

# My Calendar



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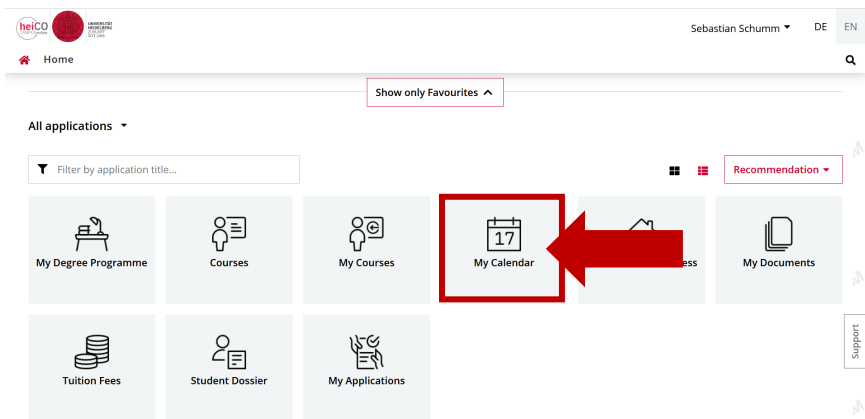


Fig. 1

The application "My Calendar" offers you an overview of your courses, exam dates and personal appointments, as well as a selection of other dates that you can add to your calendar.

1. After logging in to heiCO, click on the application "My Calendar" on your personal start page (see fig. 1).

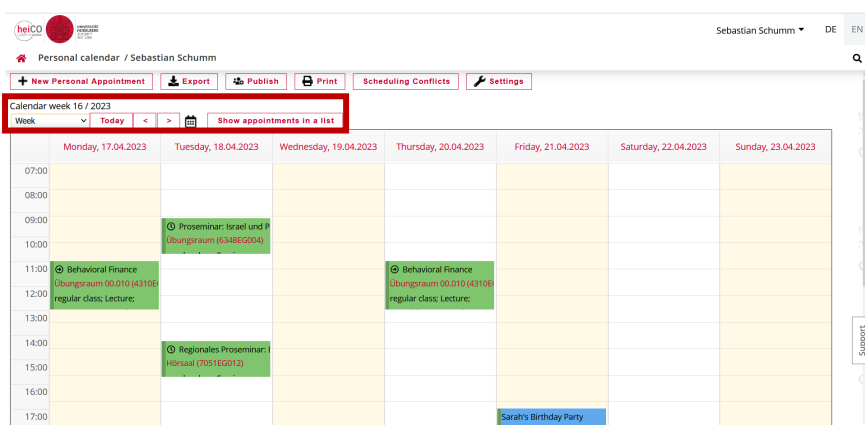


Fig. 2

2. In your personal calendar, you initially see the current calendar week, but you can jump to another date or timetable using the drop-down menu, the arrow keys and the calendar icon (see fig. 2). You can also view your appointments in a list.

Click on an appointment if you want to see more detailed information about it.

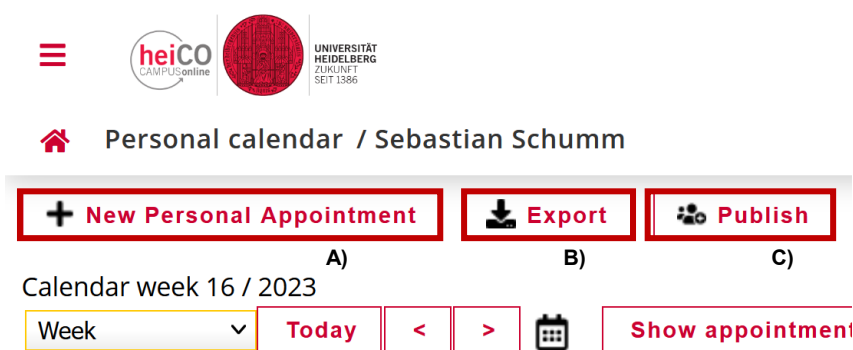


Fig. 3

3. You can create your own appointments via the "New Personal Appointment" button (see fig. 3 A).

4. Via "Export" (see fig. 3 B) you can download appointments within a certain time frame and in a specific file format.

5. You can also integrate your calendar into other devices/calendar programmes via "Publish" (see fig. 3 C).


## New personal appointment

### Create New Appointment


Subject

1 to 255 characters



Date Type of series ☐ Individual appointment ☐ daily ☒ weekly

Start of series    
Format: DD.MM.YYYY

End of series ☐ ends after 15  dates

☒ ends on    
Format: DD.MM.YYYY

Frequency every 1  weeks on Thursday

Time from   to    
Format: hh:mm


Days without classes ☐ No appointments in lecture-free periods ☒ including periods without classes


Comment   
max. 4000 characters

Fig. 4

6. If you click on "New Personal Appointment" (see fig. 3 A), a new window appears in which you can create a personal appointment. Enter a subject, select the desired options as well as date and time and click on "Save and Close" (see fig. 4) to create the appointment.

## Export dates

from    
Format: DD.MM.YYYY

to    
Format: DD.MM.YYYY

File format ☐ Download as XML

☒ Download as CSV for Excel

☐ Download as CSV

☐ Download as ICS (iCalendar)

Character set ☒ ISO 8859-1 ☐ UTF-8

Export options ☐ Export lecturers of course if no specific lecturer is assigned to the date

Fig. 5

7. If you click on "Export" (see fig. 3 B), a new window appears that allows you to export appointments within a certain time frame to other file formats. Select the desired options and then click on "Download" (see fig. 5).

## Publish calendar

Status of your iCal calendar

You calendar is not published at the moment. You can have a private address in the iCal format generated for your calendar. With this address, you can subscribe to your calendar with other programmes/devices.

Address of your iCal calendar

Information about iCal calendar

The calendar in the iCal format only includes dates within the last 120 days until 180 days in the future. It may take up to 04:00 hour(s) until all changes in your calendar are displayed in the iCal calendar. This applies to changes in your appointments as well as to changes in the address of your iCal calendar.

Fig. 6

8. If you click on "Publish" (see fig. 3 C), a new window appears in which you can integrate your calendar into other devices, e.g. smartphones, and calendar programmes such as Microsoft Outlook or Google Calendar. Click on "Generate new address" (see fig. 6) and copy the created address into the desired programme or device.

9. Via "Print" (see fig. 7 A) you can print out your calendar.

10. View conflicting appointments by clicking on "Scheduling Conflicts" (see fig. 7 B).

11. Click on "Settings" (see fig. 7 C) to change the design of your personal calendar.

12. If you click on "Settings", various basic settings and colour settings are available.

Under the general settings you can change the view and view type of the calendar (see fig. 8).

13. Under "Calendar View" you will find further settings you can use to design your calendar (see fig. 9). In addition to the week display, the status and the course title, you can also change the settings for the time display and the timetable view. The settings for participation status and appointments for bookmarked course groups are particularly useful for planning your studies and timetable.



Fig. 7

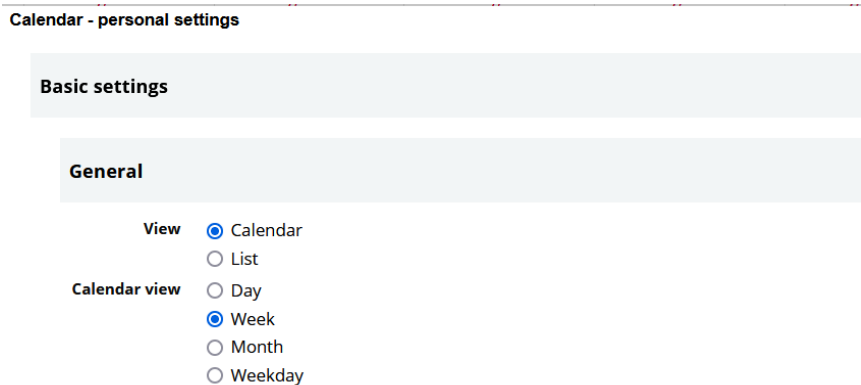


Fig. 8

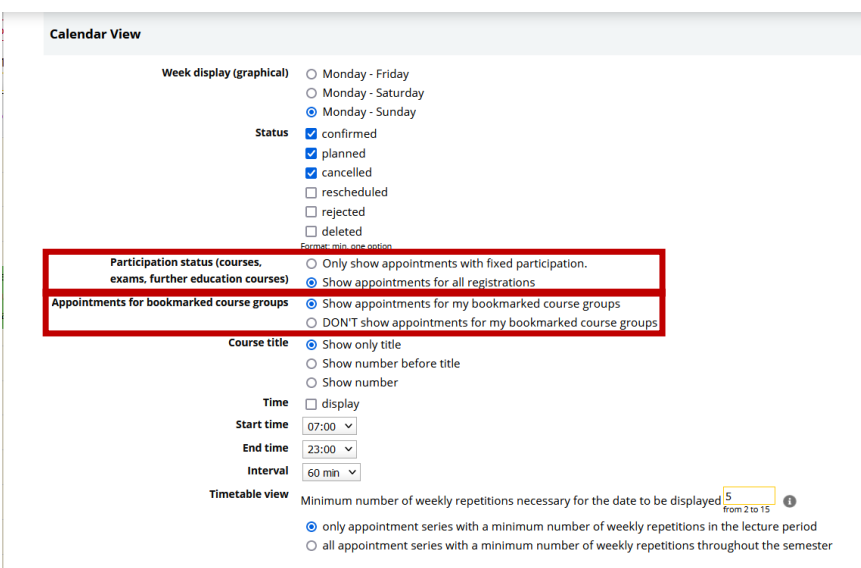


Fig. 9

## Colour settings

### Calendar (Type of Class)

Breaks, holidays and lecture-free days	<b>bold-blue</b>	Breaks, holidays and lecture-free days
Courses	green	08:00–17:00 Courses
Examination dates	red	08:00–17:00 Examination dates
Personal appointments	blue	08:00–17:00 Personal appointments
Non-academic events	orange	08:00–17:00 Non-academic events
Internal continuing education	yellow	08:00–17:00 Internal continuing education
Administration dates of an organisation	aquamarine	08:00–17:00 Administration dates of an organisation
Other resource bookings	gold	08:00–17:00 Other resource bookings
Blocked dates	red	08:00–17:00 Blocked dates

Fig. 10

14. Under "Colour settings" you can personalise the colours in which the various calendar events are displayed. Click on the respective drop-down menu to change the colour of an event (see fig. 10).

### Status (Date Type)

confirmed	green	confirmed
planned	blue	08:00–17:00 planned
cancelled	red	08:00–17:00 cancelled
rejected	orange	08:00–17:00 rejected
deleted	bold-blue	08:00–17:00 deleted
rescheduled	yellow	08:00–17:00 rescheduled

Save and Close

Fig. 11

15. Under "Status (Date Type)" you have similar options. Click on the respective drop-down menu to change the border colour of the status or date type of an event (see fig. 11).

16. Save your new settings by clicking on "Save and Close".