

# Create a Calendar and Link to a Tab

## Step 1 - Create the Calendar

1. Login as the portal administrator.
2. Go to the **workspace** via the toolbar button or by clicking the **Go to** menu in the digitalbrain toolbar and select 'My Workspace'



3. Click **new** from the toolbar
4. Select 'Calendar' and click **next**

New

Step 1: What would you like to create?

**Folders**

Folder     News Folder     Learning Module Folder

Powerstation Folder

**Contents**

Course     Content Package Player     Powerstation Document

**Communications**

Community     Mail Discussion     Live Discussion

Video Conference     On-line Poll     Calendar

**Users**

Digitalbrain account

**Others**

Counter     Link     On-Line Test

**cancel**                      **next**

5. Name the calendar, e.g. public calendar

New > Calendar

Step 2:

What would you like to call it?

In which folder should this be created?

**browse**

**cancel**                      **done**

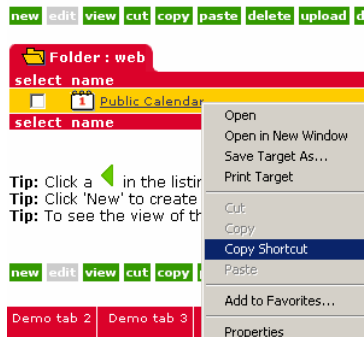
6. Click **done** to save the calendar in the workspace.

# Create a Calendar and Link to a Tab

## Step 2 - Link the Calendar to a Tab

Firstly, the URL of the calendar needs to be copied.

1. Go into the webspace and locate the calendar.
2. Right mouse click onto the name of the calendar and select copy shortcut.



Secondly, the URL needs to be linked to a new tab.

3. Go to the 'root' of the account (VIEW menu, choose FOLDER LISTING, and click the school name from the path).
4. Click into the 'site configuration' folder.
5. Click into 'tab collection'.
6. Select **new** from the toolbar.
7. Enter a name for the new tab, e.g. 'public calendar' and click **edit**.
8. In the 'Link to' box Paste (Ctrl V) the URL that was copied.

### Edit Tab Details

**save** **save & quit**

**Label** What should be shown on the tab? Tip: keep it short!

**Link To** Where should this tab take you when clicked?

9. Click **save & quit**.

The 'calendar' tab will now appear on the portal as a new tab.