Web-based Seminar Scheduler: Frequently Asked Questions (FAQ)

http://ipl.econ.duke.edu/seminars

Q) What is the web-based seminar scheduler?
A) The seminar scheduler is a set of web-based tools intended to ease seminar organization for Duke Economics, and DuPRI seminars, proseminars, lunch and reading groups. Individuals can schedule seminars, attach presentation files, set speaker meeting schedules, and view other seminar series calendars. The seminar tools also make it easy to sync your calendar or phone with the seminar series calendars.

Q) Who can use the seminar scheduler?
A) Seminar schedules and any attached presentation files can be viewed by anyone. Duke students are able to create and facilitate proseminar, lunch and reading groups while faculty can schedule and facilitate all seminars. New seminar series can also be added on request. Permissions are based automatically on your Duke assigned NetID, however, customized user accounts and permissions can be configured and are available upon request.

Q) How do I view the calendar schedule for a seminar series?
A) Go to http://ipl.econ.duke.edu/seminars/
Click on the series of interest (e.g. Labor and Development) which will take you to its **calendar page**. Navigate to the appropriate term.

The calendar can also be viewed week-by-week.
To do this, go to http://ipl.econ.duke.edu/seminars/ and click on Weekly View in the upper-right hand corner.

Q) How do I view the calendar for a different term?
A) From the **calendar page** of the series of interest:
Go to the bottom of the page and select the term. You can also click the <<Previous and Next>> links near the top of the page.

Q) How do I login?
A) From any page on the seminar site: Click the Organizer | Login link in the upper right-hand corner of the page.
    Click on Login Using Duke Netid (if you have one)
        If you do not have a Duke net id, click on Other Login Options
            To request a username, email peter.katz at duke.edu

Q) How do I schedule a seminar?
A) From the **calendar page** of the series of interest:
Click on >>Add a Seminar in the lower right-hand corner of the page.
You need to **login** to add a seminar (if you are not, you will be taken to the **login page** automatically).

Q) How do I edit a seminar that has already been scheduled?
A) You need to **login** to edit a seminar. Then from the **calendar page** of the series of interest:
Click on More Info next to the seminar you would like to edit.
Click the Edit button (this will be visible above the speakers name if your account has edit permissions).
Be sure to click Save afterwards.

Notes to seminar Organizers:

Being a seminar Organizer means you can add, edit and delete seminars and set up the structure for meetings with the seminar speaker.

Joint seminars: For seminars which are jointly hosted other series, you can select the joint seminar when you create or edit the seminar. This will ensure that the scheduled seminar is also visible on the **calendar page** of the joint seminar series.

Schedules using 15 min increments: For seminars series which are held on the 15 or the 45 of the hour. This is a setting which is available on the **series edit/create page**. By default seminars start and end times and speaker meeting schedules are arranged in half-hour increments. Seminars which normally require 15 minute scheduling increments (e.g. 2:15, 2:45, etc.) can be arranged on request.

Enabling/Scheduling meetings with the speaker: In the Edit Seminar Page, under Organizer, check "click to allow meetings with speaker to be scheduled".
Click SAVE and you will return to the Seminar Summary Page. Click on "Schedule a meeting". Edit times that you want to be available for meetings. You can block out times by clicking the box under Available. Click SUBMIT to save your changes.
You can open and close the Meeting Scheduler whenever it suits you best.
When the schedule is open, meetings can be scheduled by anyone who has login access to the seminar pages.

Additional Comments: There are three optional Additional Comments fields on the **seminar edit/create page**. The first will only be visible when the seminar is viewed on a **calendar page**. The second will only be visible when the seminar is viewed on its **more info page**. The third comments field will not be visible except when editing the seminar event.

Set up a new seminar series/proseminar

To request that a new seminar series be added to the web-based seminar scheduler, email peter.katz at duke.edu

Accessing the Seminar Schedule from your Calendar or Phone:

We have exported the schedules on the Web Seminar Scheduler to ICAL so that you can view the schedules in your favorite calendar software. The ICAL files are accessible at

DuPRI:	http://ipl.econ.duke.edu/seminars/slist/ical/DuPRI/all/all
IPHD:	http://ipl.econ.duke.edu/seminars/slist/ical/IPHD/all/all
Labor and Development:	http://ipl.econ.duke.edu/seminars/slist/ical/labordev/all/all
Labor Lunch:	http://ipl.econ.duke.edu/seminars/slist/ical/laborlunch/all/all
Macro :	http://ipl.econ.duke.edu/seminars/slist/ical/macro/all/all
Macro Lunch :	http://ipl.econ.duke.edu/seminars/slist/ical/macrolunch/all/all
Public and IO	http://ipl.econ.duke.edu/seminars/slist/ical/public/all/all

If you build one or more of these into your calendar, it will read from the Web Seminar Scheduler and display in your calendar. Your calendar will be updated regularly. Note that changes you make in your calendar are not transferred back to the Web Seminar Scheduler. The Web Seminar Scheduler is the definitive place for all seminars and meetings. Please only make changes to seminars and meetings on the Web Seminar Scheduler.

To link the ical file with your calendar:

IN GOOGLE CALENDAR

Click on ADD under OTHER CALENDARS, click on ADD BY URL, enter the URL, click on ADD CALENDAR

ON A MAC

From iCal, go to Calendar > Subscribe...(or, hit apple-option-S),
enter the URL in the relevant field. In that same dialog, you can assign a color, attach a title and description to the recurring event, and also determine which information to import from PMWS, and how often to poll PMWS for updates.
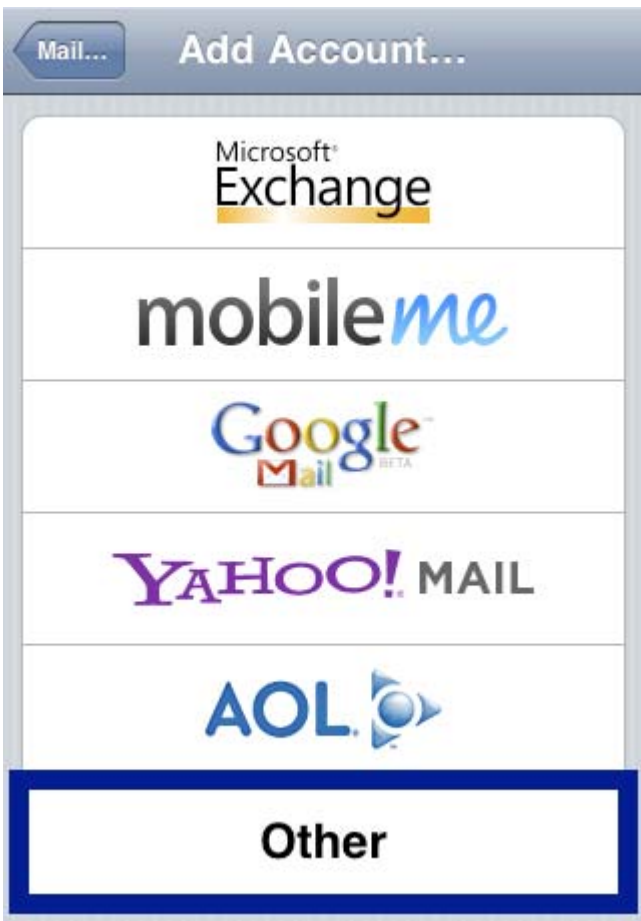
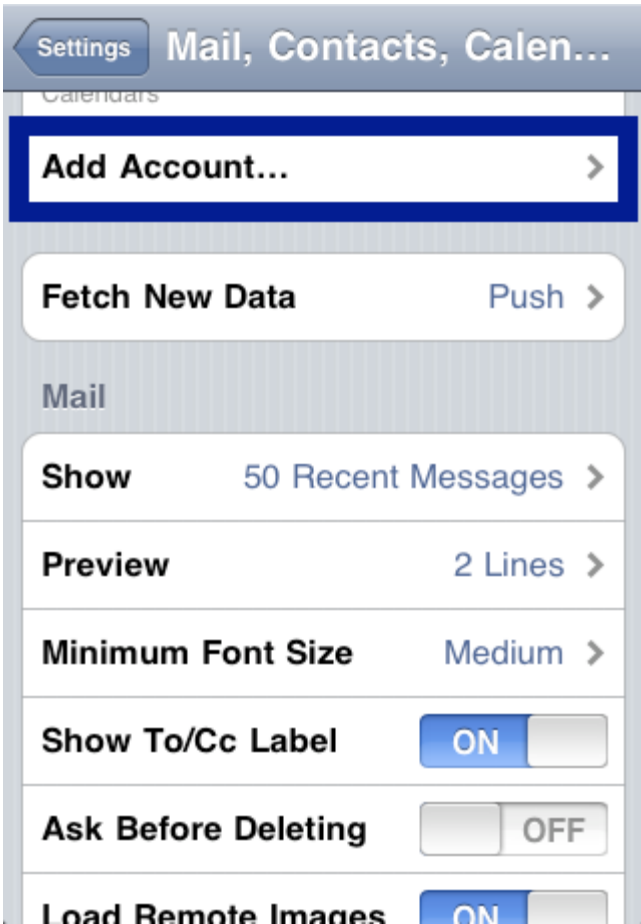ON AN IPHONE
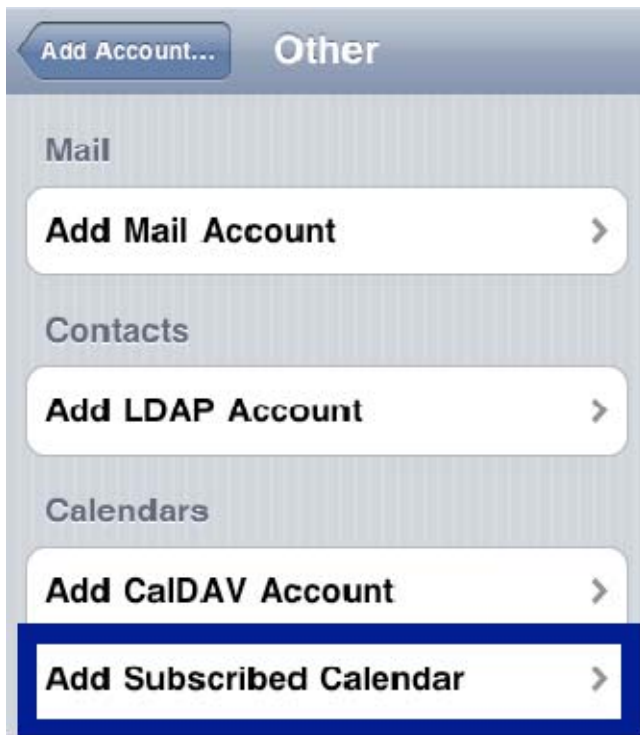
Go to the Settings-menu and click on Mail, Contacts, Calendars. Click on Add Account. Click on OTHER: Click on ADD SUBSCRIBED CALENDAR. Enter the URL in SERVER. Leave Username and Password blank. Click on SAVE.

Click on Add Account

Calendars

Add Account... >

Fetch New Data Push >

Mail

Show 50 Recent Messages >

Preview 2 Lines >

Minimum Font Size Medium >

Show To/Cc Label ON

Ask Before Deleting OFF

Load Remote Images ON

Microsoft Exchange

mobileme

Google Mail BETA

YAHOO! MAIL

AOL.

Other

Click on OTHER :

Click on ADD SUBSCRIBED CALENDAR. Enter the URL in SERVER. Leave Username and Password blank. Click on SAVE.
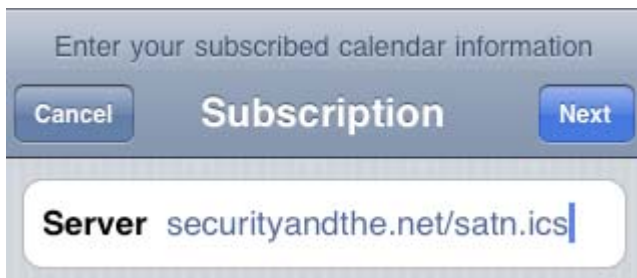
The subscribed calendar now shows up next to your other calendars. It updates automatically based on the schedule you have set for updating mail. When set to "Manually" it updates as soon as you access the calendar.