Design and Navigation - VCE Unit Office Calendar System

In this module, we will review the calendar design and navigation features of the calendar.

Above you see a screenshot of what the calendar may look like in a particular month for a particular unit. Clicking on the "Calendar" link from the unit office's website will always take you to the current month for that unit.

At the top, you can select calendars from the previous or next year for the selected month, or for other months during the current calendar year.

Changing Calendar Views

At the bottom there is a display option, which has the default values of "Month" and "Block."

You can change the "Month" option to either show events for only the current week, or for today only.

The above screenshot shows what the calendar looks like in the Week view, for example.

On the Week view, you can select to view any of the four past or future weeks by clicking the dates above the calendar. On the day view, you can select any day of the month.

In the "Block" Drop down, you can also select to view the calendar in either the "List" or "Condensed List" view.

The above screenshot shows the Condensed List view. This shows dates in rows across the page with the events going on for those dates. In the Condensed List view, the calendar only shows dates for which there are events scheduled. On the List view, the calendar will show a row for every day, regardless of whether anything is scheduled or not.

Changing Calendars

Below the calendar, there are two drop down menus: one is labeled "Select an Office Calendar" and the other is labeled "Select a Topic Calendar."

Under the "Select an Office Calendar dropdown, you can select any calendar for any VCE Unit Office or AREC across the state. Once you select the calendar, you will automatically be taken to that calendar.

There are also several Topic Calendars that you can select from the "Select a Topic Calendar" dropdown, where you can view all the events tagged with that topic.
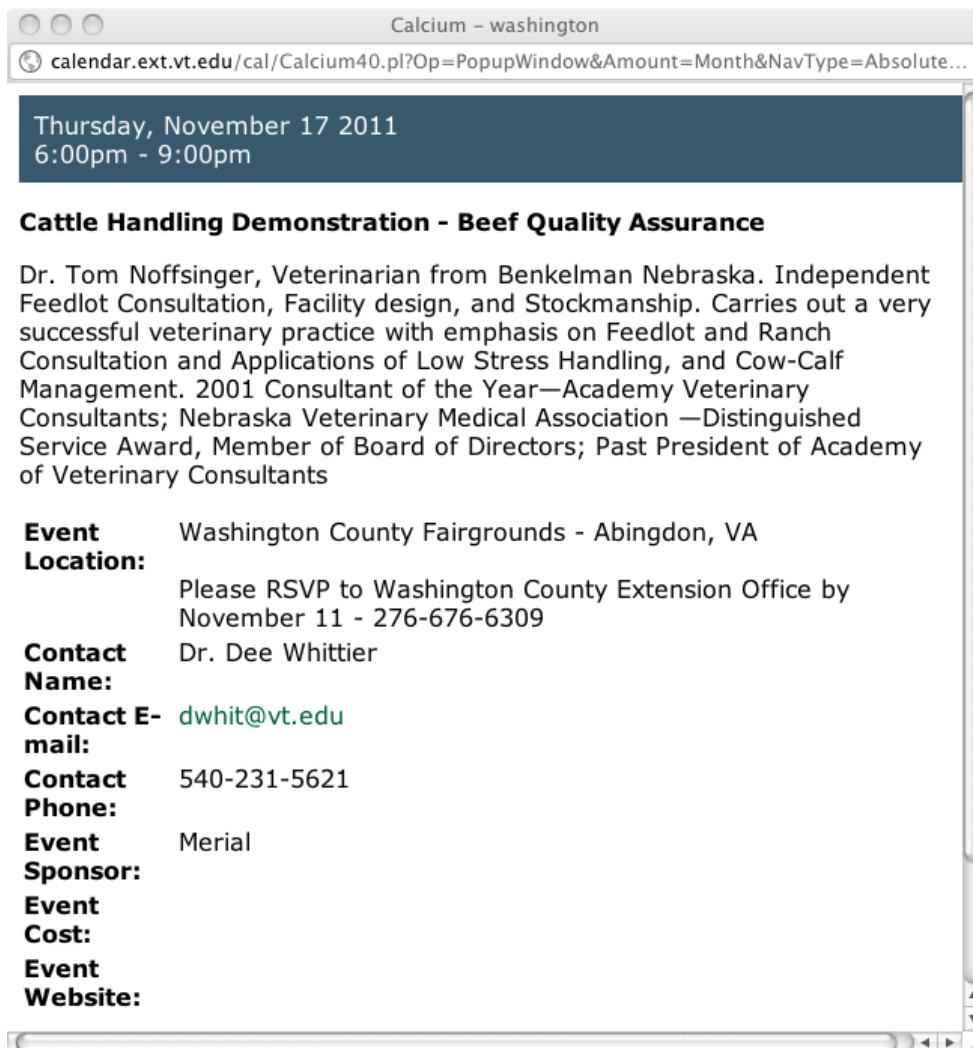
Calendar Events

A screenshot of an event entered into the calendar is to the right. All event listings on the calendar will tell you general topic of the event, the title of the event, and the location of the event, if applicable. Unless otherwise noted, the event location is in the unit of the calendar you are viewing. This was an event on the Washington County calendar, so this event is taking place in Washington County since it does not have any location information displayed.

To see more information about the event, click on the event title. When you do, you should see a pop-up that looks something like this:

The pop-up will display the event's date and time, the event's title, a description of the event, the location of the event, contact and sponsor information for the event, and whether the event costs money or has a website.