

# Guttman Calendar



STELLA AND CHARLES

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**GUTTMAN**

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COMMUNITY COLLEGE

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## My View / Full View

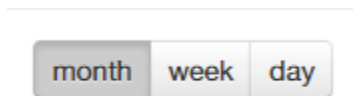
At the top right of the screen, you will see two buttons for “My View” and “Full View”. The current view will be colored blue. By default, the calendar will show “Full View”.



- My View – will only show events that have been submitted to RREMS by you
  - When you click on My View, you will be prompted to log in with your Guttman Account
- Full View – will show all events happening at Guttman Community College

## Navigating the Calendar

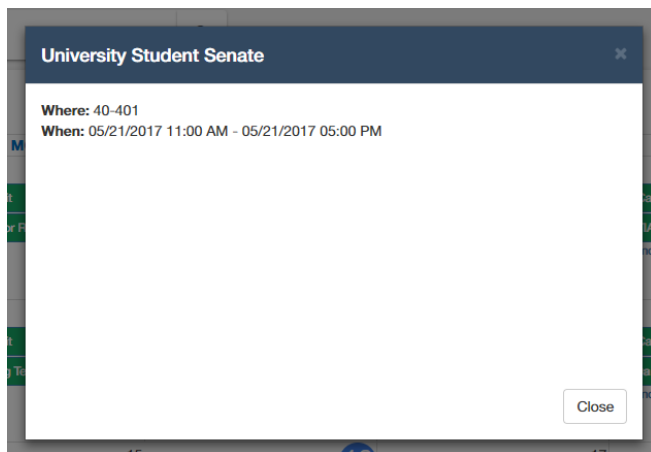
The Guttman Calendar has Month, Week, and Day views available and you can toggle between them all by clicking the associated buttons which can be found near the top left of the Guttman Calendar above the Sunday column.



You can move forward and backward in time by clicking the arrow buttons which can be found near the top right of the Guttman Calendar above the Saturday column.

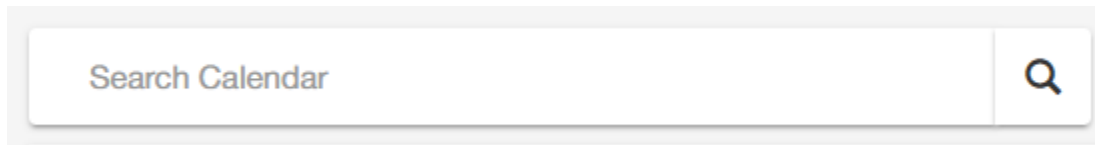


In addition, you can see the Day view for a specific day if you click the day in the Month or Week views. By clicking on an Event in the Guttman Calendar, you will get a pop up which gives more details about the Event.



## Search

At the top of the calendar, you will see a box to search the Guttman Calendar.

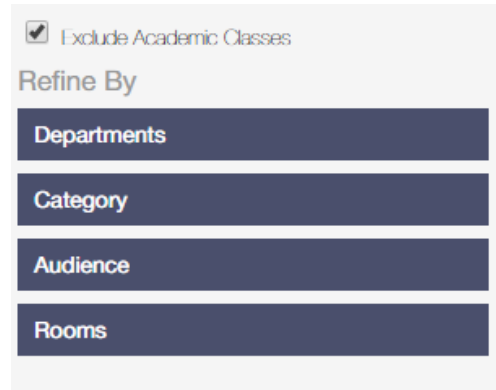


A search input field with a light gray border and a white background. The text "Search Calendar" is displayed in a light gray font. To the right of the input field is a magnifying glass icon.

This box will search the Title, Description, and Location of events and only show any events that contain the search term.

## Refine By

On the left of the calendar, you will see the Refine By section which allows you to refine the view of the calendar by the options seen below.



Exclude Academic Classes

Refine By

- Departments
- Category
- Audience
- Rooms

If you do not see the Refine By section, it might currently be hidden which might happen if you are using a mobile device such as an iPad or Smartphone. You can expand the Refine By section by clicking on the three horizontal lines to the left of the GCC Calendar logo.



Clicking on the gray box will expand it to show you a list of checkboxes. If you select a checkbox, you will only see events with that option. You can select multiple options if desired.



**Audience**

Select All / Deselect All

- Faculty
- Guttman Community
- Outside Guests
- Staff
- Students

## Exclude Academic Classes

By default, this checkbox is selected and Academic Classes are not displayed on the calendar. Uncheck this box if you would like to also see Academic Classes on the calendar.



Exclude Academic Classes

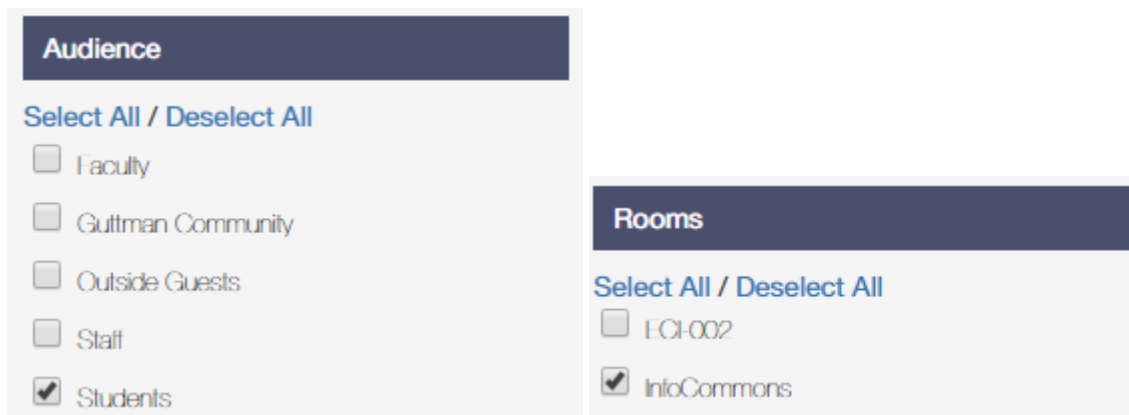
## Bookmarking Specific Views

If you'd like to save a specific view that you have setup you can do that by bookmarking the page. This way, you could easily check your specific view in the future by going to your bookmark instead of setting all the options again.

For example, if I only wanted to see Events with the following options:

- Audience: Students
- Rooms: InfoCommons

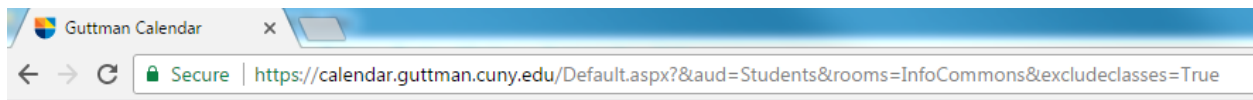
I would go to the Guttman Calendar and make my selections in the Refine By section.



The image shows two filter panels from the Guttman Calendar. The left panel is titled "Audience" and has a "Select All / Deselect All" link. It contains five checkboxes: Faculty (unchecked), Guttman Community (unchecked), Outside Guests (unchecked), Staff (unchecked), and Students (checked). The right panel is titled "Rooms" and also has a "Select All / Deselect All" link. It contains two checkboxes: ECI-002 (unchecked) and InfoCommons (checked).

You will notice that the URL in the address bar will change to the following:

<https://calendar.guttman.cuny.edu/Default.aspx?&aud=Students&rooms=InfoCommons&excludeclasses=True>



Bookmark this page and you can always come back to this specific view. This may be handy if you want to see when specific rooms are used and might be available.