



How to use the Expert Live Calendar



This guide will explain how to:

- [Understand the class rotation](#)
- [Understand the class/session format](#)
- [Set your time zone preference](#)
- [Use the Search feature to find a course](#)
- [Export the calendar to Outlook](#)
- [Receive notices of calendar changes](#)

**To follow along using the calendar,
go to <http://calendar.skillsoft.com>**

As a general rule of thumb, Live classes are offered on a quarterly rotation, which means that the entire calendar repeats itself every three months.

TIP: Any class that is offered once per quarter runs live in the same monthly position within every quarter. For example, if a class runs live in March, it will also be scheduled in June, September, and December.

Here's an example of the rotation for our Live Cisco CCNP classes:

Cisco Classes	Q1-08	Q2-2008			Q3-2008			Q4-08		
	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Building Scalable Cisco Internetworks (BSCI) 3.0		X			X			X		
Building Cisco Multilayer Switched Networks (BCMSN) 3.0			X			X			X	
Implementing Secure Converged Wide Area Networks (ISCW) 1.0	X			X			X			X
Optimizing Converged Cisco Networks (ONT) 1.0		X			X			X		

Though the quarterly rotation is a handy rule of thumb, there are a few classes that run more than once per quarter, and we have on occasion added additional events for a given course. These examples are exceptions to the general rule.

TIP: The quarterly rotation rule is handy to know, but it's not perfect. To ensure you don't miss a particular month's event, always verify specific event start dates by reviewing the monthly calendar.



Understanding the class/session format

A Live Learning **COURSE** is a complete learning program, made up of live classes, recorded classes, and other enrichments, to which learners are granted access for up to 12 months. Within that enrollment period, the learners have the opportunity to attend multiple Live **CLASSES** for that **COURSE**.

Each month that a course runs live is called a Live **CLASS**. Most classes repeat on a quarterly rotation. The July PMP class is shown to the right.

July 2008

Tuesday	Wednesday	Thursday
1	2	3
8 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 1 of 6	9	10 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 2 of 6
15 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 3 of 6	16	17 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 4 of 6
22 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 5 of 6	23	24 10:00 AM - 1:00 PM Project Management Professional Certification (PMP) 2005 1.0: Session 6 of 6
29	30	31


Most **CLASSES** are comprised of six **SESSIONS** delivered over a period of three weeks. (There are a few classes that have less than 6 sessions.) Much like a college course, the **SESSIONS** are delivered on either a MW or a TTh schedule, either in the morning (early session) or in the afternoon (late session).

The July PMP class is a TTh morning class that begins with Session 1 on July 8th and ends with Session 6 on July 24th.

Each **SESSION** is 3 hours in duration.

It's important to set your time zone correctly in the online calendar in order to see the class start and end times in reference to your local time.

Step 1. Click the link near the top of the calendar to change your preferences:

Note: Clicking this icon  will also take you to the Preferences area where you can adjust your time zone setting.



click here to [Change Preferences](#) **** To ensure Live Learning class times are displayed in your preferred time zone, select the Continent/City combination that is closest to your locale ****

Step 2. In the drop-down menu, choose the Continent/City that is closest to your locale (TIP: avoid selecting acronyms, i.e. BST, EST, etc), as they are not unique. Be sure to click “Save Changes”.

Preferences

Time Zone

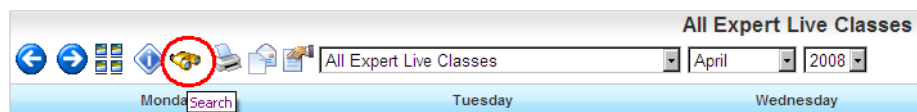
Show Stop Times by Default

Step 3. Return to the calendar view by clicking “Month” in the top navigation.

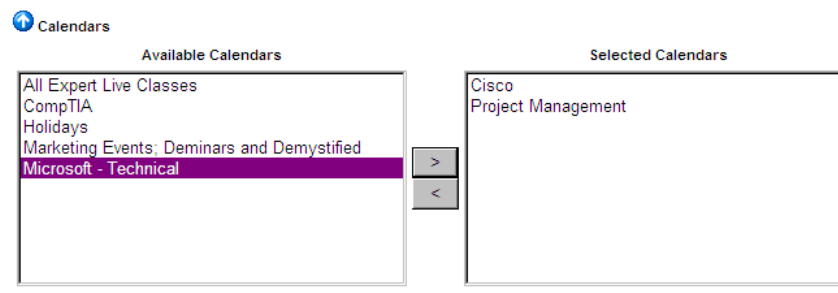
Select View: [Week](#) [Month](#) | [List](#) | [RSS](#)

The Search feature provides an easy way to find the class schedule for a particular course, or group of courses, in the calendar.

Step 1. Click the search icon in the top-left navigation to use the search feature.

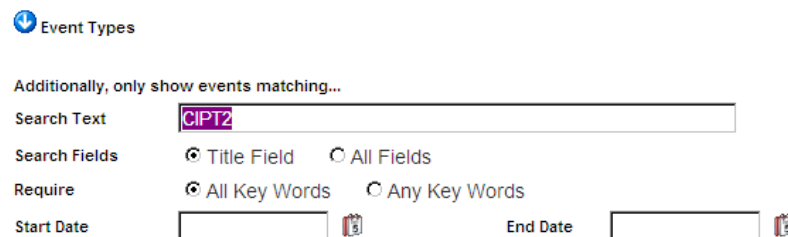


Step 2. On the search page, you may choose to filter your search on a specific calendar by moving one or more calendars to the box on the right. You may also ignore this filter to search all listed calendars.



Step 3. You can further filter your search by entering additional search parameters, such as key words, searched fields, and start/end dates. i.e. Search Text: CIPT2

Click the “View” button to run your search.



View

Searching on a particular course title, or key word, i.e. CIPT2, will return the next available class that is scheduled for that course. Search results are always displayed in the “Month” view format.

i.e. The next class for CIPT2 is scheduled for **June**.

Search Results		
Monday	Tuesday	Wednesday
2 Week 23 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 1 of 4	3	4 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 2 of 4
9 Week 24 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 3 of 4	10	11 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 4 of 4
16 Week 25	17	18
23 Week 26	24	25
30 Week 27	1	2

The search will return class dates/times for ANY class that falls within the parameters of the search. However, only the next available class will be displayed. To see future classes, select a different month/year from the drop-down menu.

TIP: Apply the [quarterly rotation rule](#): use the drop-down menu to select the next quarter’s class - in this case **September** – to see the class dates for that month.

Search Results		
Monday	Tuesday	Wednesday
2 Week 23 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 1 of 4	3	4 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 2 of 4
9 Week 24 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 3 of 4	10	11 10:00 AM - 1:00 PM Cisco IP Telephony Part 2 (CIPT2) 4.1: Session 4 of 4
16 Week 25	17	18
23 Week 26	24	25
30 Week 27	1	2

Selecting any other view from the “Select View” menu at this point will clear the search results and display the full calendar.

Select View: [Week](#) | [Month](#) | [List](#) | [RSS](#)


The entire Live class calendar, or certain subsets of it, may be exported in iCal format and added to Outlook. Once in Outlook, all standard Outlook calendar features such as search, reminders, forwarding, and integration with other Outlook and Office applications is possible.

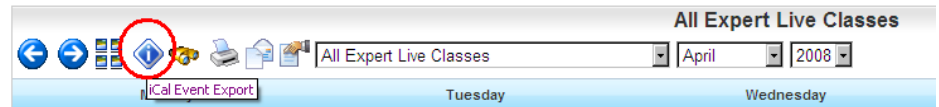
Prior to Exporting the calendar into Outlook: Your PC must have a program registered that is associated with an “ICS” filetype (known as an iCal file). You can check this by accessing Folder Options (from Windows Control Panel or in the menu of My Computer). From the Folder Options window, select the File Types tab and scroll to check if you have an entry for the “ICS” filetype. If the filetype is listed, it has a program registered to handle it.

If you do not have ICS files registered, go to <http://www.mhsoftware.com/bin/iCalConvert.msi> to download and install their iCal Conversion Program. Then continue to the next page for further instructions.

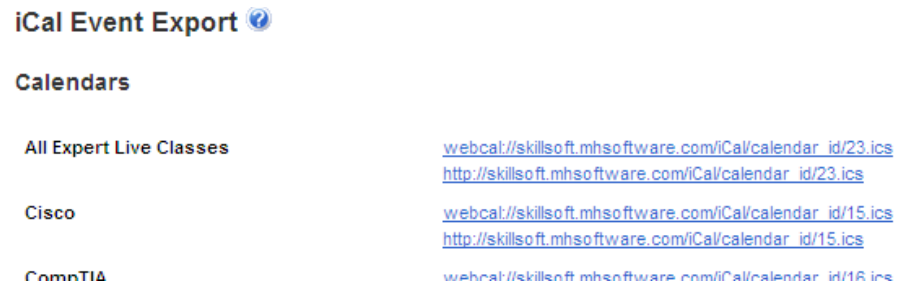
If you do have ICS files registered, proceed directly to the next page for further instructions.

Once you're sure your system can import iCal files (from prior slide), follow these steps to export calendar information from the calendar into your Outlook.

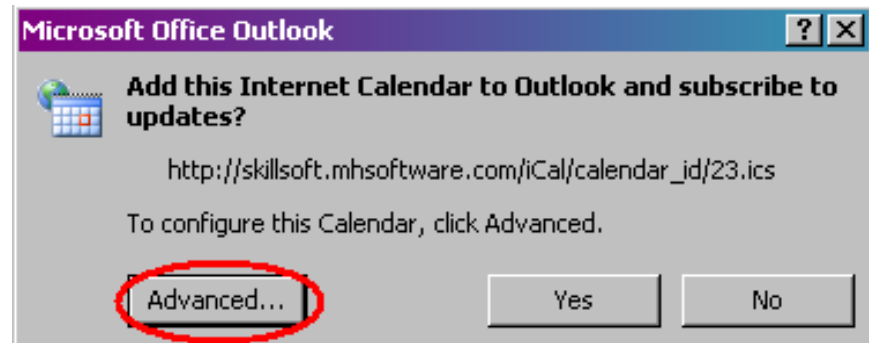
Step 1: Click the iCal event export button  in the upper-left hand navigation.



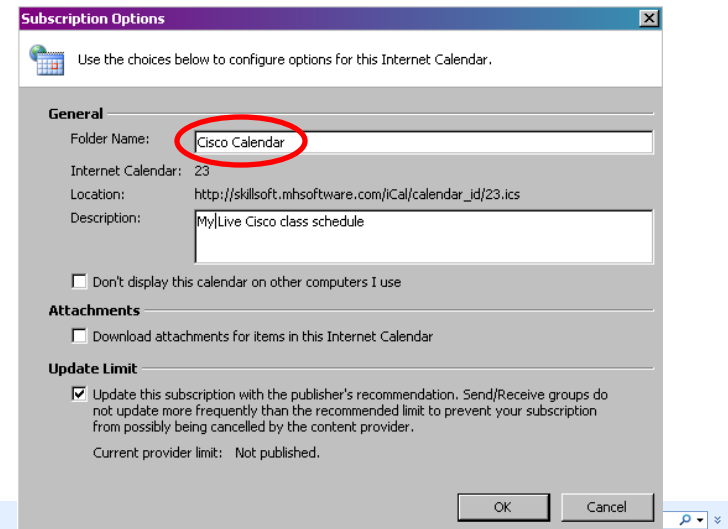
Step 2: Choose which calendar to be added to Outlook by clicking one of the “webcal” links provided.



Step 3: Click the “Advanced” button in the “Add to Outlook” dialogue box to configure your calendar.

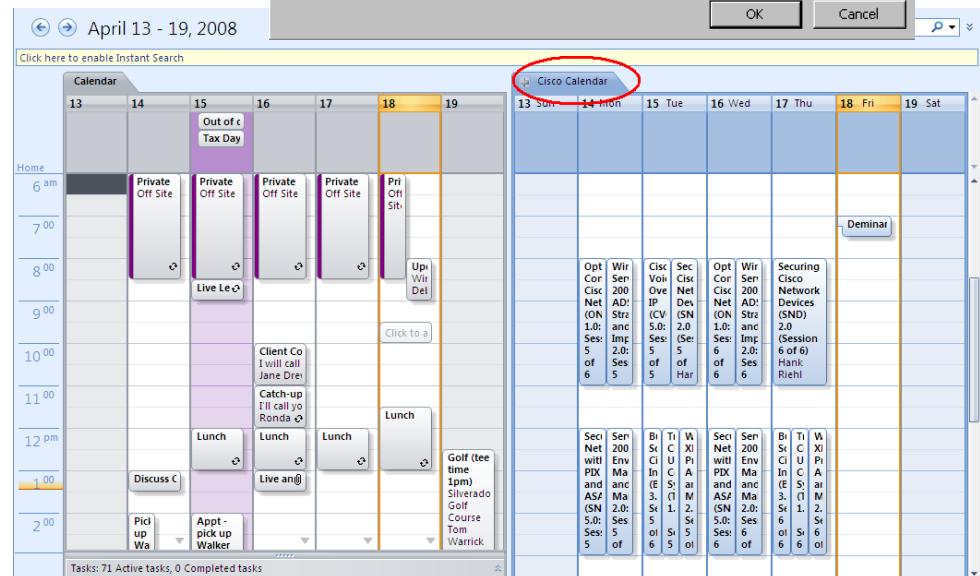


Step 4: Type a name for the exported calendar into the “Folder Name” field. Descriptive information about this calendar may also be typed into in the “Description” field. Click “OK” to save these changes, then click “Yes” in the “Add to Outlook” dialogue box.



The exported calendar will appear in Outlook on a calendar tab, with the name that was typed into the “Folder Name” field as described above.

The display will default to the view that is currently active in your Outlook Calendar.

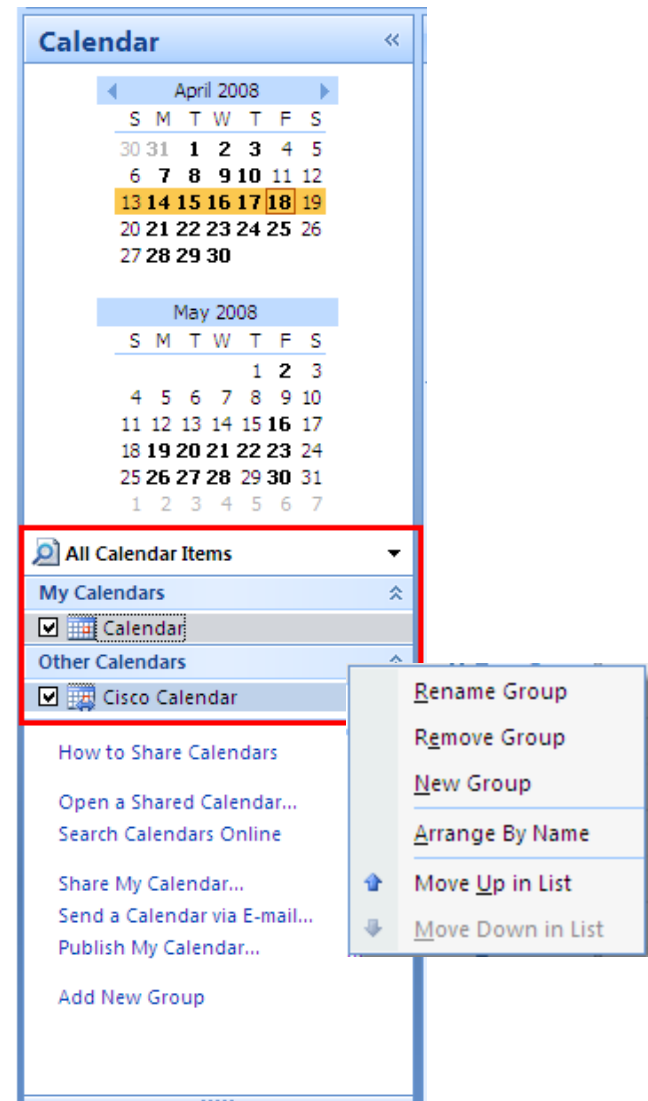


Step 5: The new calendar is listed in the Outlook Calendar navigation pane in a new group titled “Other Calendars”. When the box to the left of the calendar name is checked, the calendar is visible in the main calendar screen.

To display ONLY the calendar that’s just been imported into Outlook, un-check any other calendars listed in the navigation pane.

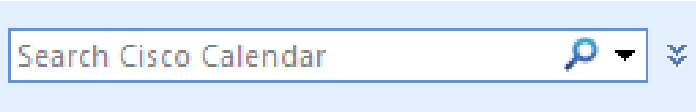
If preferred, the “Other Calendars” group may be renamed by right-clicking the group name and selecting “Rename Group” from the menu.

If your Exchange administrator has enabled the feature, you may also share this calendar, email the calendar, or publish it to a portal or web page. Check with your internal IT department to determine if you have this capability.

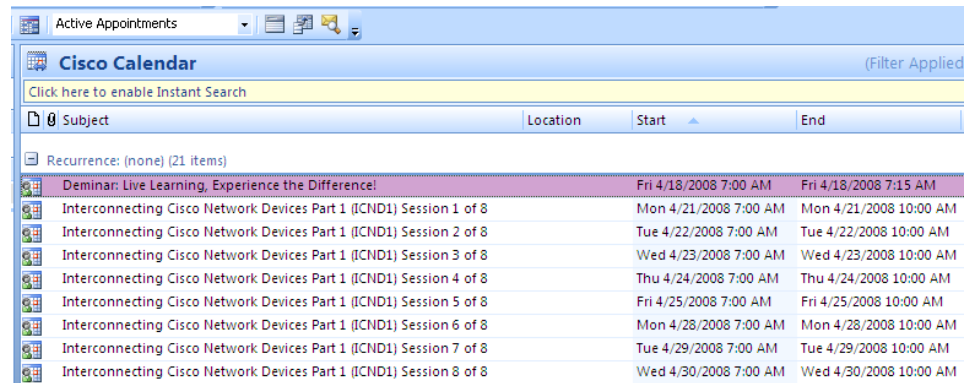


Once the calendar is in Outlook, all of the standard features of Outlook may be used to manipulate it:

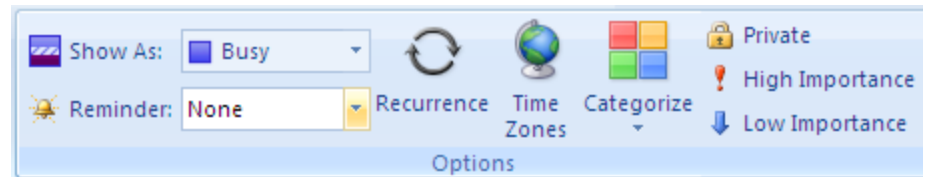
Search



View | Active Appointments provides a “list view of upcoming classes




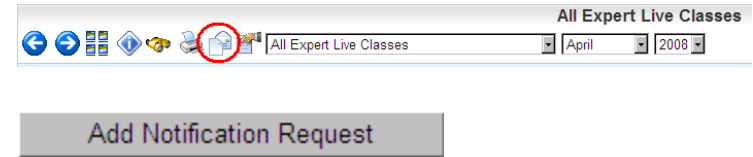
Set reminders
Categorize
Assign Priority



Any calendar item (class session) may also be **Assigned as a Task** so it appears on Outlook To-Do lists.

Notifications may be set directly from the online calendar if exports to Outlook are not possible.

Step 1: Click the notifications icon  in the top-left navigation to add an event reminder. Enter a valid email address to create an account. On the next screen click “Add Notification Request”.



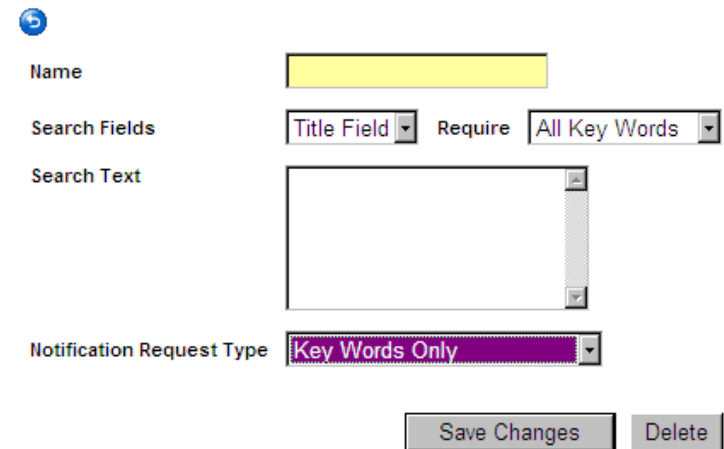
Step 2: Use this screen to create notification filters for added events. Using this screen, you can create a filter that is applied to all items created on the calendar, and if a new item matches a filter then you will receive an email notification about that new item. You can have as many filters as you would like. You can create two types of filters:

Key Words Only: This type of filter will look at every item that is added to any calendar, and if a keyword match is found you will receive a notification. If you don't specify any words to search, every item will match.

Key Words and Specific Set :

This type of filter will look at items that are added to the specified calendars. If any key words are specified, each item will be checked to see if it contains them. If no key words are specified, then any item added to the specified calendars will be a match.

Edit Notification Request



The screenshot shows the 'Edit Notification Request' form. It includes a blue back arrow icon, a yellow 'Name' field, 'Search Fields' set to 'Title Field', a 'Require' checkbox, and 'All Key Words' selected in the dropdown. The 'Search Text' field is empty. The 'Notification Request Type' is set to 'Key Words Only'. At the bottom right are 'Save Changes' and 'Delete' buttons.