MINES CALENDAR

GUIDE FOR CONTENT CREATORS

The official Colorado School of Mines Calendar—found at **http://inside.mines.edu** and **http://inside.mines.edu/Calendar**—consists of four separate calendar "feeds" that are combined to create one all-purpose campus-wide calendar of events. Mines Calendar was designed to display events of general interest to the Colorado School of Mines community and to avoid scheduling conflicts. It was completed and put into operation in mid-2012, with a number of updates since.

This document describes how to create and configure new calendar events correctly. It also describes what kinds of events are appropriate for inclusion. Please follow these instructions carefully.

Mines Public Relations has general responsibility for the entire Mines Calendar and the authority to (1) designate any and all Mines Calendar items as "featured" (gold-starred in the main calendar view), (2) highlight specific calendar items on the http://inside.mines.edu calendar front page, or (3) remove inappropriate items from the calendar altogether. The four calendar "feeds" that make up Mines Calendar are labeled within the calendar as follows:

- **General**—This calendar feed is populated by Mines Public Relations, or by designated representatives from academic and service departments at Mines. The General category includes events from the official school calendar (e.g., academic deadlines, add/withdraw dates, campus holidays, and so on), performances (e.g., Mines Little Theater or library concerts) and, in general, *other items that don't fit neatly into the categories below*. When in doubt about the proper category in which to place an event, ask Mines Public Relations for a definitive suggestion.

- **Lectures**—This calendar feed is populated primarily by designated representatives from academic and service departments at Mines. It contains public events of general interest to the campus community, such as academic and popular lectures, talks, and colloquia.

- **Athletics**—This segment of Mines Calendar is controlled entirely by the Mines Athletics Department. It includes times, dates, locations, and, subsequently, results of official Athletics Department sporting events. Note that intramural or club sports events are not included in this calendar. *The method for entering a calendar event into that system is not covered by this document.*

- **Students**—This calendar feed originates in OrgSync (the student-organization portal) and is controlled entirely by Student Activities. It includes particular events selected by Student Activities from events submitted by all student clubs and organizations. *The method for entering a calendar event into that system is not covered by this document.*

CREATING A NEW "GENERAL" OR "LECTURES" CALENDAR ITEM

Mines Calendar items in the "General" or "Lectures" categories are created within the Mines Content Management System, or CMS, at **https://inside.mines.edu/cms**. To create a calendar item requires a CMS account and general familiarity with that system, including the ability to create new CMS pages. If you do not currently have a CMS account, please request one via the Mines Help Center "Helpdesk" at **http://helpdesk.mines.edu**. If you would like to know more about how to use the CMS, download and view the tutorials available here: **http://ccit.mines.edu/CCIT-CMS** or ask questions via Helpdesk.

To create a new calendar item (the main steps are highlighted in yellow):

1. Log into the Content Management System (CMS) at **https://inside.mines.edu/cms**

2. In the left-hand menu tree, navigate to the **Inside > Calendars** directory and choose either the **Calendar-General** subdirectory (to create General calendar items) or the **Calendar-Lectures** subdirectory (for public lectures), as appropriate. In general, if you have access to a particular calendar you can create a calendar item there.

3. In the appropriate calendar directory, in the "Pages I am working on" area of the CMS interface, click the white new-document icon to create a new calendar item:

4. Accept the default "HTML Editor" option and click Submit to begin a new calendar item.

5. Give the page a *title*. Do *not* give the page a *file name*. The file name for the page will be created automatically by the CMS. *When creating the title for a lecture, please follow the general format used in other lecture titles.* All other options may be left as-is at this time. You will be able to set date and time information for this calendar item later in the process, below. For now, click Submit to create the new calendar item.

6. Open the newly created page by clicking on the open-page icon in the "Pages currently online" area:

7. Set the date (and, if appropriate, the time) of the event. If it is an untimed, all-day, or multi-day event like a holiday, check the All Day Event option. Otherwise, set the beginning and (optionally) end times of the event, if appropriate.

8. Enter information about the event in the editing window at the bottom of the page. *Remember to include the date, time, and place of the event even if you have previously entered it into the page title.* In addition to plain text, basic formatting functions such as **boldface** and *italics* are supported. Hypertext links and graphics may also be inserted into the item. Other more complex formatting features, such as embedded YouTube videos, may fail to appear in the completed calendar item. In general, the rule is to keep the formatting *as simple as possible* for maximum compatibility with calendars and RSS

feed readers; plain text, with perhaps some boldface for emphasis, and links to supplemental materials (if any) is usually best.

9. *For lectures only*, use the pull-down menu to specify your department. If your department is not in that list, choose the default value of "Other." This is crucial for the functioning of the Graduate Student Association Calendar at http://gsg.mines.edu/graduate_calendar. This specialized calendar pulls its information from the main Mines Calendar. It allows grad students and others to view lectures by department. *If you forget this step, your departmental event will not be as visible to graduate students and others who may wish to attend.*

10. Click the Save button to save the page and (in the "Pages I am working on" area) click the Approve (right-arrow) icon to publish the item.

11. Your new calendar item will appear in the main Mines Calendar *when the calendar next updates its internal database*—generally every hour. Once your item appears in Mines Calendar, check it for formatting and content. Does it look right? If changes are required, reopen that calendar item in the CMS, make changes, save and approve the document, then wait again for the calendar to be updated by the CMS. In a time emergency, contact Team Web (x3449) in Computing, Communications and Information Technologies (CCIT) to immediately force the Mines Calendar database to update.

FREQUENTLY-ASKED CALENDAR QUESTIONS

What is an appropriate calendar item?

Appropriate calendar items will feature *events of general interest to the Mines community*. Such events are generally hosted by a campus department, a Mines club or organization, or the school administration itself. Commencement would be an example of such an event, as would a lecture by an expert sponsored by an academic department, an artistic performance, a school holiday, a sporting event, or an academic deadline of some kind.

Athletic events are publicized by the Mines Athletics Department on their own calendar system. Those events will automatically appear in the Athletics feed of the main campus-wide calendar as well.

Student organizations and clubs (including club sports) will generally publicize their events via the OrgSync portal controlled by Student Activities. Some of those events will be made available to the main campus-wide calendar, at the discretion of Student Activities. Contact Student Activities for information on how items are chosen to appear in the campus-wide calendar.

Events of interest to only a few individuals, or sponsored by a single individual, would *not* typically appear in the school-wide calendar. ("Kittens to good homes" or "Dave's birthday" or "New short course starts" would *not* be appropriate items.) Events sponsored by organizations otherwise unconnected to Mines, but renting Mines facilities, would also generally *not* appear.

As noted above, Mines Public Relations has ultimate authority over which events appear in the campus-wide calendar and which don't. Inappropriate events will be removed from the calendar by Public Relations. Contact Mines Public Relations with questions about appropriate and inappropriate calendar items.

What kinds of events can be created in the schoolwide calendar?

The calendar will accept three main types of events:

- *Timed events.* These are events that take place on a particular day and over a designated, relatively short time period. Hennebach or Van Tuyl lectures and department colloquia would fall into this category, for instance. In fact, most Mines public events are likely to fall within this category.

- *All-day (untimed) events*. These are events that have a particular date, but *not* a particular time, associated with them. For instance, a school holiday like Independence Day would be an all-day event.

- *Multi-day (untimed) events*. These are events that take place at no particular time but over more than one day. E-Days might be listed as a multi-day (but untimed) event, as might Winter Break. *These events should be created as all-day events.*

CONCLUSION

Be aware that Mines Calendar is a shared resource. Please do not open, edit, or otherwise disturb calendar items submitted by others. If you have a problem with the content of a particular calendar item, please contact Mines Public Relations.

Contact the CCIT Web Team via Mines Help Center—**http://helpdesk.mines.edu**—if you have further questions about creating calendar items.

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