HKU Event Calendar

User Guide

(Version 1.1)

Information Technology Services
The University of Hong Kong

Jan 2021
## Document Revision History

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</thead>
<tbody>
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Introduction

Information Technology Service (ITS) provides an internet calendar for all staff and student to subscribe and display events in their own calendar application. They can also enquire through HKU Event calendar web query.

The HKU Event Calendar supports internet calendar events at 3 levels,

1. University-wide events
   These include admission talk, career talk, conference, exhibition, university holiday, salary pay day, etc.

2. Faculty or department events
   These are events published by authorized faculty or department event publishers to specific user(s) or group(s)’s internet calendar, for example, staff/student of faculty/department, year-1 students.

3. Personal events
   These are lecture timetable, tutorial timetable and examination timetable for students, as well as RPg progress report submission due date for students and their supervisors. It also includes the department approval desk and registered HKU Event Management System (HKUEMS) events.
1. Department Administrator Guide

1.1 Getting Started

To administer your faculty or department events and publish them to the desired group of students or staff, please login HKU portal and go to My Page > Manager Self Service > IT Services > HKU Event Calendar

1.2 Workflow Diagram

![Workflow Diagram]

An email notification will be sent to all dept admin with the event information

1.3 Create Event

![HKU Event Calendar]

Select at the top-left hand corner.

The left menu would be shown as below:
Select **Create New Event** on the left menu. The page of “Create New Event” would be shown as below:

<table>
<thead>
<tr>
<th>1</th>
<th>Event Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Event Type</td>
</tr>
<tr>
<td>3</td>
<td>Event Category</td>
</tr>
<tr>
<td>4</td>
<td>Event Details</td>
</tr>
<tr>
<td>5</td>
<td>Event Location</td>
</tr>
<tr>
<td>6</td>
<td>Start Date/Time</td>
</tr>
<tr>
<td>7</td>
<td>End Date/Time</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

- 1. The event title is required to input for New Event.
- 2. The event type is required to select for New Event.
- 3. The event category is required to select for New Event, which is dependent to event type.
- 4. The event detail is optional.

The event schedule supports input of multiple entries.

- 5. The event location is optional.
- 6. Start date/time is required to input.
- 7. End date/time must be later than start date/time.
- 8. If the check box is checked, it represents it is all-day event.

**Whole day event**

- 9. If the icon is clicked, it repeats the target event schedule to next 7 days.

**Repeat this event schedule to next 7 days**

Here is the example.

<table>
<thead>
<tr>
<th>Event Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Location</td>
</tr>
<tr>
<td>1 Event Location</td>
</tr>
<tr>
<td>2 Event Location</td>
</tr>
</tbody>
</table>

- 10. If the new row is added, it appears the remove icon at the end.
- 11. If the icon is clicked, the new row will be added.
- 12. The event URL is optional.

12. **Choose File** | No file chosen

Page 6
13. Click save button to save the draft.

14. Click save and go to next page button to go to target user group page.
The page of “Target user group of staff and students” is shown as below:

1. Administrators can select the target user group for Staff.
2. Choose All staff or select multiple departments.

A list of departments is available for selection; one or more departments can be selected by clicking the icon 🔄.
3. Administrators can select the target user group for Student.

For Student, they are differentiated by All Students, Undergraduate Students, Taught Postgraduate Students and Research Postgraduate Students. Also it can select the list of courses enrolled by students.

4. Select all students (UG, TPG and RPG).
5. Select Undergraduate (UG) students.
6. Select All UG students
7. Select multiple curriculums for UG students.

A list of curricula is available for selection; one or more curricula can be selected by clicking the icon.

If you want to remove added rows, please click the icon.
8. Select Year Level for UG students.

Year level

- All  1  2  3  4  5  6  7

9. Select Taught Postgraduate (TPG) students
10. Select All TPG students.
11. Select multiple curriculums for TPG students.

List of curriculums

A list of curricula is available for selection; one or more curricula can be selected by clicking the icon.

If you want to remove added rows, please click the icon.

12. Select Year Level for TPG students.

Year level

- All  1  2  3  4  5  6  7

13. Select Research Postgraduate (RPG) students.
14. Select MPhil, PhD or SJD.

- MPhil  PhD  SJD

15. Select multiple departments for RPG students.

List of departments

A list of departments is available for selection; one or more departments can be selected by clicking the icon.
16. Select multiple courses enrolled by students.

- List of courses enrolled by students
  - Engineering - All courses

A list of courses is available for selection, select one or multiple courses by clicking the icon †. If you want to remove added rows, please click the icon ‧.

17. Click the back button ‣ to go previous page.
18. Click the reset button † to clear all the input data.
19. Click save button SAVE to save the draft.
20. Click save and go to next page button SAVE AND GO TO NEXT PAGE to go to preview page.
21. The new event ID is shown.

*Remarks:* The target user group for student is dependent the role security of Central Admin, Faculty Admin and Department Admin. The list of department and courses for selection are dependent on the user security. All administrators would not be able to select the data beyond their security limit.

The above target user group is based on the role security of Central Admin.
The Preview is shown as below:

1. This table shows the event information.
2. This table shows the event schedule.
3. This table shows the target user group.
4. Click back button to go back the previous page.
5. If administrators are approvers, the Publish Event button will be shown, which means they can submit and approve the event simultaneously.
   If administrators are submitters only, the Submit Event button will be shown, indicating that the event needs approval.

When Publish Event button is clicked, the page will redirect to Event List page and the status will be ‘Published’.
When Submit Event button is clicked, the page will redirect to Event List page and the status will be ‘Pending Approval to Publish’.
If administrators leave the Create New Event page without clicking Publish or Submit Event button, the status will be ‘Saved’.
1.4 Event List

For submitters, you can view your submitted events and their status.

For approvers, you can view your department’s submitted events and their status.

Select at the top-left hand corner.

The left menu would be shown as below:

Select on the left menu. The page of “Event List” would be shown as below:

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Event Type</th>
<th>Event Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000008</td>
<td>China Studies Field Trip: Harbin and Heihe, Heilongjiang Province</td>
<td>University-wide events</td>
<td>Field Trip</td>
<td>Saved</td>
</tr>
<tr>
<td>10000006</td>
<td>Statistical Learning for Personalized Wealth Management</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Pending Approval to Publish</td>
</tr>
<tr>
<td>10000005</td>
<td>JUPAS Information Week</td>
<td>University-wide events</td>
<td>Admission Talk</td>
<td>Published</td>
</tr>
</tbody>
</table>
There are 7 different statuses in the system.

<table>
<thead>
<tr>
<th>Status</th>
<th>Meaning</th>
<th>Action</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published</td>
<td>The event is already published</td>
<td>To remove the event</td>
<td>The target user can view the published event in their calendar. For published event, administrators can remove them.</td>
</tr>
<tr>
<td>Pending Approval to Publish</td>
<td>The event is pending for approval of publishing</td>
<td>To approve and publish the event OR To reject publishing the event</td>
<td>If the event is approved, the target user can view the event in their calendar. If the event is rejected, the target user cannot view the event in their calendar.</td>
</tr>
<tr>
<td>Reject to Publish</td>
<td>The event has been rejected to publish and cancelled</td>
<td>None</td>
<td>The target user cannot view the event in their calendar.</td>
</tr>
<tr>
<td>Removed</td>
<td>The event is removed</td>
<td>None</td>
<td>The target user cannot view the event in their calendar.</td>
</tr>
<tr>
<td>Reject to Remove</td>
<td>The event has been rejected to remove</td>
<td>None</td>
<td>The target user can still view the event in their calendar.</td>
</tr>
<tr>
<td>Pending Approval to Remove</td>
<td>The event is pending for approval of removal</td>
<td>To approve to remove the event OR To reject removing the event</td>
<td>If the event is approved, the target user cannot view the event in their calendar. If the event is rejected, the target user can view the event in their calendar.</td>
</tr>
<tr>
<td>Saved</td>
<td>The event is saved as draft</td>
<td>To modify the event</td>
<td>The target user cannot view the event in their calendar.</td>
</tr>
</tbody>
</table>

How many records would be shown in event list?

It depends on administrators’ role security. If an administrator is a submitter only, he or she only sees its own record. There is no User column.

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Event Type</th>
<th>Event Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000007</td>
<td>Bargaining and Time Preferences: An Experimental Study</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Saved</td>
</tr>
<tr>
<td>10000006</td>
<td>Statistical Learning for Personalized Wealth Management</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Pending Approval to Publish</td>
</tr>
<tr>
<td>10000005</td>
<td>JUPAS Information Week</td>
<td>University-wide events</td>
<td>Admission Talk</td>
<td>Published</td>
</tr>
</tbody>
</table>

If an administrator is an approver, he or she can see all the records of the department. There is User column.
When an administrator click the row of event, it will redirect to event list details.

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Event Type</th>
<th>Event Category</th>
<th>Status</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000007</td>
<td>Bargaining and Time Preferences: An Experimental Study</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Saved</td>
<td>Kwan Chung Man Ban</td>
</tr>
<tr>
<td>10000006</td>
<td>Statistical Learning for Personalized Wealth Management</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Pending Approval to Publish</td>
<td>Kwan Chung Man Ban</td>
</tr>
<tr>
<td>10000005</td>
<td>JURAS Information Week</td>
<td>University-wide events</td>
<td>Admission Talk</td>
<td>Published</td>
<td>Kwan Chung Man Ban</td>
</tr>
<tr>
<td>10000004</td>
<td>Exhibition 2019</td>
<td>Faculty/Department events</td>
<td>Exhibition</td>
<td>Published</td>
<td>Leung Gary Wing Tong</td>
</tr>
<tr>
<td>10000003</td>
<td>ITS Exhibition 2019</td>
<td>Faculty/Department events</td>
<td>Exhibition</td>
<td>Published</td>
<td>Leung Gary Wing Tong</td>
</tr>
<tr>
<td>10000002</td>
<td>ITS Conference 2019</td>
<td>Faculty/Department events</td>
<td>Conference</td>
<td>Published</td>
<td>Leung Gary Wing Tong</td>
</tr>
<tr>
<td>10000001</td>
<td>ITS Conference 2019</td>
<td>Faculty/Department events</td>
<td>Conference</td>
<td>Published</td>
<td>Leung Gary Wing Tong</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Event Type</th>
<th>Event Category</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000007</td>
<td>Bargaining and Time Preferences: An Experimental Study</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Saved</td>
</tr>
<tr>
<td>10000006</td>
<td>Statistical Learning for Personalized Wealth Management</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Pending Approval to Publish</td>
</tr>
<tr>
<td>10000005</td>
<td>JURAS Information Week</td>
<td>University-wide events</td>
<td>Admission Talk</td>
<td>Published</td>
</tr>
</tbody>
</table>
The Event List Details is as below:

1. This table shows the event information.
2. This table shows the event schedule.
3. This table shows the target user group.
4. The event picture would be shown in this area.
5. Click back button to go back the previous page.
6. If administrators are submitters only, the Submit to Remove Event button will be shown, which means the event is needed to be approved.
   If administrators are approvers only, the Remove Event button will be shown, which means they can submit and remove the event together.

When Remove Event button is clicked, the page will redirect to Event List page and the status will be Removed.
When Submit to Remove button is clicked, the page will redirect to Event List page and the status will be Pending Approval to Remove.
1.5 Pending Approval

Only Approvers view the Pending Approval.

Select "" at the top-left hand corner. The left menu would be shown as below:

Select "Pending Approval" on the left menu. The page of “Pending Approval” would be shown as below:

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Event Title</th>
<th>Event Type</th>
<th>Event Category</th>
<th>Status</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>10000006</td>
<td>Statistical Learning for Personalized Wealth Management</td>
<td>University-wide events</td>
<td>Conference</td>
<td>Pending Approval to Publish</td>
<td>Kwan Chung Man Ban</td>
</tr>
</tbody>
</table>

When an administrator click the row of event, it will redirect to event list details.
This table shows the event information.

This table shows the event schedule.

This table shows the target user group.

The event picture would be shown in this area.

An administrator can input the reject reason.

Click back button to go back the previous page.

If Approve to Publish Event is clicked, the event will be published.

If Reject to Publish Event is clicked, the event will be rejected.
2. Staff and Student User Guide

2.1 Getting Started

Interested staff can enquire on relevant HKU events or select interested events for subscription to their own calendar application via the HKU Portal. Please login HKU portal and go to My Page > Campus Information Services > Central IT Services > HKU Event Calendar.

For students, please login in HKU portal and go to My Page > SIS Menu > Self Services > HKU Event Calendar.

2.2 Staff and Student HKU Event web enquiry

1. Select your event criteria
2. Default is today’s event. You can select another date.
3. Default is day calendar. You can show your calendar by week or by month.
If you do not select “Admission Talk”, the event would be crossed.

4. Reset your event criteria.
5. Save and update your event criteria
6. Mouseover the event, the event details will be shown.
JUPAS Information Week
Date: 14/05/19 - 20/05/19
Time: Full Day
Venue:

For JUPAS Applicants
May 14-20, 2019
INFORMATION WEEK
Admissions Talk, Student Sharing,
Campus Tour, Lab Visit, and more at HKU

Detail: On May 14 - 20, JUPAS Information Week targeting 2019 JUPAS applicants will be held at HKU campus. The information week aims to provide JUPAS candidates the latest admissions and interview requirements as well as essential information on HKU faculties and programmes. The Week will cover the following topics: Latest programme admissions updates, Programme structure and career prospect, Interviews requirements and tips, Student experience sharings, Facilities tours, Lab visits, etc. Take this chance to get the most updated JUPAS admissions information and programmes at HKU.
2.2.1 Department Approval Desk

Department Approval Desk is a daily event to display pending approval of functions of the staff on central administrations systems. This facilitates the staff daily works by providing a single place, to view the list of pending approvals. Also, it allows the staff to direct access the corresponding systems to do the approval.

When Mouseover the event, the list of pending approvals will be shown. By clicking the function’s name, you can enter the corresponding function to do the approval. You can view the list of functions of central administration systems included in this event by clicking the link “list of system included”.
2.2.2 Registered HKUEMS Events
When the staff registered the event in the HKU Event Management System (HKUEMS), the HKU event Calendar will display this event.

When Mouseover the event, the event details will be shown. Clicking the link in the detail to go to the event page in HKUEMS to view the detail of the event.
2.3 Subscription Setting

You may choose to subscribe selected events to be synchronized to your choice of calendar app.

Select the events you would like to synchronize and save your option by clicking the UPDATE button in “My Calendar” page.

Select at the top-left hand corner.

The left menu would be shown as below:

Select on the left menu. The page of “Subscription Setting” would be shown as below:
1. Enable Internet Calendar; otherwise, the calendar would not be displayed in your device.
2. Specify the period of time that calendar events will be synchronized.
3. Copy the subscription URL and then paste the URL to your device.
4. Save the subscription Setting.
For Outlook Subscription Setup

Go to Account Setting and select the tab of Internet Calendars.

Press New button and then Enter the URL copied from subscription setting.

Afterwards, go to Send/Receive Groups to set the auto-update frequency.
If you would like to merge HKU event calendar to your calendar, you can follow the below instructions to merge. You only need to perform once and merging in outlook will be effective from then onwards.

1. Select the 2 calendars in the left bottom menu.
2. Click the left arrow of HKU Calendar then the 2 calendars will be merged in outlook.
For Google Calendar Subscription Setup

Go to Google Calendar and add New calendar.

Enter the URL copied from subscription setting.

The change of update frequency is not supported in Google Calendar. It updates every few hours.

For iPhone/iPad Calendar

For iOS device, it can configure the update frequency.

- End -