Introduction and Guide to WebCT
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Introduction

Welcome to WebCT! WebCT is a virtual learning environment (VLE), which makes it possible for learning, communication and collaboration between students to take place online. You will be using it during your course.

This guide is here to help you to find your way around and use WebCT. It begins by helping you to log on to WebCT for the first time and shows you what to do if things do not work properly and where you can get help. It will then show you around the WebCT screen indicating what you would expect to find there and how to perform some of the tasks that you will need to do.

Later in your course you should find that it is a useful reference showing you what you can do in WebCT and how to do it.

If you can think of anything that should be added to this guide or you find that anything is not explained clearly please email me on judith.martin@port.ac.uk so that I can give you the help that you need, as well as make additions or amendments to this guide.

Good luck with your course and with WebCT.

Judith Martin
IT Training Materials Developer and Learning Support Tutor
Foundation Direct
Logging On to WebCT

WebCT provides essential parts of your course resources including links to useful reading, chat rooms and discussion boards where you can exchange ideas with other students on the course and complete activities. It is very important that you get used to using it and are confident about it so practice and you will soon feel more comfortable with it.

1. Open “Internet Explorer” on your computer. Internet Explorer is a web browser provided by Microsoft. It is the window that opens when you click on the button to get onto the Internet. Internet Explorer is the most efficient web browser to use with WebCT. If you have a different browser WebCT will work, but Internet Explorer is the best for this purpose.

2. In the address bar at the top left of the screen enter the web address http://www.port.ac.uk/webct then press the Return key.

This will take you to the following Login Screen:

3. Click on ‘Log on to myWebCT’

This will take you to the following Password Screen.
4. Enter your username and password, (this is the same username and password that you use to log into the university’s network), and click ‘Log in’. Your username and password are case sensitive so make sure you type them in exactly the way that they are given to you.

5. The first time you enter WebCT you will receive a message ‘You have not set up your Password Hint Question’. Click the Cancel button to proceed to ‘myWebCT’.

6. This will take you to your own WebCT page. The course(s) on which you are enrolled will appear listed on the left.

7. Your course should be there, but if no courses are listed and this is the first time you have entered the WebCT Homepage you may need to add your course(s) to your page.

If your course is available to you and you do not need to add it you can proceed to point number 4 on page 7.
Adding a Course

1. Click on the **Add Course** button at the top of the page.

This will take you to the following log in screen.

2. In the **View by category** drop-down box scroll down to the name of your department, you will find all of the courses that are available in that department will be listed.

3. Select the appropriate course by clicking on the green cross for that course and you will be prompted for your username and password.
When you have entered these, if the course is available to you, you will be notified that it has successfully been added to your WebCT and you will be asked if you want to proceed straight to the course.

If you get an error message saying that your username and password is not valid, you need to talk to your tutor about registering you for access to the course on WebCT.

Otherwise the course will be added to your WebCT Homepage and will remain there until you complete it or remove it.

4. Click on your course name to enter it. This will take you to your course Homepage. The Homepage for the Foundation Degree in Early Years is illustrated here. If you are on a different course yours will be slightly different.
Changing your Password

You should change your password after you have gone into WebCT for the first time. This will give you a password that you like and will remember.

1. Click on the Password Settings button on the top of the screen in your myWebCT page.

2. Enter your Old Password.
3. Enter your New Password, it will ask you to do this twice to confirm the spelling etc.
4. Click on the Update Password button.

Your username and password need to be updated every so often. If you are using a computer at the University of Portsmouth you will normally be reminded of this. However if you are accessing WebCT from a computer that is not on the University of Portsmouth site you will not get this warning.
What happens if it doesn’t work? – How do I get help?

If you try to log on and your username and password are not accepted try the following in this order:

1. First try again and ensure you have typed in the correct details.

2. If it is still not working it may be that your password has expired and you need to change it.

   In this case go to the Student Portal www.port.ac.uk/staffandstudents/ where you will be able to change the details of your ID and Password.

3. If you continue to experience difficulties visit the Connect Up website: www.port.ac.uk/departments/services/Informationservices/connectup/
   a. Telephone the help desk on 023 9284 3265; or
   b. Email helpdesk@port.ac.uk

4. You can check that your browser is correctly set up for WebCT by visiting the following website that will show you how to do this.
   www.sangwine.net/icjs/browsercheck/

5. You can also talk to your tutor if you need help, or contact Foundation Direct at foundation-direct@port.ac.uk

6. Visit WebCT’s own student support area at www.webct.com/support/viewpage?name=support_student_home
The Homepage

The first thing that you see when you log into WebCT will be the Homepage of your course.

Down the side of the screen in the purple area are links to resources for your course, clicking on the links will take you to the resources. As you will see some of them are the same names as the icons (pictures) on the main part of the screen, this is just another way of getting to the same thing.

Each of the icons and descriptions on the Homepage gives you access to a part of your course, most of them are self-explanatory. Clicking on them will take you to that area of the course, for example if you click on the Course Content icon you will see a Table of Contents for your course as shown below, this gives you access to the resources and documents in your course. You just click on the links to reach the document.
Finding Your Way Around In WebCT – Navigation

WebCT provides a number of clues to help you find your way around and to show you where you are and how to get back to where you were before.

On the Homepage you have icons to click on so it is very clear where you are, but when you get into the content of the course you might sometimes find it a bit more difficult to find your way to where you need to be.

News Icons in myWebCT

As soon as you log on to WebCT you will start seeing navigation tools and buttons to help you get to where you need to go and back again.

If you look at the course in myWebCT it will start to tell you when something new has been added. This could be anything from a new discussion posting to a new assignment. They might remind you that an assignment is due or will soon be due.

If you look at the News section here you will see that there are little icons. These give you the latest news:

★ If you just roll your mouse pointer over these a message like a screen tip will pop up telling you what has been added or giving you other news.
★ If you click on them they will take you directly to the new discussion posting, assignment or whatever else they might be directing you to.

It is always useful to check on these icons when you log on to WebCT, then you will know if there is anything important that you should look at.

Where have I got to and how can I get back to where I was?

Whenever you leave the Homepage WebCT creates a trail for you to show you where you are and how to get there. In WebCT language this is called “The Breadcrumbs” which comes from the fairy tale “Hansel and Gretel” who left a trail of breadcrumbs so that they could find their way home. This is what you do whenever you navigate away from your Homepage in WebCT.
In the above diagram I have navigated away from the Homepage by clicking on the Discussions icon. Once I got into Discussions I clicked on the “Ethical discussions topic”.

If you look at the circled area of the screen shot above you will see the trail of places where I have been. Sometimes the trail might be quite a lot longer as I may have been through more places to get there. This is your path back home.

★ To return directly to the Homepage click on Homepage.
★ To go back one step at a time click on the previous step in the trail, in this case Discussions, then you will find yourself back in the main discussions area.
★ In a longer trail you might want to jump a few steps.

So if you have been somewhere that you wanted to be and now have found that you have moved somewhere else, just follow the steps in the trail of breadcrumbs and you will get back to where you want to be.

Anytime that you are not sure where you are or where you want to go to, you can always click the Homepage link in the Breadcrumbs, or the WebCT logo which you will find on the top left hand corner of the screen. You will then arrive back at your Homepage where you can start again following links.
Communication Tools

You will use the communications tools during the course, both for activities provided by tutors and for keeping in touch with your fellow students, supporting them and receiving support from them. There are three main types of communication tools available in WebCT, the discussion area, the chat rooms and email.

The Discussion Area

This is where you can post and read messages for your fellow students and course tutors. This discussion area is asynchronous, which means that it is not live talk and does not rely on you being there at the same time as other people.

The Discussion Window

To enter the discussion area:

1. Click on the Communications icon
2. Click on the Discussions icon.

The discussion area is broken down into topics.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Unread</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>1</td>
<td>1</td>
<td>public, unlocked</td>
</tr>
<tr>
<td>Notes</td>
<td>0</td>
<td>0</td>
<td>public, unlocked</td>
</tr>
<tr>
<td>All</td>
<td>1</td>
<td>1</td>
<td>---</td>
</tr>
</tbody>
</table>

This just shows the basic topics, as you work through your course further topics will be added to accommodate the different activities and topics of discussion that come up.

There are some buttons in the windows, the ones that are useful to you are:

Compose Messages To send a new message, not a reply to somebody else’s message. You can use this from within one of the areas, or from the main discussions area.

Search To look for a message that is in that area somewhere, you may find this useful when you have a lot of messages and want to find a particular one; it will save time in searching.
If you click on the **Search** button it opens a Search dialogue box:

If you select the **Date** criteria, enter the date as mm/dd/yyyy. Include the commas.

Put in as much information about the message as you can. In the value area put a word or phrase that it will recognise when it finds the message in question.

**The Discussion Messages Window**

When you click on one of the topics in the Discussion window you enter the discussion messages window for that topic.

In the discussion messages window there are a number of buttons that will be useful to you.

**Update Listings**  Click to see if any new messages have been received while you have been in the discussion area, as they will not come through automatically.

**Display buttons**  Allow you to display all of your messages in that area or just the ones that you haven’t read yet.

**Discussion Navigation Icons**

- **Moves to the message before.** If you were looking at one in a long line of messages, you could move to earlier ones using this icon.
- **Moves to the next message.**
- **If your messages are threaded this icon will move you to the previous thread.**
- **Use this icon to move to the next thread.**
Receiving a Message

There is a message in the Main topic. You would click on the word “Main” to open up the topic.

You can see that this message has not been read because the envelope next to it is closed. To open it you would click on the message title “Hello and welcome”.

The message opens in its own window and can be read.

You can:

★ Reply to the message using the Reply button.
★ Download the message and save it to your computer using the Download button.
★ Reply with quotes from the original message using the Quote button.
★ Close the window using the Close button.

Replying to a Message

1. Click on the Reply button at the bottom of the message and the Reply window will open.
2. Type in your message.
3. When you are happy you can click on the Post button to send the reply.
Important Point

If you want to send a message, but it is not a reply to a previous message start a new message with a new title so that people will know that it is a new topic and not a continuation of the previous one.

Composing a Message

To start a new message:

1. Click on the **Compose Message** button either within one of the Discussion areas or in the main Discussions area.
2. Give your message a relevant name.
3. Type your message in the box.
4. Click on the **Post** button.

Adding an Attachment/Sending a File to the Discussion

You may want to send a file for your fellow students or tutors to look at on the discussion board. This could be something you are working on that you would like their opinion on, a photo, an article, anything you like.

1. Click on the **Browse** button.
2. Find the file that you want to attach on your hard drive.
3. When you have found it, select it, click on the **Open** button and you will get back to the message dialogue box.
4. Click on the **Attach file** button.
5. When you are ready to send the message with the attachment click on the **Post** button.
Downloading or Opening an Attachment

To open an attachment:

1. Open the message.
2. Click on the words “See Attached” at the bottom of the message.

![Image of email interface]

This will take you to the next screen

![Image of attachment interface]

3. Click on the file name, this will open the file in the right hand window.

To save the file on your computer

1. Click in the white circle next to the name of the file that has been attached to select the file.
2. Click on the Download button.
3. Click on the Save button.
4. Navigate to where you want to save it on your computer, e.g. My Documents etc and Save it.
Threading Messages

Discussion threads are used to organize discussion postings. A discussion thread consists of messages that share a common subject theme.

When you are having a discussion on a particular topic it is useful to thread all the messages in that topic together so that you can find them easily and read them in sequence without having to navigate through the messages and open them all individually.

When you discuss topics with your fellow students there might be more than one topic on the go at any one time. Below you will see that there are two major topics on the go:

- Hello and Welcome;
- Our first discussion.

At the moment these two topics are muddled up together. If you were trying to follow one of the topics you would have to search down the list to find them. There could well be more topics and far more messages. This could be confusing. For this reason it is useful to thread topics together so that you can follow them without having to search amongst other topics.

To thread the messages so that they are collated together click on the **Threaded** button.
Now you can see that the messages are collapsed under two headings.

★ 0/4 next to “Hello and welcome” tells you that there are four messages in that thread.
★ 0/2 next to “Our first discussion” tells you that there are two messages in that thread.
★ Click on the green arrow to open the thread.

You can now see the first message and all the replies. To open a message click on the title.
★ To read the subsequent messages in the thread click on the envelope with the right pointing arrow as described above (page 14).
★ To read the previous message in the thread click on the envelope with the left pointing arrow as described above (page 14).
★ To move to the next or previous thread click on the pin with the appropriate arrow as shown above (page 14).
★ Close the thread by clicking on the green arrow.

You can also view the thread by clicking on the magnifying glass next to the thread heading.

This view allows you to read the messages all in one window.

If you want to unthread the messages, click on the **Unthreaded** button, which is next to the **Threaded** button.

**Formatting Messages Using the HTML Editor**

It is possible for you to change the font style or colour in your messages. This can be quite useful if you have trouble reading the font in which the messages normally appear.

If you have trouble, do not hesitate to ask other people in your group to change their font to something that everyone can read. Refer them to this guide if they are not sure what to do.
Accessing the HTML Editor

When you want to compose or reply to a message in WebCT you can change the font style and colour in the message window.

Click on the button that says HTML editor, the first time you use the editor you may need to wait a little while for it to open.

You will now see a screen with a toolbar at the top. It may look quite familiar if you have used Microsoft programmes.
The HTML Editor Toolbar

There are a number of buttons on the HTML editor toolbar that you might find useful. Some of them are very similar to Microsoft buttons but they do not all operate in exactly the same way.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Cut – you can cut pieces from documents to paste them into your message.</td>
</tr>
<tr>
<td>Copy</td>
<td>Copy – you can copy pieces of other messages or documents to paste them into your message.</td>
</tr>
<tr>
<td>Paste</td>
<td>Paste – to paste what you have cut or copied into your message.</td>
</tr>
<tr>
<td>Import text</td>
<td>Import text – you can import text into a message that you have copied from a document on your computer or from the internet.</td>
</tr>
<tr>
<td>Format as heading</td>
<td>Format as heading - enables you to format your text as a heading type.</td>
</tr>
<tr>
<td>Font style</td>
<td>Font style - allows you to change the font style, e.g. if you are happier with a plain font like the one in this guide you can choose “Sans Serif”, it does not have the number of fonts available that Microsoft programmes do, but you should be able to find one that suits you.</td>
</tr>
<tr>
<td>Font size</td>
<td>Font size - allows you to change the size of the font.</td>
</tr>
<tr>
<td>Bold</td>
<td>Bold – enables you to format all or parts of your message as bold.</td>
</tr>
<tr>
<td>Italic</td>
<td>Italic – enables you to format all or parts of your message as italic script</td>
</tr>
<tr>
<td>Underline</td>
<td>Underline – enables you to format all or parts of your message as underlined.</td>
</tr>
<tr>
<td>Font colour</td>
<td>Font colour – enables you to change the font colour of all or part of your message.</td>
</tr>
<tr>
<td>Left alignment</td>
<td>Left alignment – enables you to left align all or parts of the text in your message, this is usually the default setting.</td>
</tr>
<tr>
<td>Centre alignment</td>
<td>Centre alignment – you can centre align all or part of the text in your message.</td>
</tr>
<tr>
<td>Right alignment</td>
<td>Right alignment – you can right align all or part of the text in your message.</td>
</tr>
<tr>
<td>Insert table</td>
<td>Insert table – enables you to insert a table into your message and decide for yourself how many rows and columns you want it to have.</td>
</tr>
<tr>
<td>Insert default table</td>
<td>Insert default table – enables you to insert a default table, which is one with four columns and three rows. You can change this later if you need to using the Add row or Add column buttons.</td>
</tr>
<tr>
<td>Add row</td>
<td>Add row – enables you to add a row to your table.</td>
</tr>
<tr>
<td>Add column</td>
<td>Add column – enables you to add a column to your table.</td>
</tr>
<tr>
<td>Bulleted list</td>
<td>Bulleted list – enables you to add a bulleted list to your message or to format existing lists with bullets.</td>
</tr>
</tbody>
</table>
**Numbered list** – enables you to add a numbered list to your message or to format existing lists with numbers.

**Alphabetical list** – enables you to add an alphabetical list to your message or to format existing lists alphabetically.

**Decrease indent** – you can decrease the indentation to all or parts of your message.

**Increase indent** – you can increase the indentation to all or parts of your message.

**Insert hyperlink** – enables you to insert a hyperlink into your message. Click on this button and type in the web address you want to include in your message.

**Insert image** – enables you to insert an image from a file on your computer into your message. You will have to type in the location of your image on your computer or on the internet to put it into the message this way. *It is easier to insert the image into your message using the Attach file button at the bottom of the compose message window.*

**Insert HTML** – enables you to add an attachment to your message e.g. a file on your computer. You will have to type in the location of your file on your computer or on the internet to attach by this method. *It is easier to add the attachment to your message using the Attach file button at the bottom of the compose message window.*

**Insert horizontal line** – enables you to section off parts of your message with a horizontal line.

**Insert symbol** – you can add a symbol to your message, e.g. a Greek letter, a mathematical symbol, a copyright symbol etc.

**Spell check** – clicking on this button enables you to check the spelling in your message before sending it.

**Show/Hide** – if you want to see where you have put in line breaks for paragraphs or spaces in your message click on this button.

**Help** – leads you to more help about using the HTML editor and the discussion area in general.

**About** – gives you information about the version of WebCT you are using, this is not information that you need, it is useful to the IT department.

Once you have finished composing and formatting your message send it in the normal way described above using the **Post** button.
The Chat Rooms

Unlike the discussion area the chat rooms are synchronous so to have a conversation you have to be in there at the same time as other people.

To use the chat room:

★ Click on the Communication icon.
★ Click on the Chat icon, this will take you to the following screen.

Click on one of the chat room names and it will open.

Your name will appear in the right hand column to show that you are there and the names of anyone else who is in the chat room will be in that column.

★ Type your message in the white rectangle at the bottom of the box and press the Return key when you have finished. Your message will appear in the larger box above. Somebody may answer it.

★ When you want to leave the chat room click on the Quit button.
Email

The Email facility in WebCT is internal. You can only send email to other accounts in WebCT, not to external accounts. Therefore it is only useful for corresponding with your fellow students and your tutors.

- Click on the Communication icon.
- Click on the Email icon.

The Email Window

You will see that the email window is very similar to the Discussions area and it works in a similar way. The main difference is that you can address your message to the person/people that you want to send it to rather than to the group as a whole.

When you click on the Email icon you will see the Mail window.

- Inbox – where you receive and respond to new mail.
- Outbox – where mail sent by you is stored.
- Draft – where you can save messages that you have started working on, but are not yet ready to send.

Sending a message and attaching a file

To send a message click on the Compose message button. You can see this button in any part of the Mail window.
Enter the WebCT email addresses of the person or people to whom you want to send the message in the **Send to**: box.

Enter the subject of the message in the **Subject**: box.

Enter your message in the message area.

If you want to send an attachment use the **Browse** button to find the file on your computer and use the **Attach file** button to attach it.

Use the **Send** button to send your message.

Use the **Preview** button if you want to see how your message will look.

Use the **Save draft** button to save your message if you are not ready to send it yet but do not want to lose it.

Receiving a Message and Opening an Attachment

Messages will be received in your Inbox. Double click on a message to open it.

1. If the message has a file attached click on the words “See Attached” or the paperclip at the bottom of the message to open it.
This will lead to the Attachment window.

2. To open the attachment in the right hand window click on the file name next to the white circle.
3. To save the attachment to your computer click in the white circle and click on the **Download** button.
4. Click on the **Save** button.
5. Navigate to where on your computer you want to save it and save.

**Replying to a Message**

To reply to a message

1. Click on the **Reply** button.
2. Type your message.
3. Send it using the **Send** button.

**Message Navigation Icons**

You will notice certain icons at the bottom of some or all of your email messages:

- ★ Use the [ ] icon to move the previous message.
- ★ Use the [ ] icon to move to the next message.
- ★ If your message is part of a thread (messages that relate to each other and are sent in reply to each other making up a conversation on a topic, that have been threaded together using the Thread button), you will see this icon [ ] to move to the previous thread and this [ ] icon to move to the next thread.
Email Folder Options

Creating naming and deleting folders

In the email window you have the option to create new folders of your own so that you can store messages about the same subject together.

1. Click the Create Folder button in the Actions pane to the right of the email window.

2. Give the folder a meaningful name that will indicate to you what is stored in it and click the Create button.

The new folder will now be added to your email folder list.

★ If you want to change the name of the folder, select it and use the Rename folder button.
★ To delete the folder, select it and use the Delete folder button in the Actions pane.

Moving mail to another folder

To move a message to another folder:

1. Enter the folder where the message is currently being held.
2. Click in the tick box next to the message to select it.
3. Click on the little arrow in the drop-down box next to the words “Move to” and select the name of the folder that you want to send it to.
4. Click on the Go button.
Email Message Options

You can delete all or any of your messages using the **Message Options** area in the Actions pane.

★ To delete all of your messages click on the **Delete all messages** button.

★ To delete some of your messages select them and use the **Delete messages** button.
The Calendar

Your course will probably have a course calendar that will tell you or remind you of important dates in your course.

Viewing the Calendar

Viewing a Month

1. To view the calendar you need to click on the Calendar icon on your Homepage.
2. This will take you to the calendar.

   ![Calendar Image]

Your course team will have entered dates for you to be aware of.

★ You can find a date that you want to look at using the Date: drop-down menu and selecting the month you want and clicking on the Go button.
★ Or you can use the Previous month or Next month buttons above.

Viewing a Week

If you want to view a week in more detail click on the View Week link at the beginning of each week’s row in Month view.
This will take you to Week View.

Adding an Entry

1. You can add a calendar entry by clicking on the Add entry button. This will take you to the Add entry window.

2. Select the appropriate date for your entry by using the drop-down boxes at the top, e.g. the 23rd of the current month.
3. Type in a summary of your entry, e.g. “Staff Party”.
4. You can add more detail about the party in the Detail box, e.g. “We will all meet in the Spyglass Inn in Ventnor on the Isle of Wight at 3 pm to celebrate the fact that it is 23rd of the month”.
5. You might want to add the website address for the pub so that people will know where they are going, e.g. http://www.thespyglass.com/.
6. You can enter a start and finish time if you want to, e.g. Start time: 3pm, End time: 11.00 pm.
7. Then click the Add button.
After the event has been entered on the calendar you can see it and read more about it.

If you click on the link “Staff Party” you will open the website that you attached a link to.

If you click on the number 23 you will see the calendar in Day View which gives you more information about the event(s) that are booked on that day.

★ If you click on the number 23 you will see the calendar in Day View which gives you more information about the event(s) that are booked on that day.

★ Here you can see all the details of the event and you get another chance to open the website.
Deleting an Entry

1. Click on the date number for the day from which you want to delete an entry. This will take you to the window that contains all of the details for this date.

2. To delete an entry select the entry to be deleted by clicking in the white circle next to it.
3. Click on the **Delete** button.

Deleting all of the Entries for a Day

1. Select them by clicking on the white circle next to each one of them.
2. Click on the **Delete all from day** button.
3. When you go back to the calendar, which you can do using the breadcrumbs you will see that the entry has gone.

Editing an Entry

To edit an entry:

1. Click on the date number to take you into Day view.
2. Select the entry to be edited by clicking on the white circle next to it.
3. Click on the **Edit** button.
4. Make your changes.
5. Click on the **Update** button.