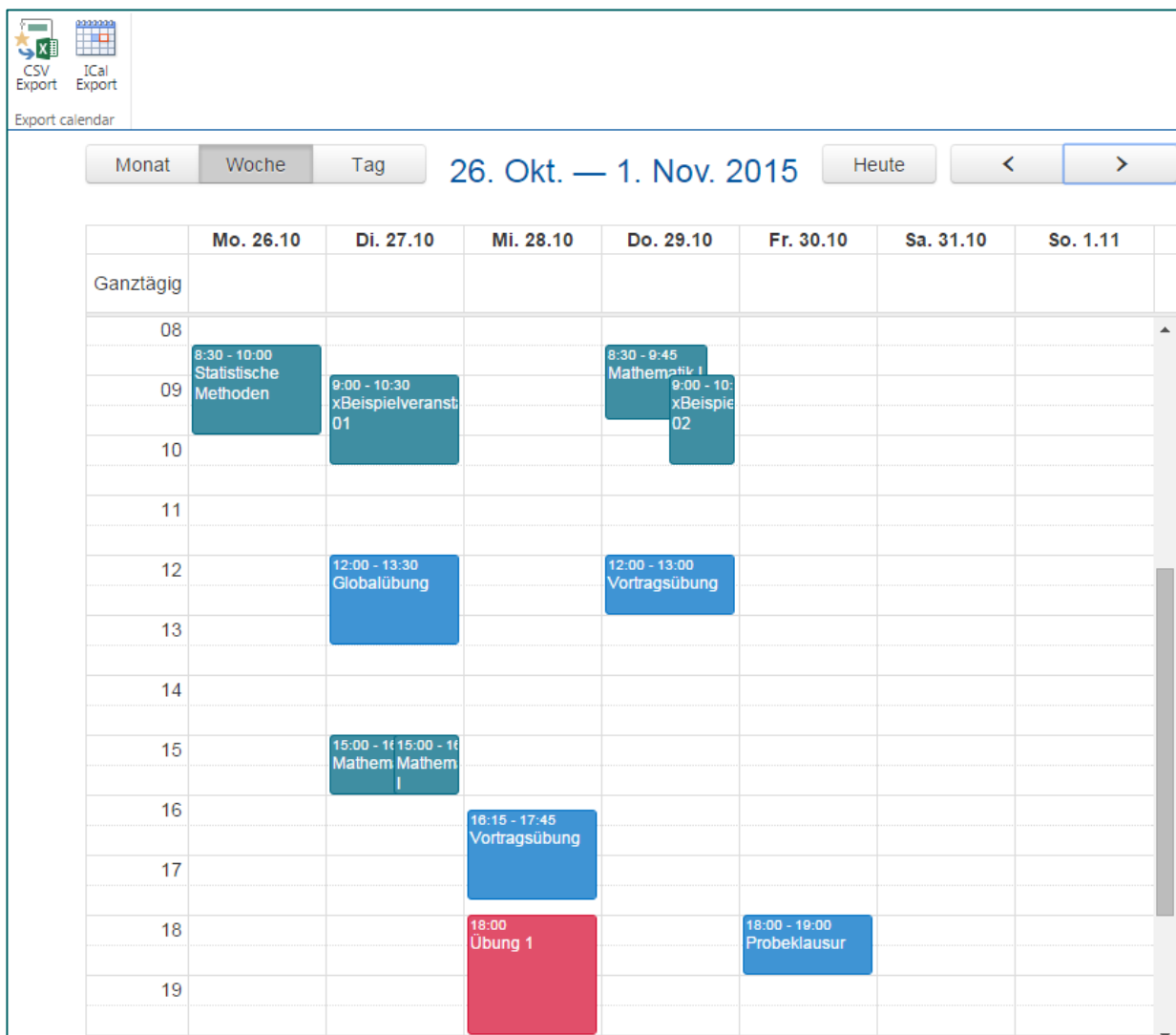
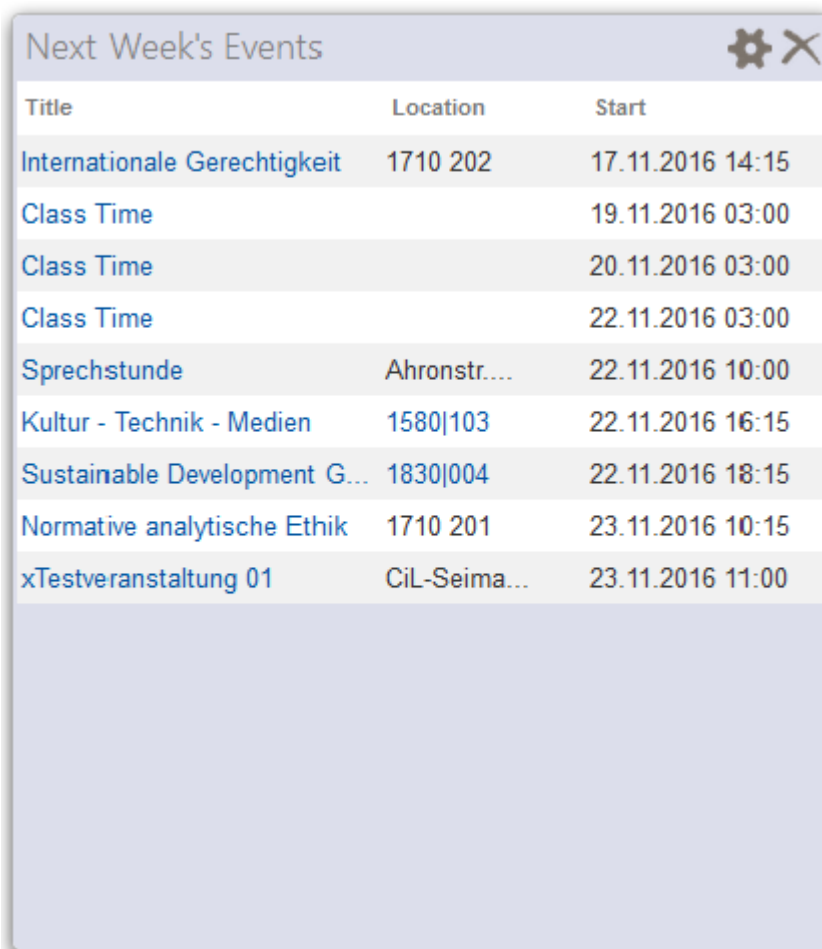


Fig. 4: Calendar inside Foyer

It is possible to export the collected events as a CSV-file or iCal-Format and then add these events to your private calendars (e.g. Outlook). A direct integration in Google-Calendar is not possible at the moment, but concerning the integration in Outlook see further below. Consequently changes concerning any event need to be manually exported.

6. Calendar-App (personal dashboard)

Along the lines of the calendar-app for the COURSE-DASHBOARD there is a similar app for the PERSONAL-DASHBOARD. This calendar-app displays all events from all courserooms the user is participating at (Fig. 5). All upcoming events are thereby directly available after logging in to L²P.



Title	Location	Start
Internationale Gerechtigkeit	1710 202	17.11.2016 14:15
Class Time		19.11.2016 03:00
Class Time		20.11.2016 03:00
Class Time		22.11.2016 03:00
Sprechstunde	Ahronstr....	22.11.2016 10:00
Kultur - Technik - Medien	1580 103	22.11.2016 16:15
Sustainable Development G...	1830 004	22.11.2016 18:15
Normative analytische Ethik	1710 201	23.11.2016 10:15
xTestveranstaltung 01	CiL-Seima...	23.11.2016 11:00

Fig. 5: Calendar-App for the personal dashboard

7. Outlook-connection



Furthermore, it is now possible to add all collected events to an existing private calendar like Outlook.

Tip: For the following steps it is needed to have a desktop-version of Outlook installed. In the calendar-zone click on **CONNECT TO OUTLOOK**, after that there will be a request if Microsoft Outlook should be executed. Choose Outlook and click on **Ok**. Outlook should automatically start and there will be displayed another request whether this SharePoint-Calendar should be connected to Outlook, click on **EXTENDED** in order to edit the name of the calendar. If you have edited every preferred setting in the **EXTENDED**-area you can now click on **YES** and the SharePoint-Calendar will be added to your existing Outlook-calendars.