

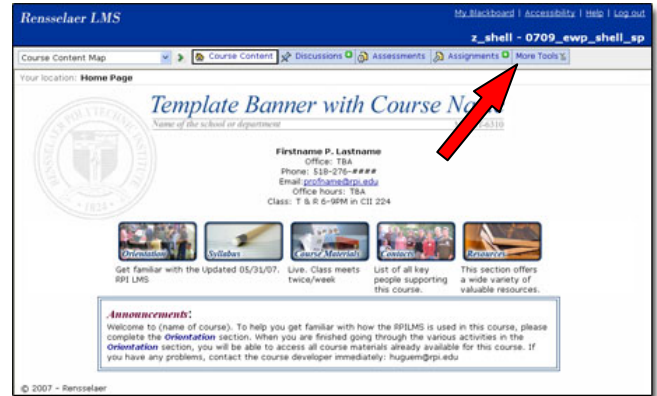
# Learning with the RPI LMS

## How To Clicksheet 2007

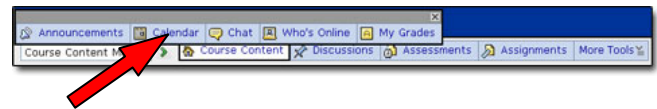
### Calendar – General Use

1.) Ensure that you are on the **Student View** tab

2.) Click **More Tools**



3.) Click **Calendar**

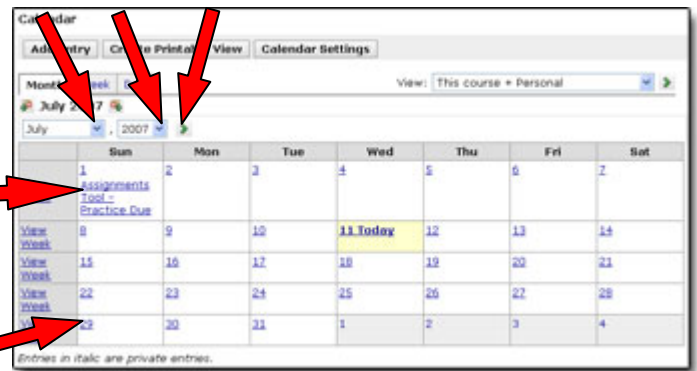


4.) Today's date is highlighted in yellow. Jump to other months by selecting the month and year from the **Drop Downs** and then clicking the **Green Arrow**.

5.) Click on an **Entry** to view it.

#### To Add a Personal Entry

6.) Click the **Date** you want to add the reminder



7.) Click **Add Entry**

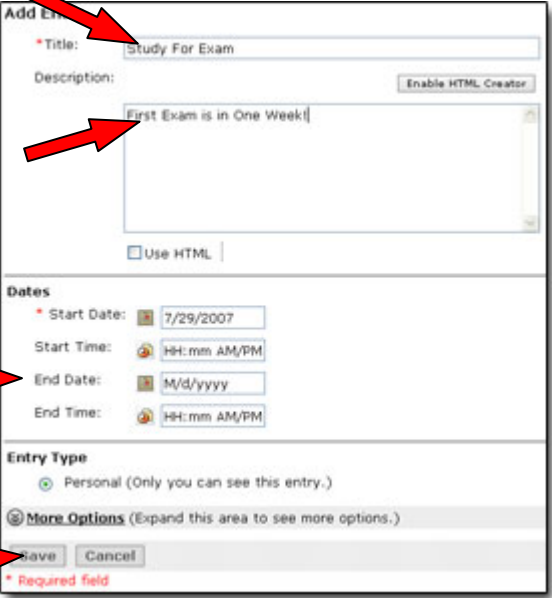


8.) Type in a **Title**

9.) Type in a **Description**, if desired

10.) If the entry has a start time and end time you can set it in the **Dates** section

11.) Click **Save**



The screenshot shows the 'Add Entry' form in the Rensselaer LMS. The form is divided into several sections: 'Title', 'Description', 'Dates', and 'Entry Type'. Red arrows point to the following elements: the 'Title' field (containing 'Study For Exam'), the 'Description' text area (containing 'First Exam is in One Week!'), the 'Start Date' field (containing '7/29/2007'), and the 'Save' button. The 'Dates' section includes fields for 'Start Time' and 'End Time', both set to 'HH:mm AM/PM'. The 'Entry Type' section has radio buttons for 'Personal (Only you can see this entry.)' and 'More Options (Expand this area to see more options.)', with 'More Options' selected. A 'Save' button and a 'Cancel' button are at the bottom of the form. A red asterisk indicates a required field.