

Divinity Student Activities Calendar - Directions for Using dCal

Go to <http://dcal.duke.edu/>

If you don't have an account – choose “requesting an account” and follow the directions.

If you do have an account – choose “access your account via the web” (or you can download the software and run it from your desktop...but you'll have to figure that out on your own).

In the top left corner you can choose daily, weekly, or month view (see icons to right):
You can only add events on the daily or weekly view, but you can use the monthly view to navigate to a particular day and view the other events on the calendar.



Once you choose a day (try to choose a day that has as few overlaps as possible with other groups' events), either click on the “+” or click on:



Enter title, location (check with Diane Decker for a room before you schedule the room), date, time (just the beginning time...the “duration” sets the end time), duration, and set “access” to “public”. If you don't set the “access” to “public” then the title of the event will not show up on the calendar and it will only show that time as “busy.” **At this point you are only adding this event to your personal dCal calendar. You must do the next step to get it on the Div School Student Activities calendar.**

The screenshot shows the 'General' tab of the dCal interface. It contains the following fields and options:

- Title: [Text input box]
- Location: [Text input box]
- Tentative:
- Date: 26 February 2008
- Time: 8:00 a.m.
- Duration: 1:00
- Importance: Normal
- Access: Public

After entering this information, choose the “People and Resources” tab at the top. Under “search for”, choose from the drop down menu “resources”.

The screenshot shows the 'People & Resources' tab. The 'Search for' dropdown is set to 'People'. Below it is a 'User Information' section with a search box and a 'Find' button.

Type in the “resource name” box “Div School” and click “find all”. Then in the box below choose “Div School Student Activities”. This invites the Div School Student Activities “calendar” to the event you are putting on your personal dCal calendar.

The screenshot shows the search results in the 'People & Resources' tab. The 'Search for' dropdown is set to 'Resources'. The search results are as follows:

Country	Facility	Resource type
Select an item	Select an item	Select an item
Resource name	Resource number	
Div School		

Buttons: Find all, Find available

Selected resource details:

- Div School Student Activities
- Tom Arthur

You may also add “details” about the event or “repeat” the event (you must click “list dates” for the repeat to work) or “notify” individuals via an email.

When you are done with all this, make sure you click “Create” at the bottom right corner.