

How to export calendar information from WebCalendar

Open your WebCalendar at <http://biostat.mc.vanderbilt.edu/calendar>
Click on Export

The screenshot shows the WebCalendar interface in a web browser. The address bar displays biostat.mc.vanderbilt.edu/calendar/month.php, which is circled in red. The calendar grid shows events for November 2012, including 'Cycle III Due Date', 'Grand Rounds', 'Tools', 'Rounds', 'Conference', 'Thanksgiving', and 'Day After Thanksgiving'. Below the calendar, there is a section for 'You have 3 unapproved events' and a '[Printer Friendly]' link. At the bottom, there are navigation controls for Month (Nov 2012), Week (Nov 25 - Dec 1), and Year (2012). The navigation menu includes links for 'Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | Add New Entry | Help', with 'Export' circled in red. The footer indicates 'WebCalendar v1.0.1 (19 Aug 2005)'.

WebCalendar

biostat.mc.vanderbilt.edu/calendar/month.php

comcast Gmail card biostat me DalerNotes dbconnect NYTimes calendar Other Bookmarks

Cycle III Due Date
• 10am» VICTR Clinic
• 12pm» Biostatistics Clinic
• 1:30pm» Tenure Track

Grand Rounds
• 10:30am» Adaptive Clinical Trials Working Group
• 10:30am» Adaptive Clinical Trials Working Group
• 12pm» Medical Education Grand Rounds
• 12pm» Biostatistics Clinic

Tools
• 12pm» Informatics Seminar
• 12pm» Biostatistics Clinic
• 1:30pm» Biostatistics Seminar
• 4pm» Faculty Town Hall

Rounds
• 9am» Thurs AM - Continuing Education
• 12pm» Biostatistics Clinic
• 12pm» Faculty Brown Bag Lunch
• 4pm» Discovery Lecture Series

Conference
• Grant Deadline: Cycle III Due Date
• 9am» CRC Research Skills Workshop
• 12pm» Center for Quantitative Sciences Workshop
• 12pm» Biostatistics Clinic
• 1:30pm» Statistical Computing Series
• 4pm» IT Team Meeting

18 (Week 47)
• Mayor's 5k Fun Run

19
• 12pm» Biostatistics Clinic

20
• 10:30am» Adaptive Clinical Trials Working Group
• 10:30am» Adaptive Clinical Trials Working Group
• 12pm» Biostatistics Clinic

21
• 11am» Data Capturing Tools
• 12pm» Biostatistics Clinic
• 1:30pm» No Biostatistics Seminar

22
• Thanksgiving
• Closed for Thanksgiving Day
• 12pm» Biostatistics Clinic
• 12pm» Faculty Brown Bag Lunch

23
• Day After Thanksgiving
• 12pm» Biostatistics Clinic
• 1:30pm» Statistical Computing Series
• 4pm» IT Team Meeting

24

25 (Week 48)

26
• 10am» VICTR Clinic
• 12pm» Biostatistics Clinic

27
• 7:45am» Pediatric Grand Rounds
• 10:30am» Adaptive Clinical Trials Working Group
• 10:30am» Adaptive Clinical Trials Working Group
• 12pm» Epidemiology Grand Rounds
• 12pm» Biostatistics Clinic

28
• 11am» Data Capturing Tools
• 12pm» Biomedical Informatics Seminar
• 12pm» Biostatistics Clinic
• 1:30pm» Biostatistics Seminar
• 3pm» BFAPC meeting

29
• 8am» Medicine Grand Rounds
• 12pm» Biostatistics Clinic
• 12pm» Faculty Brown Bag Lunch
• 3pm» Meet with Linda Stewart
• 4pm» Discovery Lecture Series

30
• 9am» CRC Research Skills Workshop
• 12pm» Biostatistics Clinic
• 1:30pm» Statistical Computing Series
• 4pm» IT Team Meeting

You have 3 unapproved events

[Printer Friendly]

Month: Nov 2012 Go Week: Nov 25 - Dec 1 Go Year: 2012 Go

Go to: My Calendar | Today | Admin | Unapproved Events | Another User's Calendar | Search | Import | Export | Add New Entry | Help

Views: Weekly Time Bar

Reports: Next week | This Month | Upcoming Events

Current User: Dale Plummer (Logout)

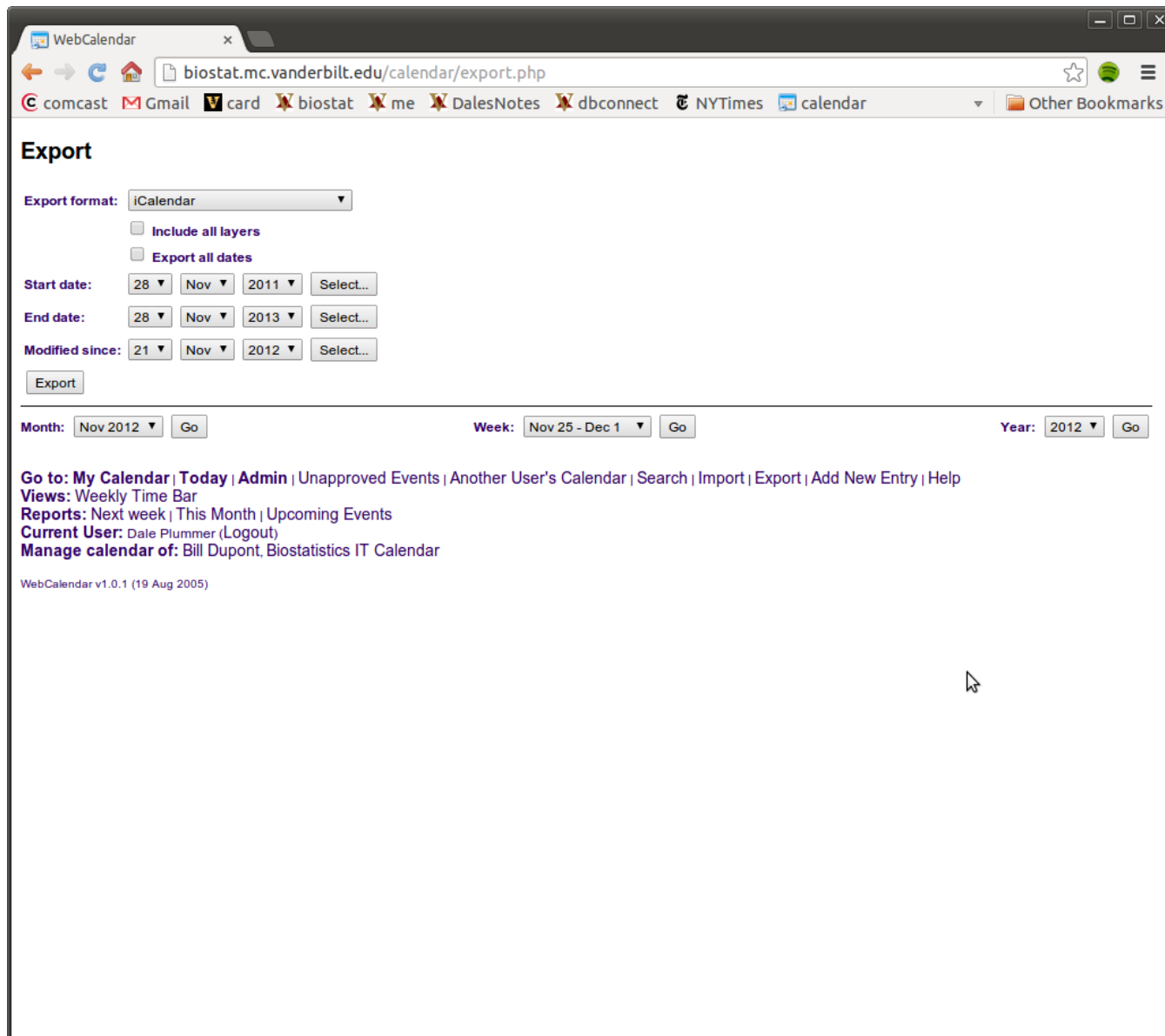
Manage calendar of: Bill Dupont, Biostatistics IT Calendar

WebCalendar v1.0.1 (19 Aug 2005)

Set Export format to iCalendar

Set dates as desired for the events you want to export

Click the Export button



The screenshot shows a web browser window with the address bar displaying `biostat.mc.vanderbilt.edu/calendar/export.php`. The page title is "WebCalendar". The main content area is titled "Export" and contains the following elements:

- Export format:** A dropdown menu set to "iCalendar".
- ☐ **Include all layers**
- ☐ **Export all dates**
- Start date:** Three dropdown menus showing "28", "Nov", and "2011", followed by a "Select..." button.
- End date:** Three dropdown menus showing "28", "Nov", and "2013", followed by a "Select..." button.
- Modified since:** Three dropdown menus showing "21", "Nov", and "2012", followed by a "Select..." button.
- Export** button.

Below the export options, there are navigation controls:

- Month:** A dropdown menu showing "Nov 2012" and a "Go" button.
- Week:** A dropdown menu showing "Nov 25 - Dec 1" and a "Go" button.
- Year:** A dropdown menu showing "2012" and a "Go" button.

At the bottom of the page, there is a navigation bar with links: [Go to: My Calendar](#) | [Today](#) | [Admin](#) | [Unapproved Events](#) | [Another User's Calendar](#) | [Search](#) | [Import](#) | [Export](#) | [Add New Entry](#) | [Help](#). Below this are sections for **Views:** Weekly Time Bar, **Reports:** Next week | This Month | Upcoming Events, **Current User:** Dale Plummer (Logout), and **Manage calendar of:** Bill Dupont, Biostatistics IT Calendar. The footer text reads "WebCalendar v1.0.1 (19 Aug 2005)".

A file called “webcalendar-all.ics” will be produced and saved (usually in Download folder)
Make a note of where this file is saved

