Creating an Office Hours and Class Schedule Public Calendar in UCS

This handout illustrates how to add your office hours and class schedule to your default calendar in UCS. If you use Outlook for email, these appointments will also be added to your primary calendar in Outlook when synching occurs (just as your email operations synch between these two tools). The advantage of using this electronic calendar for your office hours and course schedule is that it can be configured to be readily accessible to students, faculty and staff through the directory on our campus website.

Accessing the Calendar in UCS

- Login to UCS at http://ucs.psu.edu
- Click the ‘Calendar’ tab at the top
- Place a check next to the main calendar on the left side list of calendars to select that calendar for viewing or editing

Note on Privacy

Since your default UCS calendar will be public, you may want to set your default appointment visibility to private. This means you will need to change the setting to public for those items that need to be visible (i.e. office hours and class schedules). To set your default appointment visibility to private:

- Login to UCS and click the ‘Preferences’ tab.
- Click ‘Calendar’ on the left menu, and change the setting:

Alternatively, you can leave your default visibility as public, and change it to private as needed.

Adding an Event to the Calendar

- Double-click on a day and time to create an event.
- The ‘QuickAdd Appointment’ box opens.
- Enter a subject, location, start and end time.
- Set a reminder time (or choose no reminder).
- Check the ‘Mark as’ field to ensure that the appointment visibility is correct (public or private).
- Click OK.

Setting up a Repeating Event

Follow the steps above to add an event, but prior to clicking OK, do the following:

- Click ‘More Details’ to set a repeat pattern.
- On the right side of the window that opens select a repeat pattern and then click ‘Customize’.
- Set the repeat pattern and ending date (end of semester)

For example, the settings here would place an event on the calendar every Monday, Wednesday, and Friday until December 16.

- Click OK when finished.

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**Linking the Calendar to your Penn State New Kensington Directory Entry**

- Right-click the calendar on the left side menu and then click ‘Share Calendar’

- Select ‘Public’ and note that you now have the link URL for viewing your calendar at the bottom.

- Copy this URL, then click OK

- Open a browser and go to [http://tinyurl.com](http://tinyurl.com). This site allows you to paste your calendar’s viewing URL and make a ‘tiny’ version.

- Last step! Go to [https://www.work.psu.edu](https://www.work.psu.edu) and log in. Select “Add/Change Other Directory Information” and enter your calendar’s tiny URL into the Office Hours field.

  Within a day or two you should see this link appear in your Directory information on the campus website.

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Questions? Contact Deborah Sillman ([dys100@psu.edu](mailto:dys100@psu.edu))

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