List Managers

List Managers

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Create a List

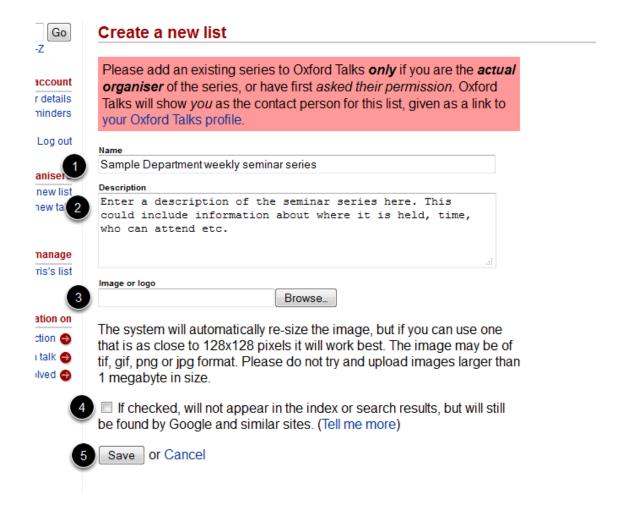
Lists are a series of talks. All talks must belong to at least one list. You need to be logged on to create a list.

Create a new list



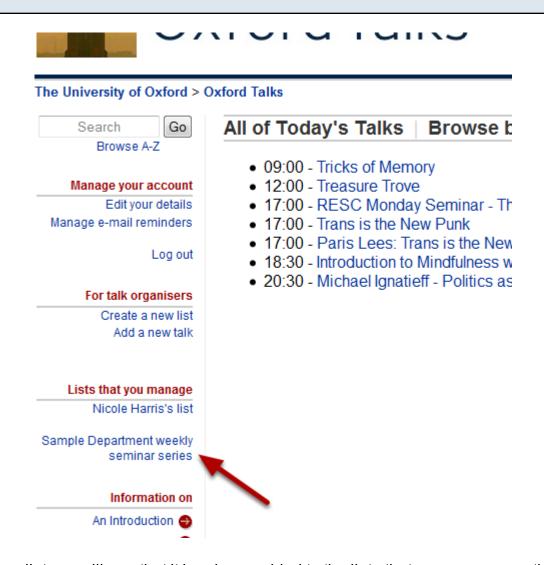
Click on the Create a new list link.

Enter list details



Add details of your new list:

- 1. Name. Ensure that this name hasn't already been taken by searching or browsing the lists.
- 2. Details of the list eg subject area, who can attend, time, venue.
- You can upload an image such as a logo. Images can't be deleted only replaced with another image.
- 4. Click in the check box if you don't want your list to be included in the Oxford Talks search results and browsable lists. The list can still be found by search engines such as Google. If your list has to remain private don't add it to Oxford Talks.
- 5. Remember to save your list.

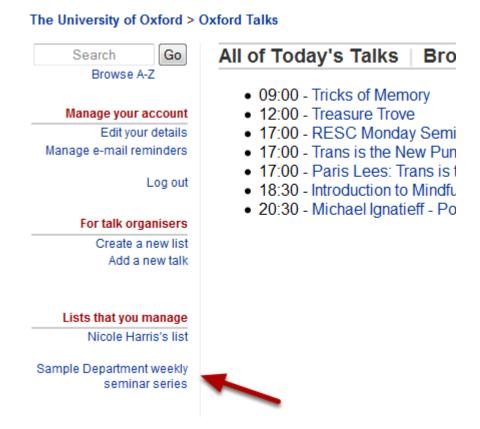


After saving your list you will see that it has been added to the lists that you manage on the left hand side of the screen.

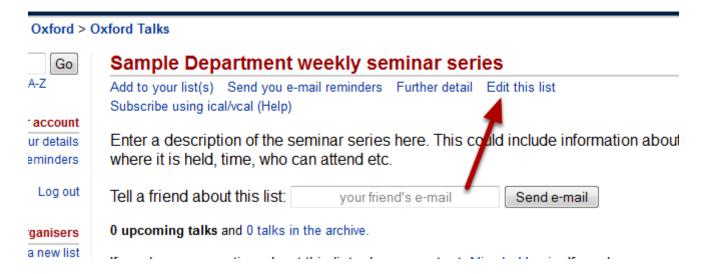
Delete a List

You can delete a list that you manage. If you have created talks for this list these will be deleted when you delete the list. If you have added talks to this list that are part of another list they will not be deleted. You need to login to delete a list.

Go to your list

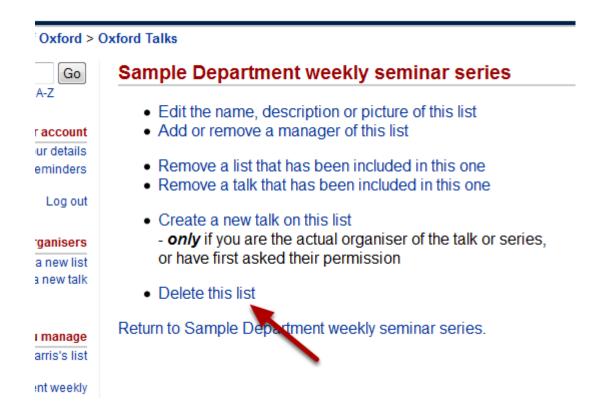


Select the list that you would like to delete from the lists that you manage listed on the left hand side of the screen.



Click on Edit this list.

Delete

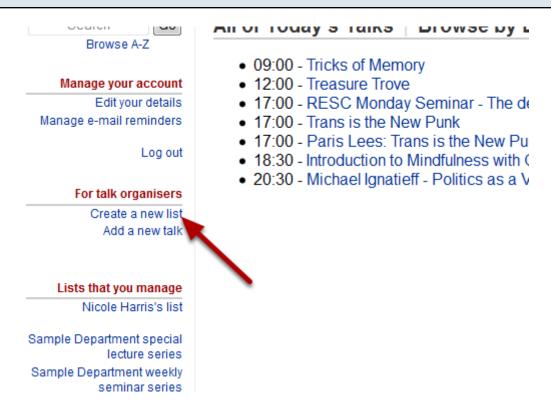


Click on Delete this list.

Group Lists Together

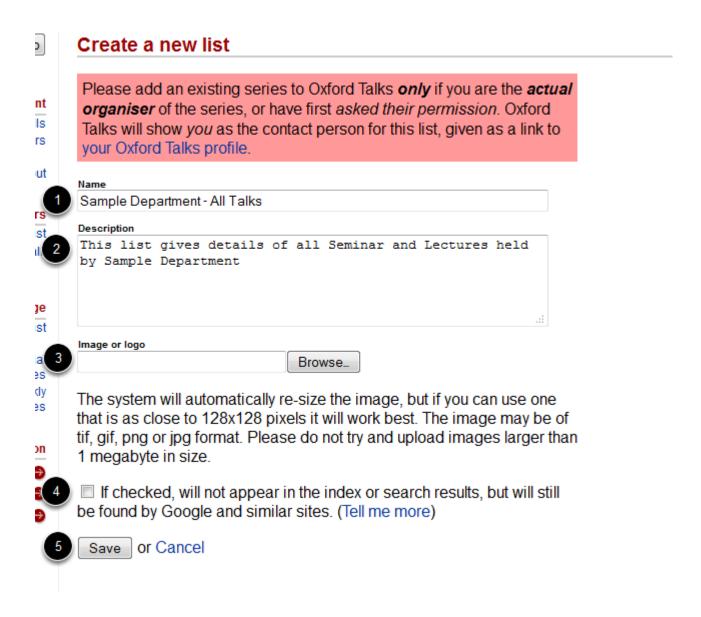
You can group lists together. For example, if you have two lists - one of seminars and one of lectures but would also like a single list of seminars and lectures you can group the two lists together. You need to be logged in to do this.

Create a new list



To group lists together you need to create a new list. You will then add the lists you would like to group together to this list.

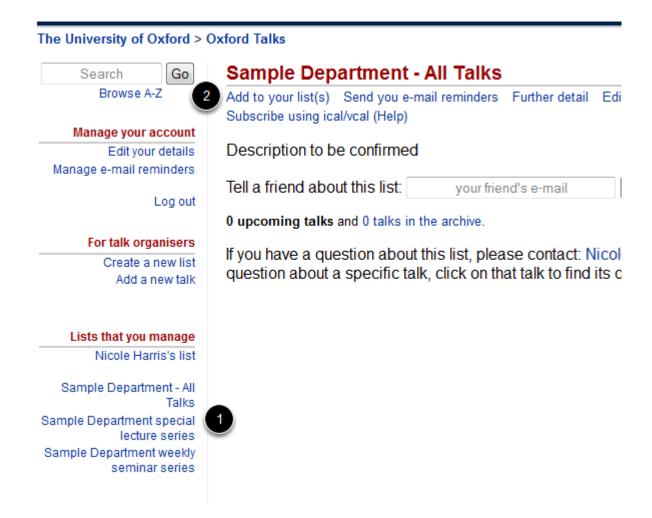
Click on Create a new list.



Add details of your new list:

- 1. Name. Ensure that this name hasn't already been taken by searching or browsing the lists.
- 2. Details of the list eg subject area, who can attend, time, venue.
- 3. You can upload an image such as a logo. You can't delete an image; only replace it with another one.
- 4. Click in the check box if you don't want your list to be included in the Oxford Talks search results and browsable lists. The list can still be found by search engines such as Google. If your list has to remain private don't add it to Oxford Talks.
- 5. Remember to save your list.

Find lists you want to group together



Once you have created your new list find the lists that you would like to add to this list. You can find a list either by going to either:

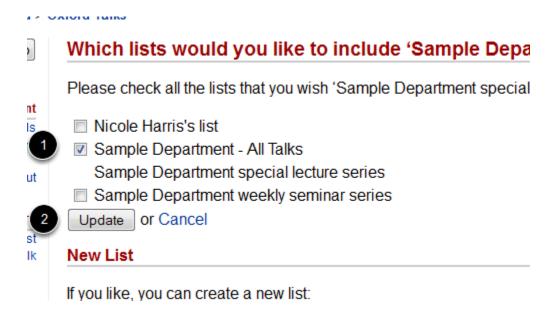
- 1. lists that you manage listed on the left hand side of the screen, or:
- 2. searching or browsing for the list (if the list hasn't been made public you won't be able to find it this way).

Add your list(s)



Once you have found the list you would like to add to your new list, open it and select the Add to your list(s) link.

Select list to add to

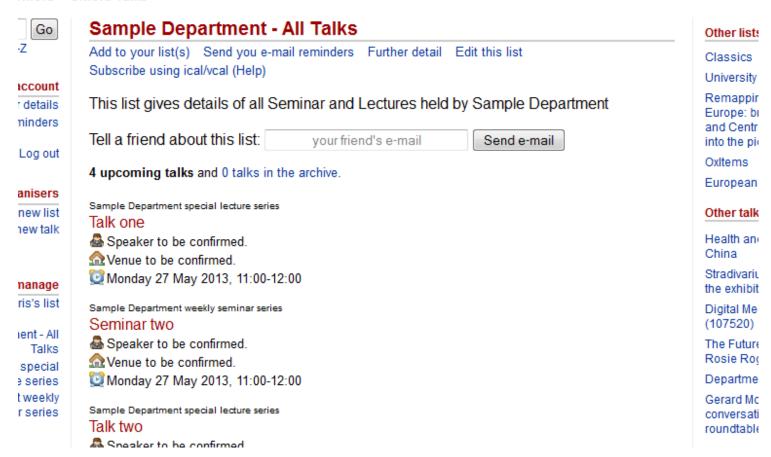


- 1. Click in the check box of the list you would like to add the list to (in this case the new list just created).
- 2. Click on Update.

Repeat this process for each list you would like to add to your new list.

Your new list

)xford > Oxford Talks



You can now see that you have a list that contains all the talks in the lists that you added to this list.

Create a Talk

Atalk needs to belong to a list. If you don't already manage a list to add your talk to you will need to create a new list before you create your talk. See the Create a List guide for details on how to do this. Only member of the University of Oxford can create talks. You need to be logged in to create talks.

Add a new talk



Click on Add a new talk on the left hand side of the screen.

of Oxford > Oxford Talks



e A-Z

our account your details I reminders

Log out

organisers

te a new list d a new talk

ou manage

Harris's list

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Which list would you like to add a talk to?

Please add an existing talk to Oxford Talks only if you are the actual organiser of the talk or series, or have first asked their permission.

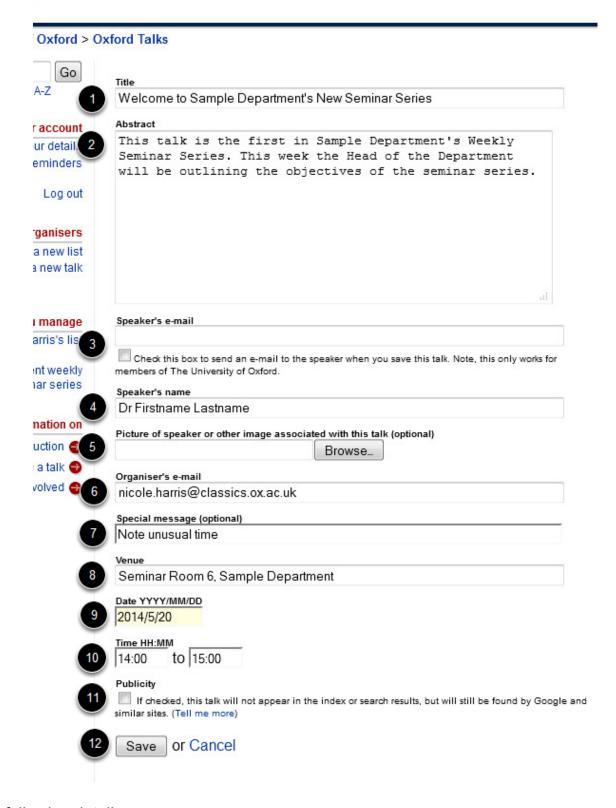
Each talk can be part of many lists, but it needs one as its main 'home'. This is usually a list that represents its series.

- Nicole Harris's list
- Sample Department weekly seminar series
- Type the title of a new list here Create

If you want to practice adding a talk to a series that fewer people see, you can add it to Nicole Harris's list.

Please note that although your personal list will not appear in the index or search results, it will still be found by Google and similar sites. (Tell me more)

Select the list that you would list to add your talk to.



Add the following details:

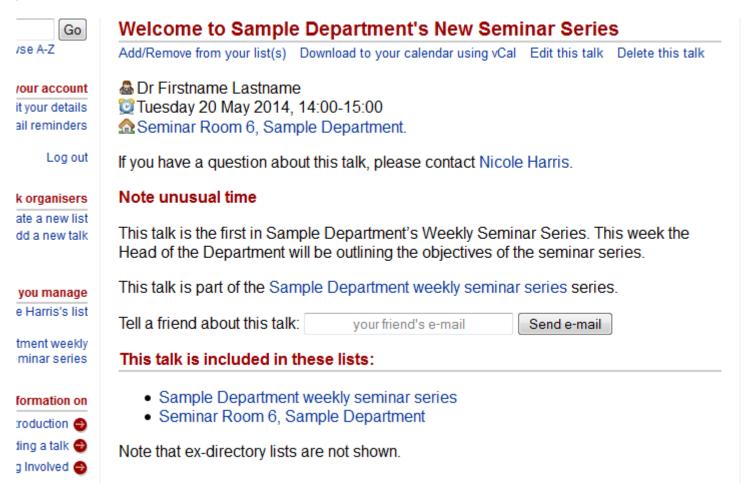
- 1. Title of the talk.
- 2. Information about the talk eg. content, who can attend, whether it is part of a series, information

about the venue.

- 3. The speaker's e-mail address (optional). If you check the box under the email address box the speaker will be sent an e-mail explaning how they can edit the talk.
- 4. Name of the speaker.
- 5. You can upload an image of the speaker or another suitable image such as a logo (optional). For the best result use an image sized at 128pixels x 128pixels. You can't delete an image; only replace it with another image.
- 6. E-mail of the organiser. By default this will be your e-mail address you can change this to a different address.
- 7. Any special arrangements/information. Eg. if the talk is part of a series taking place at the same time each week apart from this talk you can flag that up.
- 8. The venue. Alist of venues will appear as you start typing the name of your venue. You can either select one of these or finish typing new venue details.
- 9. Date.
- 10. Time.
- 11. Check that the Publicity box isn't ticked if you would like your talk to be included in the Oxford Talks search results and the browsable lists. Your talk won't be included in the Oxford Talks list if this box is ticked but can still be found by search engines such as Google. If your talk has to remain private don't add it to Oxford Talks.
- 12. Remember to save the talk.

Talk details

of Oxford > Oxford Talks

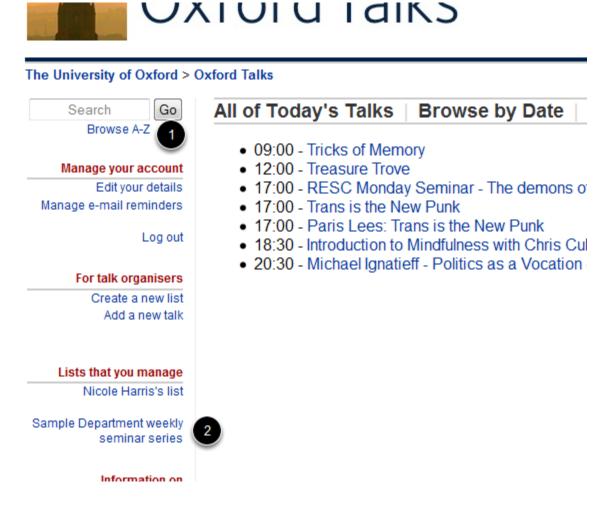


After saving your talk you will be taken to a page with details of your talk. This is the information that people looking at your talk will see.

Edit a Talk

This shows you how to edit a talk. You can only edit talks that you manage. You need to be logged in to edit talks.

Find the talk

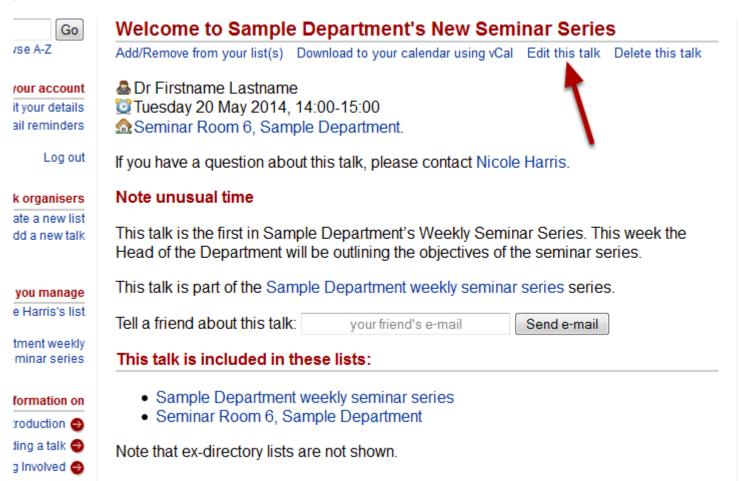


Find the talk you would like to edit. You can do this either:

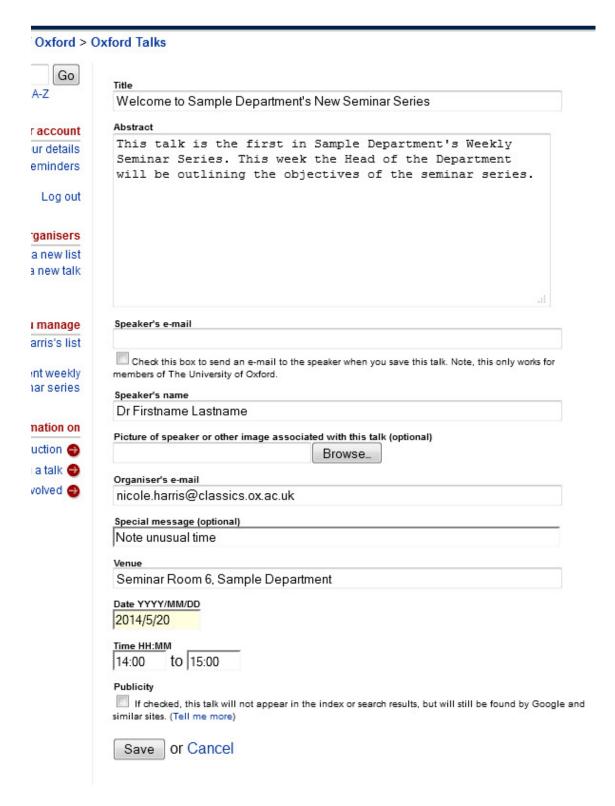
- 1. by using the Search box or Browse A-Z link at the top of the page, or
- 2. going to the list containing the talk under the Lists that you manage heading.

Edit this talk

of Oxford > Oxford Talks



Open the talk you would like to edit. Click on Edit this talk.

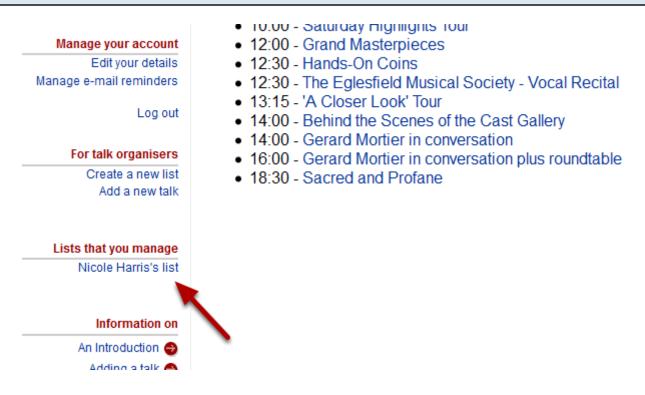


You will be taken to a page which lists the information that you entered when you created the talk. (See the Add a Talk guide for full details.) Make the necessary changes and click on the Save button.

Remove a Talk

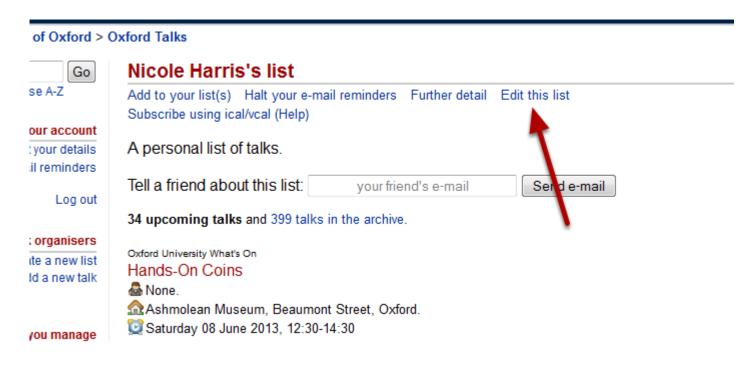
When a talk is created it is added to a list - its primary list. You can add any talk to a list that you manage. You can remove talks from these lists, but not from the primary list. Atalk can only be deleted from a primary list (see the Delete a Talk guide for more information). You need to be logged in to remove a talk.

Find your list



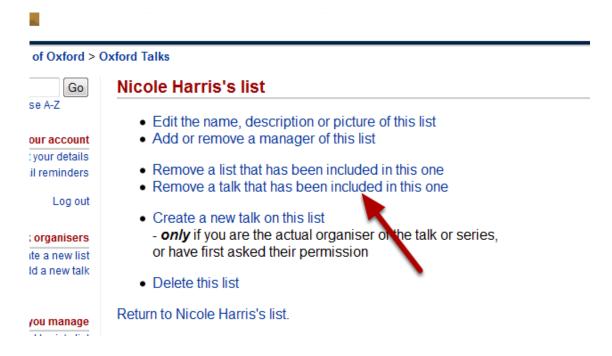
Click on the name of the list you would like to remove a talk from on the left hand side of the screen.

Edit list



Click on the Edit this list link.

Remove talk



Click on the Remove a talk that has been included in this one link.

Talks included in Nicole Harris's list

Each list advertises (a) talks that it owns; (b) talks in lists that have been included into the list; (c) talks (owned by other lists) that have be list by a manager. The talks below are just the ones in category (c). To remove talks in category (c), use the 'remove' link below. To edit o or (b), go to that talk's page.

- Dr. Heather Stoll of the University of Oviedo (remove)
- Behind the Scenes of the Cast Gallery (remove)
- From the Micelle to the Membrane: Simulations of Mass Spec and NMR structures (remove)
- Latvian Holocaust Survivor Professor George Schwab (remove)
- · Hands-On Coins (remove)
- Zeno, Hercules and the Hydra: Downward Rational Termination Is Ackermannian. Ranko Laze (University of Warwick) (remove)
- Make: Copyright (107695) (remove)
- Can you build a nanopore? (remove)
- Online Presence: Developing your presence (107585) (remove)

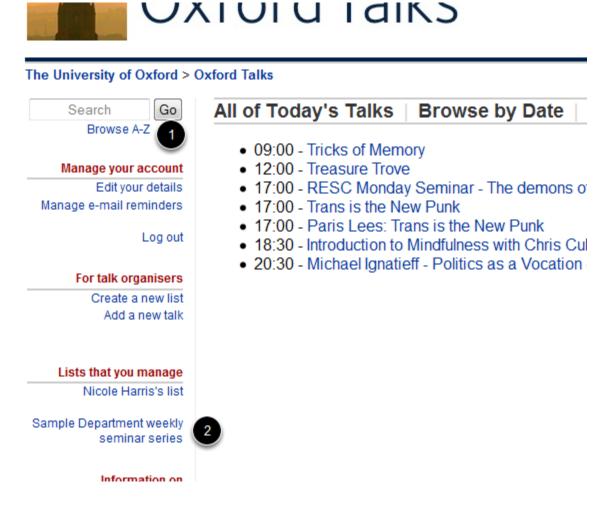
Return to edit menu.

Click on (remove) to remove the talk from your list. (Clicking on the name of the talk will take you to a page with details of the talk.)

Delete a Talk

You can delete a talk that has been created on a list that you manage. You need to be logged in to do this.

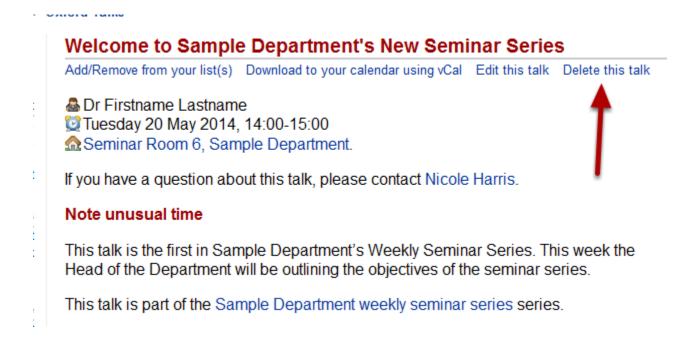
Find the talk



Find the talk you would like to delete. You can do this either:

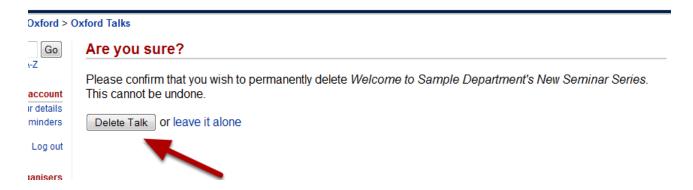
- 1. by using the Search box or Browse A-Z link at the top of the page, or
- 2. going to the list containing the talk under the the Lists that you manage heading.

Delete talk



Open the talk you would like to delete and click on the Delete this talk link.

Confirm deletion

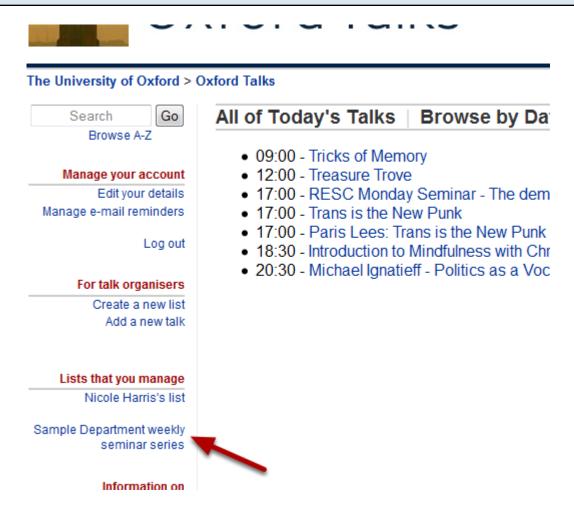


Press the Delete Talk button to confirm that you wish to delete the talk. This will also delete the talk from all lists that it has been added to.

Add a List Manager

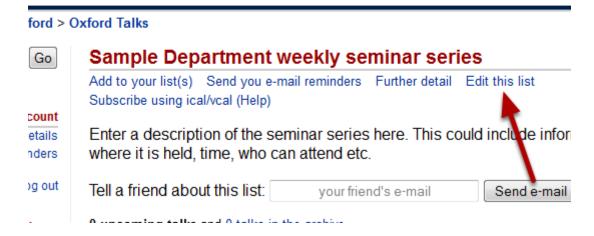
You can have more than one manager for your list. This shows you how to add additional list managers. You need to be logged in to do this.

Go to your list



Select the list you would like to add another list manager to from the lists that you manage on the left hand side of the screen.

JXIUIU IAIKS



Click on Edit this list.

Add a manager

> Oxford Talks

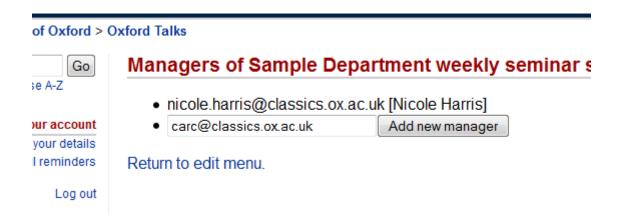
Sample Department weekly seminar series

- Edit the name, description or picture of this list
- Add or remove a manager of this list
- Remove a list that has been included in this one.
- · Remove a tak that has been included in this one
- · Create a new talk on this list
 - only if you are the actual organiser of the talk or series, or have first asked their permission
- Delete this list

Return to Sample Department weekly seminar series.

Click on the Add or remove a manager of this list link.

Enter new e-mail address

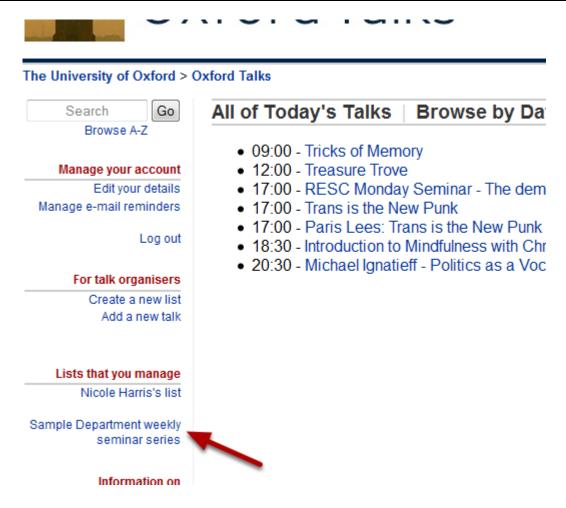


Enter the e-mail address of the person you would like to add as another manager into the box and click on the Add new manager button.

Remove a List Manager

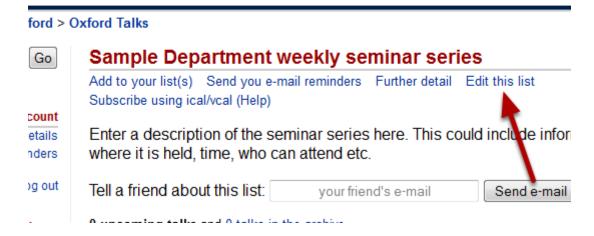
More than one list manager might have been set up for a list that you manage. This shows you how to remove a manager of a list. You need to be logged in to do this.

Go to your list



Under the Lists that you manage heading on the left hand side of the screen select the list you would like to remove a list manager from.

JXIUIU IAIKS



Click on Edit this list.

Add a manager

> Oxford Talks

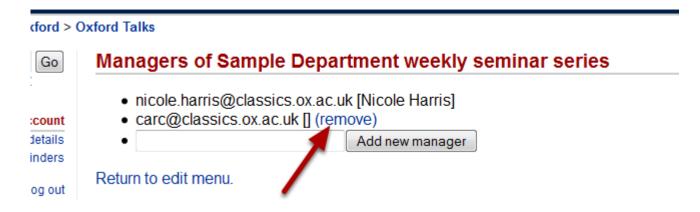
Sample Department weekly seminar series

- Edit the name, description or picture of this list
- Add or remove a manager of this list
- Remove a list that has been included in this one.
- · Remove a tak that has been included in this one
- · Create a new talk on this list
 - only if you are the actual organiser of the talk or series, or have first asked their permission
- Delete this list

Return to Sample Department weekly seminar series.

Click on the Add or remove a manager of this list link.

Remove list manager



Click on the (remove) link next to the e-mail address / name of the person you would like to remove as a list manager.

E-mail List Details

You can email details of a list to either yourself or someone else. You can also put list and talk information into an e-mail using custom view - see the Put a List into an e-mail guide for details of how to do this.

Find list



Oxtord Talks

y of Oxford > Oxford Talks



your account

lit your details

Log out

lk organisers

ate a new list dd a new talk

t you manage

Lists starting with E

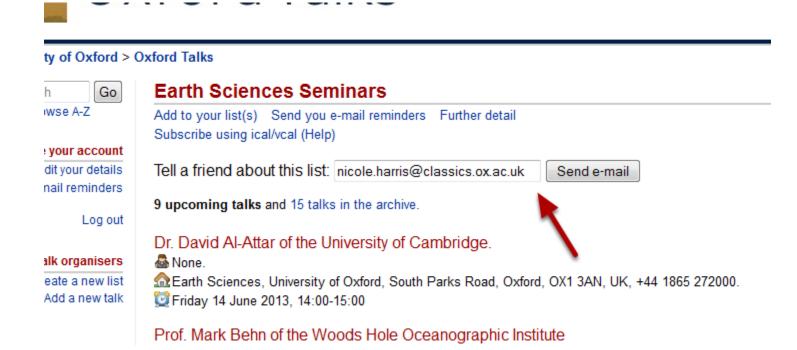
Lists Venues Talks Users Dates

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z New Updated

- Early Modern Europe Seminar
- Early Modern French Seminar
- · Early modern literature graduate seminar
- · Earth Sciences Seminars
- Earthwatch Lecture- We Emotion Matters in Conservation Science
- EAST AND EASTCENTRAL EUROPE SEMINAR
- Econometric Seminars at Nuffield College
- Economic and Social History Gaduate Seminar
- Economic and Social History seminar

Go to the list of which you would like to e-mail details.

Enter e-mail address



Enter the e-mail address or distribution list address you would like to send details of the list to and click on the Send e-mail button. If you are logged into Oxford Talks an email will now be sent. If you aren't logged in you will be taken to the following page:



- 1. Enter your name.
- 2. Enter your e-mail.
- 3. Click on the Send e-mail button to send the e-mail.

E-mail

Nicole Harris

[Oxford Talks] A list that you might be interested in

Nicole Harris (nicole.harris@classics.ox.ac.uk) thought you might be interested in this list:

Name: Earth Sciences Seminars

Details:

Some of the forthcoming talks on this list are:

- * Dr. David Al-Attar of the University of Cambridge.
- * Prof. Mark Behn of the Woods Hole Oceanographic Institute
- * (Astor lecture) Prof Lindy Elkins-Tanton of the Carnegie Institution
- * Departmental Seminar TBA
- * Departmental Seminar TBA

You can find out more at:

http://talks.ox.ac.uk/show/index/4575



Or, if you have a Oxford Talks account, you can add this list to your list: http://talks.ox.ac.uk/include/list?child=4575



If you don't have a Oxford Talks account, you can get one here: http://talks.ox.ac.uk/user/new



If the technology works, clicking on the link below might cause your calendar program to subscribe to this list of talks: webcal://talks.ox.ac.uk/show/ics/4575

The e-mail sent includes:

- 1. The name of the list and some forthcoming talks on the list.
- 2. Link to the list on Oxford Talks.
- 3. Alink to add the list to a personal list (for existing Oxford Talks account users).
- 4. Alink to get an Oxford Talks account.
- 5. Alink which, providing e-mail and calendars are compatible, will subscribe the list to a calendar.

E-mail Talk Details

You can e-mail details of a talk to yourself or someone else.

Find the Talk



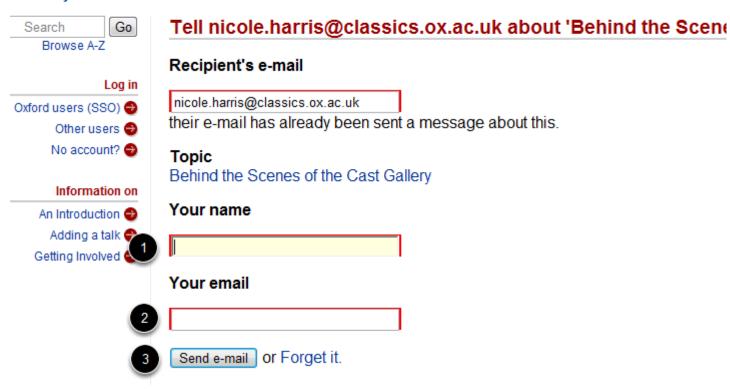
Go to the talk of which you would like to e-mail details.

Enter e-mail address



Enter the e-mail address you would like to send details of the talk to and click on the Send e-mail button. If you are logged into Oxford Talks an email will be sent now. If you aren't logged in you will be taken to the following page:

University of Oxford > Oxford Talks



- 1. Enter your name.
- 2. Enter your e-mail address.
- 3. Click on Send e-mail.

E-mail

C: Nicole Harris

Subject: [Oxford Talks] A talk that you might be interested in

Oxford Talks

Series: Oxford University What's On Title: Behind the Scenes of the Cast Gallery



Speaker: None

Date: Saturday 08 June 2013, 14:00 - 14:30

Venue: Ashmolean Museum, Beaumont Street, Oxford

Abstract: Take a guided tour of the Ashmolean's unique cast collection on the lower-ground floor of the new Cast Gallery.

Unfortunately, access only by stairs. Meet in the Randolph Gallery (Gallery 21).

Places allocated on first-come / first served basis - maximum 12 people. Not recommended for under 12s.

Loaded from "http://www.ox.ac.uk/go.rm?id=32091":http://www.ox.ac.uk/go.rm?id=32091

You can find out more at:

http://talks.ox.ac.uk/talk/index/13144



Or, if you have a Oxford Talks account, you can add this talk to your list: http://talks.ox.ac.uk/include/talk?child=13144



If you don't have a Oxford Talks account, you can get one here: http://talks.ox.ac.uk/user/new



If the technology works, clicking on the link below might download the details of the talk in a format that your calendar program understands: http://talks.ox.ac.uk/talk/vcal/13144

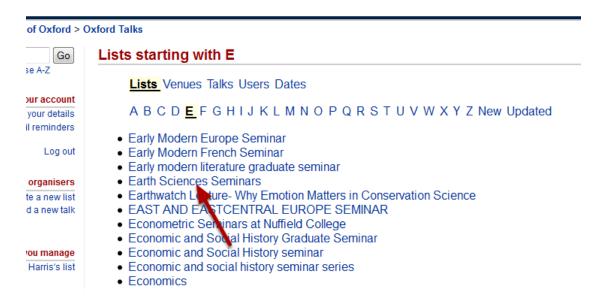
The e-mail sent includes:

- 1. Details of the talk.
- 2. Link to the talk on Oxford Talks.
- 3. Alink to add the talk to a personal list (for existing Oxford Talks account users).
- 4. Alink to get an Oxford Talks account.
- 5. Alink which, providing e-mail and calendars are compatible, will enter the talk details into a calendar.

Put a List into an E-mail

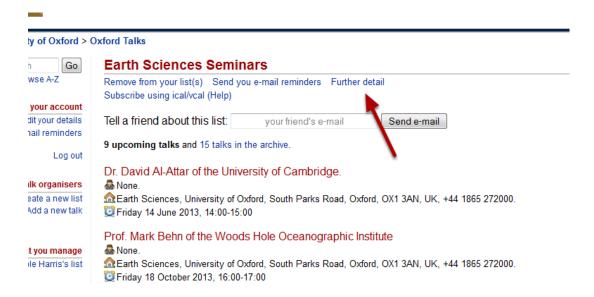
You can download information from any list in a suitable format for copying and pasting into an e-mail via the custom view option. You can specify the number and/or date range of talks to be included and have a choice of formats. You can also e-mail list information to an individual or a distribution list from the Tell a friend about this list option - see the E-mail List Details guide for details.

Find the list



Go to the list you would like to download information from.

Further detail



Click on Further detail.

Create custom view

Go Se A-Z Remove from Other view I reminders Log out Organisers Oxford Talks Earth So Remove from Other view • Creat • Subs • Subs • Subs

Earth Sciences Seminars

Remove from your list(s) Send you e-mail reminders

Other views and ways to subscribe

- · Create Custom View
- Subscribe using in I/vcal (Help with icalendar)
- Subscribe to RSS feed
- please read notes first
- · Manage e-mail reminders
- see link at top of page
- Plain Text View

ou manage Harris's list

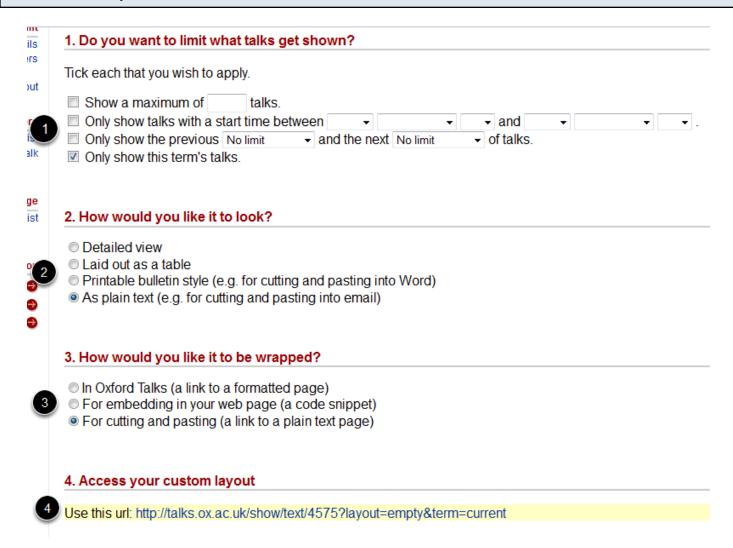
te a new list

d a new talk

You can include this list in your own website. Read the Instructions on how to include a list in your site and then click on 'Create Custom View' above to get started.

Select the Create Custom View link.

Custom view options



- 1. Choose how many talks or the date range of talks to be displayed (leave blank to display all forthcoming talks).
- 2. Select the layout you would like.
- 3. Select For cutting and pasting (a link to a plain text page)
- 4. Click on the url to take you to a page with the specified information:

Friday 26 April 2013

DR. JAKOB VINTHER OF THE UNIVERSITY OF BRISTOL

None

Earth Sciences Seminars

Friday 26 April 2013, 14:00 - 15:00 Earth Sciences, University of Oxford, South Parks Road, Oxford, OX1 3AN, UK, +44 1865 272000 http://talks.ox.ac.uk/talk/index/10809

Friday 03 May 2013

PROF PATRICK O'BRIEN OF THE UNIVERSITY OF POTSDAM

None

Earth Sciences Seminars

Friday 03 May 2013, 14:00 - 15:00 Earth Sciences, University of Oxford, South Parks Road, Oxford, OX1 3AN, UK, +44 1865 272000 http://talks.ox.ac.uk/talk/index/10929

Friday 10 May 2013

DR. PATRICIA SANCHEZ-BARACALDO OF THE UNIVERSITY OF BRISTOL

None

Earth Sciences Seminars

Friday 10 May 2013, 14:00 - 15:00 Earth Sciences, University of Oxford, South Parks Road, Oxford, OX1 3AN, UK, +44 1865 272000 http://talks.ox.ac.uk/talk/index/10811

Friday 17 May 2013

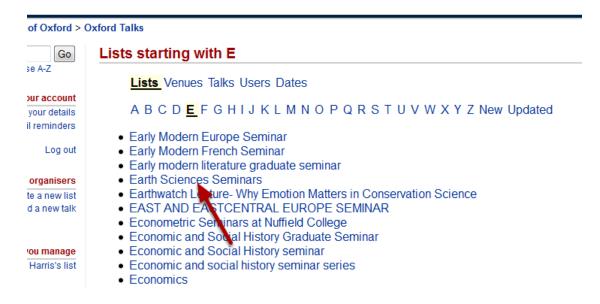
PROF. MARC HIRSCHMANN, UNIVERSITY OF MINNESOTA

Copy and paste into your e-mail or document as required.

Put a List into a Webpage

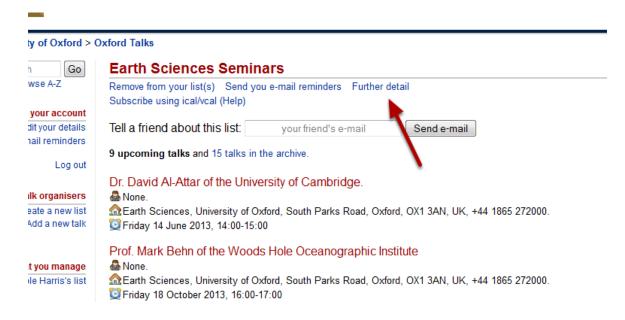
You can put any list into a webpage. You need to be logged in to Oxford Talks to do this.

Find the List



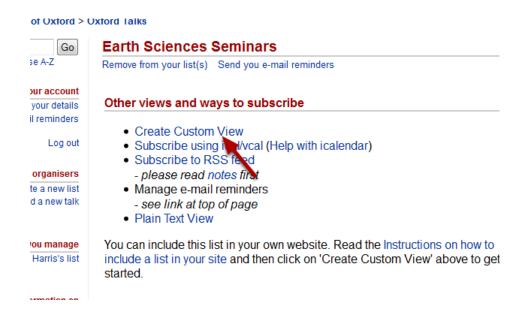
Go to the list you would like to include in your webpage.

Further detail



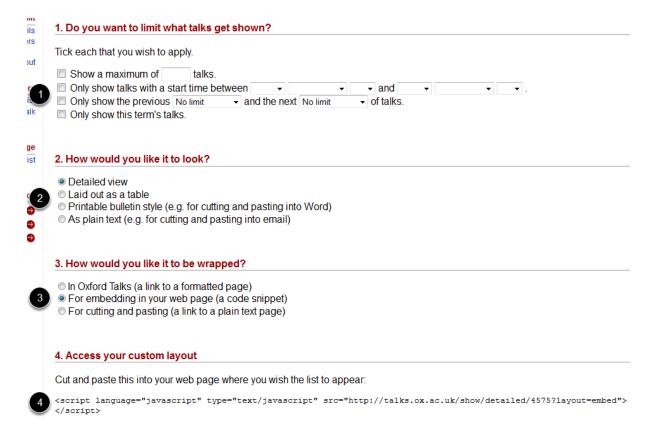
Click on Further detail.

Create custom view



Select the Create Custom View link.

Custom view options



- 1. Choose how many talks or the date range of talks to be displayed (leave blank to display all forthcoming talks).
- 2. Select the layout you would like.

 Select For embedding in your web page (a code snippet) option. Copy and paste the code into your webpage. 			
Managers - 46			