CALENDAR USAGE FAQ FOR FACULTY

The Bryn Mawr email and calendaring system, also known as the Communication Center, offers scheduling feature that will be open to the entire community, i.e. anyone with a Bryn Mawr email address will also have a Bryn Mawr calendar. Below are some guidelines regarding its use.

How do I know if someone is using the new calendar?
All administrators will be using the new calendar and students and faculty are welcome to use the calendar. We are telling the community they shouldn’t assume that a faculty member (or student) is using this calendar.

What *should* I use the calendar for -- or consider using it for?
- Making appointments with staff members and with students as negotiated.
- Scheduling meetings per faculty and department policies (for example, professors/depts could encourage use of Communication Center to schedule only during office hours).
- Creating a shared dept calendar (request a global shared calendar if don’t want to tie to 1 person)
- Publishing a department calendar to an RSS feed on your departmental page.
- Viewing the Campus Calendar (containing academic calendar and key deadlines).
- Managing a shared calendar for a project team or campus committee (an organization rep/chair would create and share it with on or off-campus individuals or the public).

Why would I use multiple calendars?
The multiple calendars are very helpful, e.g. tracking a personal or project calendar or “masking” yourself as unavailable (on a “layer” that you can show/hide to yourself but which shows only limited hours of availability to those inviting you to a meeting). Refer to the calendar “tip sheet” on how to make a calendar and specify it as affecting your “free/ busy” times on others’ invitations. You can also create a calendar layer that syncs with a gmail calendar.

Can I synchronize with a gmail calendar? Produce an RSS feed of a calendar?
Yes. Yes. Instructions will be posted at TECHBar.blogs.brynmawr.edu.

Can I use Communication Center to reserve a room for an event? Or to schedule laptops?
No. You will still reserve rooms through Conferences and Events, using EMS with a few locally scheduled exceptions. To add a space or reservable resource please contact the Help Desk.

Can I use Communication Center to publicize an event?
Yes. You will be able to invite the group mailing lists (or personal mailing lists) to an event. The College community will need to decide whether that’s a workable and appropriate use of group lists.

How can I tell if someone accepted my invitation?
If you hover your mouse over an event the pop-up will summarize the attendance and will say “Status: Needs Action” if someone hasn’t seen or acted on your invitation.

Can I turn off the calendar? Or block my calendar so that others don’t schedule me?
The calendar is an integral part of the product but you can manage it as you wish. You can block out parts of the day leaving open only the times when you would want others to see your availability. By the way, others won’t see what you’re doing unless you select “share calendar” and specifically enter their email address. And... you have the option to decline invitations.