

Embedding and Linking your Google Calendar to OU Campus:

- 1) Navigate to the page you wish to add the calendar to. In the main area (center) of the page, click the green “Edit Content Area” button. Once the text area has appeared, click the “Insert Snippet” button on the WYSIWYG toolbar.

The screenshot displays the OU Campus content management system interface. At the top, there is a navigation bar with the following items: **OU Campus**, [Dashboard](#), **Content**, [Reports](#), and [Add-Ons](#). Below this, a breadcrumb trail shows **Content** > [Pages](#) > [/department-06/](#). A secondary toolbar contains buttons for **Preview**, **Edit** (highlighted in red), **Properties**, **Versions**, a checkmark, a video icon, a lightbulb icon, and a green **Publish** button with a dropdown arrow and a help icon. Below the secondary toolbar is a rich text editor (WYSIWYG) with a standard toolbar including icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, and other text formatting options. The main content area shows a page titled **Department 6** with a search bar and navigation links for **Students**, **Faculty & Staff**, **Alumni**, and **Parents**. The page content includes the University of Tennessee Chattanooga logo and a photograph of a campus scene. At the bottom, there is a footer with contact information: **Department 6**, 666 University Center | Dept 666 | 615 McCallie Ave | Chattanooga, TN 37403 | (423) 425-6666.p | (423) 425-6660.f | [About UTC](#). The footer also includes a copyright notice: **Questions? © The University of Tennessee at Chattanooga. All rights reserved. EEO Statement. Privacy Statement.** and the text **A campus of the University of Tennessee System**.

- 2) Select “Video / Embedded Media” from the Category drop-down menu and select one of the choices, except “YouTube Gallery.” “Wide in blue frame with caption” will be used for this tutorial. Once selected, click the blue “Insert” button in the bottom right.

Choose Snippet

Video / Embedded Media

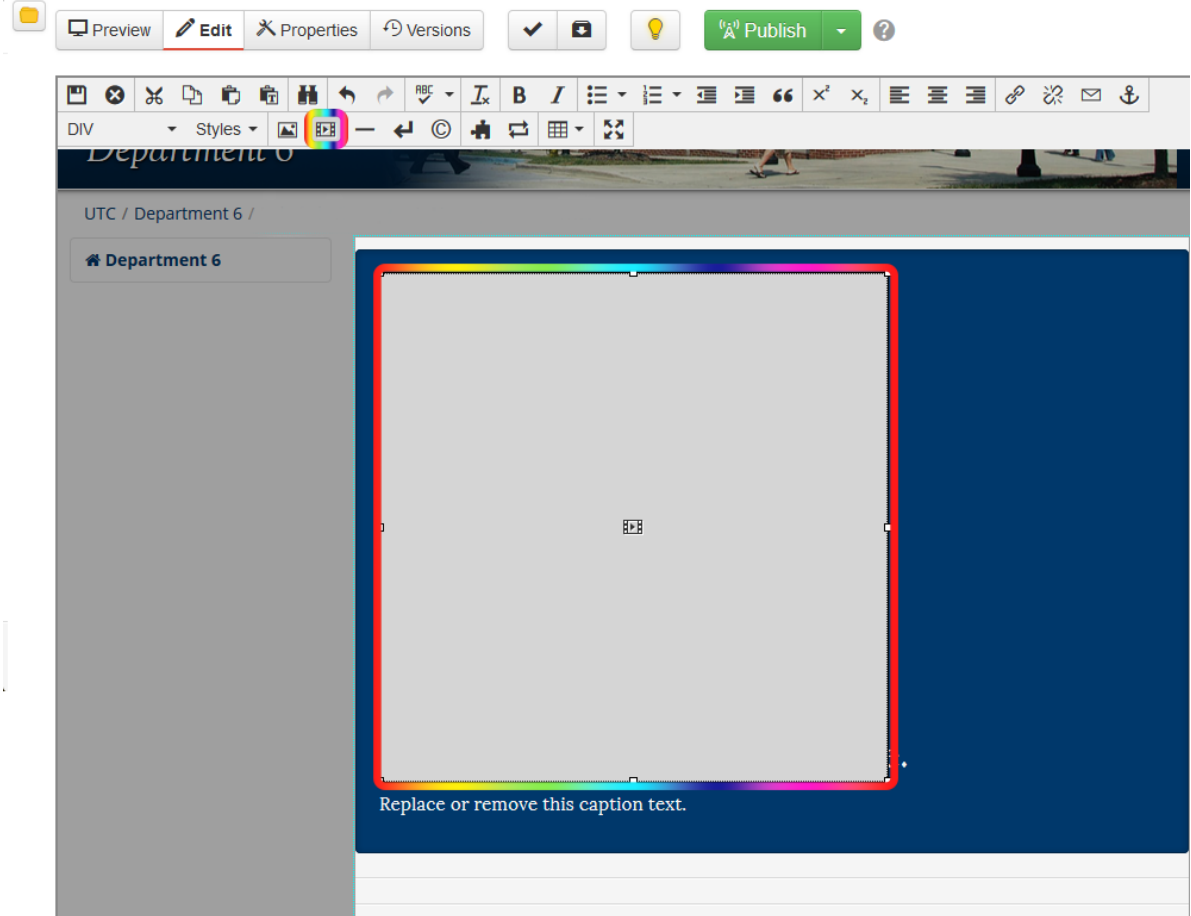
Filter by name

- Normal
- Normal in a blue frame with caption
- Wide / HD
- Wide in blue frame with caption
- YouTube Gallery

Select a snippet to preview it here.

Cancel Insert

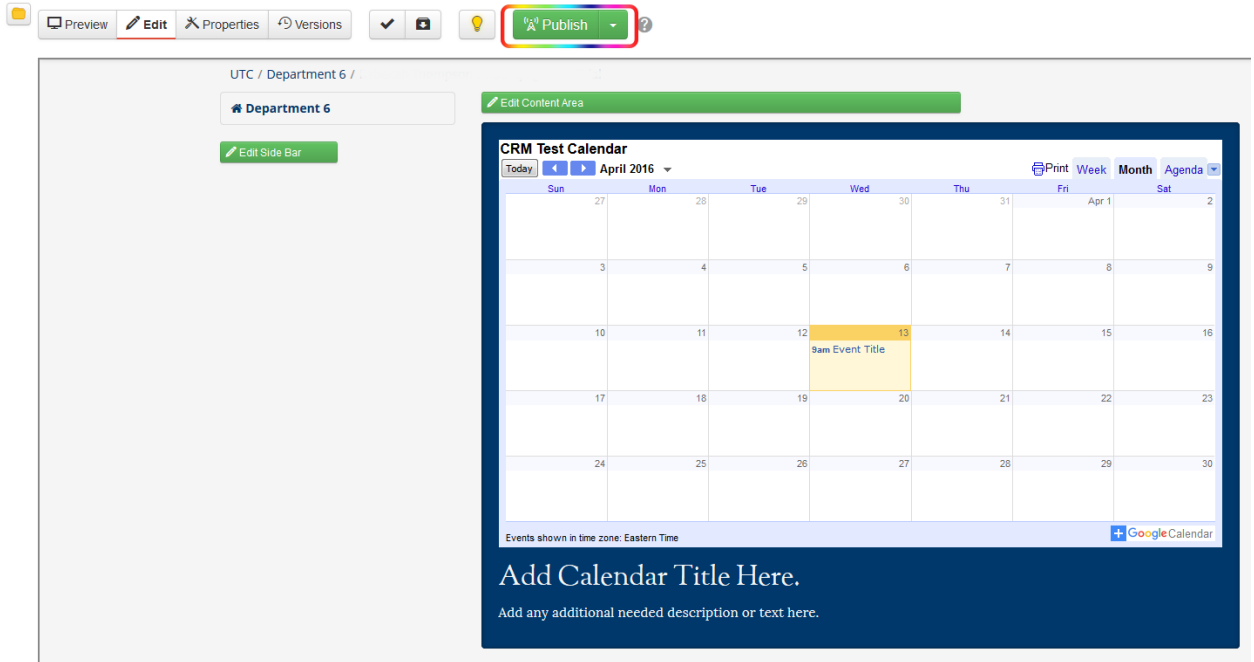
- 3) When the frame has appeared on the OU Campus screen, add a title and description to the calendar via the text in the frame if needed, then click the grey video box. (The one for this tutorial is in a blue frame.) Next click the “Insert/Edit Video” button in the WYSIWYG toolbar.



- 4) Click the "Embed Code" tab in the pop-up window, and paste the code copied from the Google Calendar you want to embed into the textbox. (For more information, look at the "Finding the Google Calendar Embed Code" in our tutorials section.) Click the blue "OK" button in the bottom right-hand corner of the window.



- 5) Click the Save button in the WYSIWYG toolbar to see a preview of your calendar. If you are happy with the results, click the green "Publish" button in the OU Campus toolbar.



The screenshot shows a web editor interface. At the top, there is a toolbar with buttons for Preview, Edit, Properties, Versions, a checkmark, a camera, a lightbulb, and a green 'Publish' button with a dropdown arrow. Below the toolbar, the main content area is titled 'Edit Content Area'. On the left side, there is a sidebar with 'Department 6' and 'Edit Side Bar' buttons. The main content area displays a calendar titled 'CRM Test Calendar' for April 2016. The calendar shows a grid of days from Sunday to Saturday. An event titled 'Sam Event Title' is scheduled for Wednesday, April 13th. The calendar includes navigation controls for 'Today', 'Previous', 'Next', and 'April 2016', along with options to 'Print', 'Week', 'Month', and 'Agenda'. At the bottom of the calendar, it states 'Events shown in time zone: Eastern Time' and includes a 'GoogleCalendar' logo. Below the calendar, there is a dark blue box with the text 'Add Calendar Title Here.' and 'Add any additional needed description or text here.'

*** Important ***

- 6) For students to be able to click the link from the description, you must let them know to click the event and click the “more details” button to receive the direct URL to the webpage or form.

CRM Test Calendar

Today April 2016

Print Week Month Agenda

Event Title

When Wed, April 13, 9am – 12pm

Description Please click “more details” in the pop-up window and follow the link to the registration form.

[Insert Form/Link URL]

[more details»](#) [copy to my calendar»](#)

9am Event Title

Events shown in time zone: Eastern Time

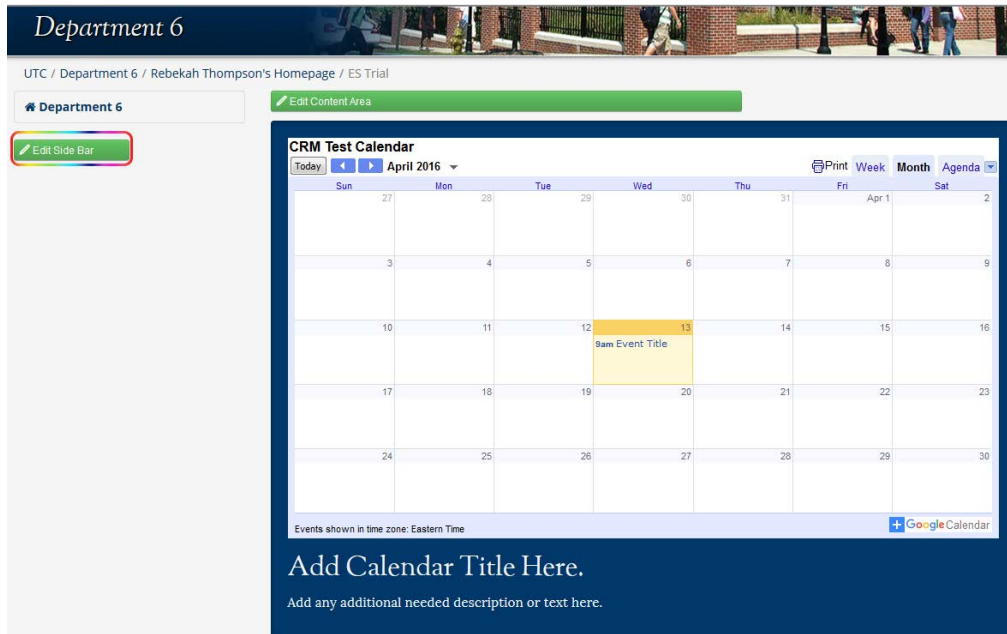
Google Calendar

Add Calendar Title Here.

Add any additional needed description or text here.

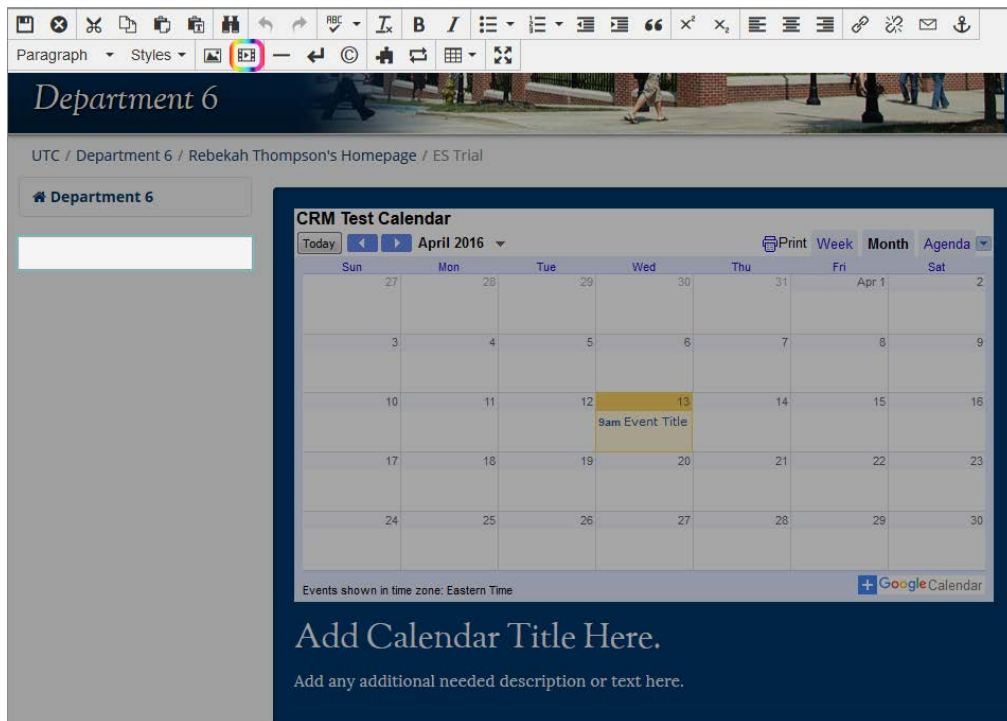
Embedding and Linking Google Calendars to OU Campus Sidebar:

- 1) On the page you wish to place the agenda. In the OU Campus editor, click the green “Edit Side Bar” on the page’s left or right side.



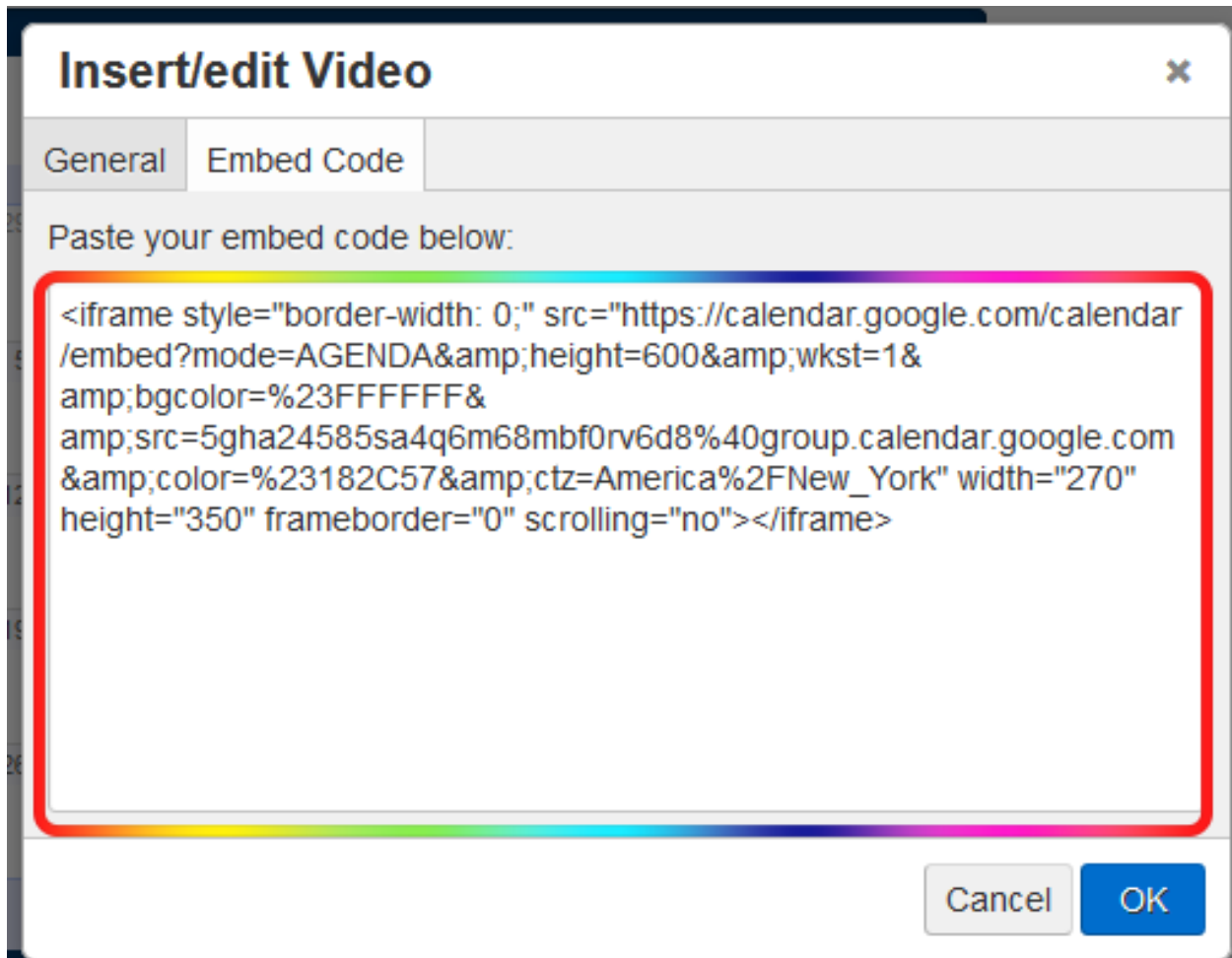
The screenshot shows the OU Campus editor interface. At the top, there is a header for "Department 6" and a navigation path: "UTC / Department 6 / Rebekah Thompson's Homepage / ES Trial". Below the header, there is a sidebar with a button labeled "Edit Side Bar" highlighted with a green border. The main content area displays a "CRM Test Calendar" for April 2016. The calendar shows a grid of dates from Sunday, April 27 to Saturday, April 30. An event titled "9am Event Title" is scheduled for Wednesday, April 29. Below the calendar, there is a text area with the placeholder text "Add Calendar Title Here." and "Add any additional needed description or text here."

- 2) Click the “Insert/Edit Video” button in the WYSIWYG toolbar.



The screenshot shows the OU Campus editor interface with the WYSIWYG toolbar visible at the top. The toolbar includes various editing tools, and the "Insert/Edit Video" button is highlighted with a red border. Below the toolbar, the same "Department 6" header and navigation path are visible. The sidebar now contains a white rectangular box. The main content area displays the same "CRM Test Calendar" for April 2016, showing the "9am Event Title" on Wednesday, April 29. Below the calendar, the text area contains the placeholder text "Add Calendar Title Here." and "Add any additional needed description or text here."

- 3) Click the "Embed Code" tab in the top toolbar, and paste the code for the agenda into the textbox. (For further information about which code to paste into the textbox, see the "Linking Calendars to OU Campus Sidebar" tutorial.
 - a. ** This tutorial uses a 270x350 dimension for the agenda.



- 4) Save the layout. If the preview is good, click the green "Publish" button at the top of the OU Campus screen.

The screenshot displays the OU Campus content management system interface. At the top, there is a navigation bar with links for Dashboard, Content, Reports, and Add-Ons. Below this, the current page path is shown as Content > Pages > /department-06/rebekah-thompson/es-trial.pcf. A toolbar contains buttons for Preview, Edit, Properties, Versions, and a highlighted Publish button. The main content area is titled 'Department 6' and shows the 'CRM Test Calendar' page. The calendar is in edit mode, with a side bar on the left showing event details for Wednesday, April 13, including a 9:00am event. The main calendar grid shows a month view for April 2016, with a yellow highlight on the 13th. Below the calendar, there is a placeholder text: 'Add Calendar Title Here. Add any additional needed description or text here.'