

HKU Event Calendar

User Guide

(Version 1.0)

Information Technology Services

The University of Hong Kong

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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,

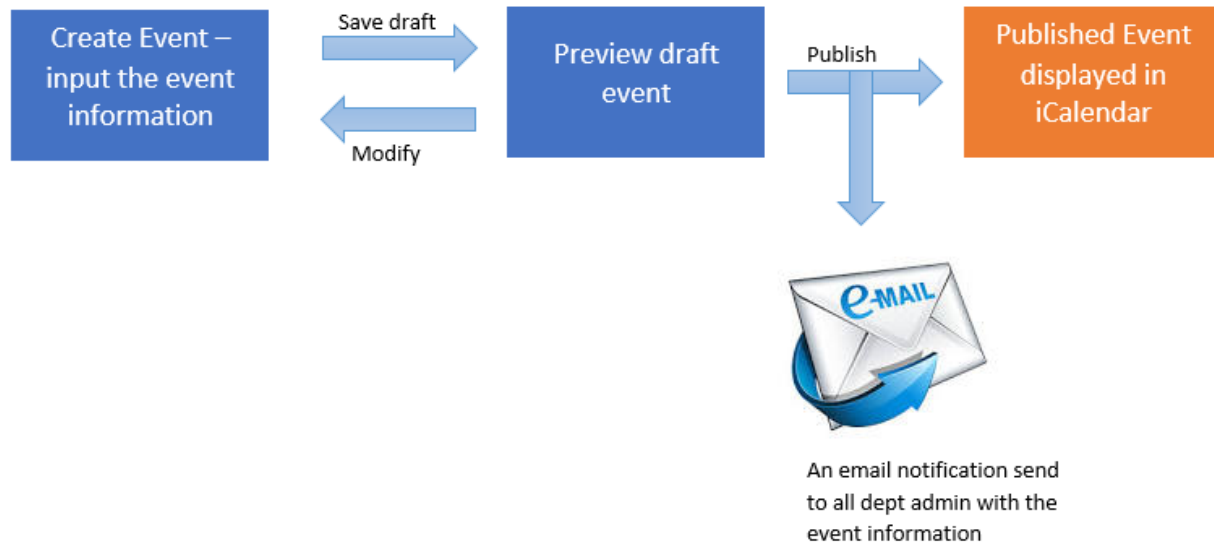
1. University-wide events
These include admission talk, career talk, conference, exhibition, etc.
2. Faculty or department events
These are events published by authorized faculty or department event publishers to specific user(s) or group(s)'s internet calendar, for example, staff/student of faculty/department, 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 supervisor. it also include the university holiday.

1. Department Administrator Guide

1.1 Getting Started


To administer your faculty or departments events and publish the, 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

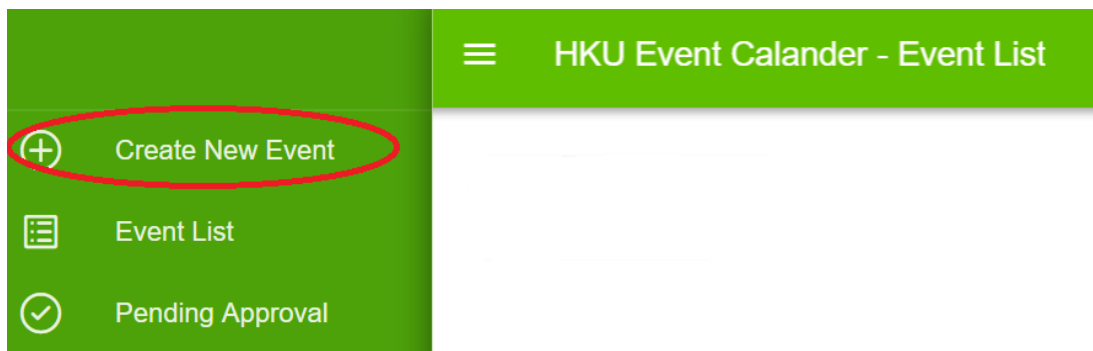



1.2 Create Event

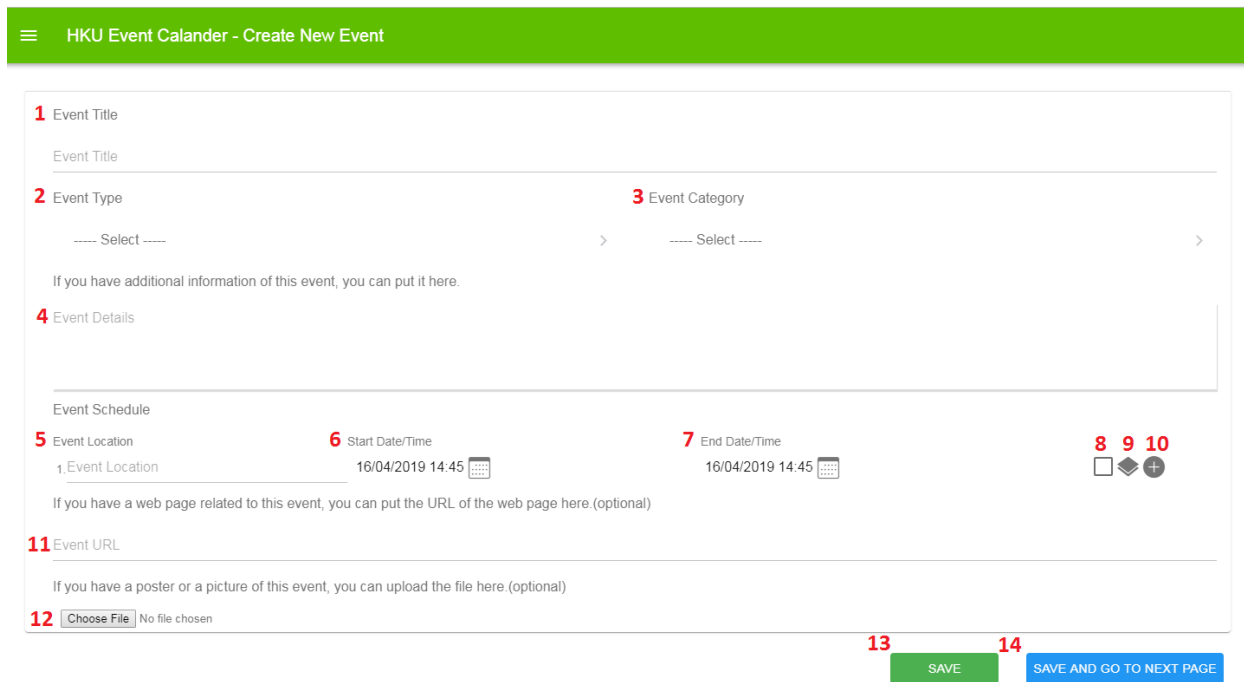


Select  at the top-left hand corner.

The left menu would be shown as below:



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



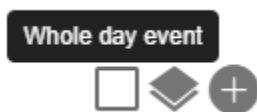
The screenshot shows the 'Create New Event' form with the following elements and callouts:

- 1** Event Title: Input field for the event title.
- 2** Event Type: Dropdown menu for selecting the event type.
- 3** Event Category: Dropdown menu for selecting the event category.
- 4** Event Details: Text area for additional information.
- 5** Event Location: Input field for the event location.
- 6** Start Date/Time: Date and time picker for the start date and time.
- 7** End Date/Time: Date and time picker for the end date and time.
- 8 9 10**: Three icons (checkbox, diamond, plus) for event scheduling options.
- 11** Event URL: Input field for the event URL.
- 12** Choose File: File upload button.
- 13** SAVE: Green button to save the event.
- 14** SAVE AND GO TO NEXT PAGE: Blue button to save and proceed.

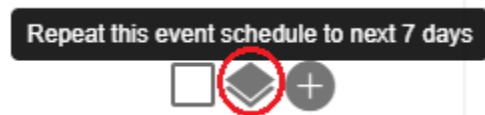
1. The event title is required to input for New Event.
2. The event type is required to select for New Event.
3. The event category is required to select for New Event, which is dependent to event type.
4. The event detail is optional.

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.



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



Here is the example.



The screenshot shows the "Event Schedule" section with two rows of event details:

Event Location	Start Date/Time	End Date/Time	
1 Event Location	16/04/2019 14:45	16/04/2019 15:45	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
2 Event Location	23/04/2019 14:45	23/04/2019 15:45	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>


If the new row is added, it appears the remove icon  at the end.

10. If the icon is clicked, the new row will be added.
11. The event URL is optional.

12. The event picture is optional. If you want to upload the picture, please click the button

 No file chosen

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:

Please select the target user group:

21
Event ID: 10000008

1 Staff

2 All staff
 List of departments
All departments > +

3 Student

4 All Students (UG, TPG and RPg)

5 Undergraduate(UG) students

6 All UG students

7 List of curriculums
All curriculums > +

8 Year level
 All 1 2 3 4 5 6 7

9 Taught Postgraduate (TPG) Students

10 All TPG students

11 List of curriculums
All curriculums > +

12 Year level
 All 1 2 3 4 5 6 7

13 Research Postgraduate (RPg) students

14 MPhil PhD SJD

15 List of departments
All departments > +

16 List of courses enrolled by students
All courses > +

17 BACK **18** RESET **19** SAVE **20** SAVE AND GO TO NEXT PAGE

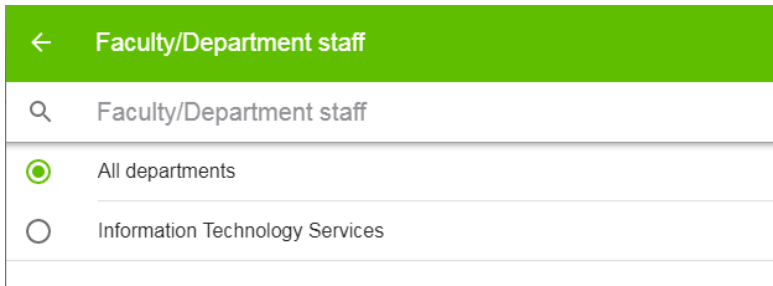
1. Administrators can select the target user group for Staff.
2. Choose All staff or select multiple departments.


All staff

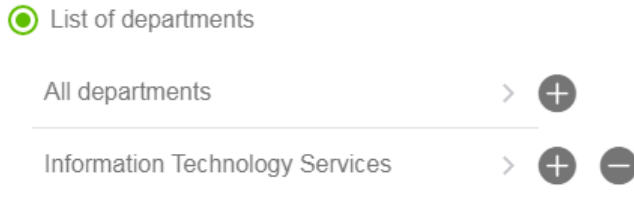
List of departments

Engineering - All departments > +

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



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




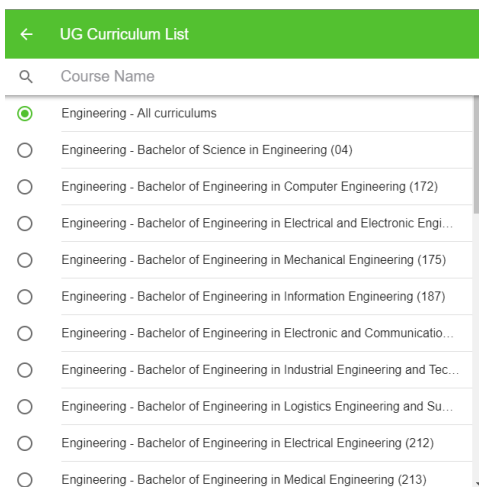
3. Administrators can select the target user group for Student.


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

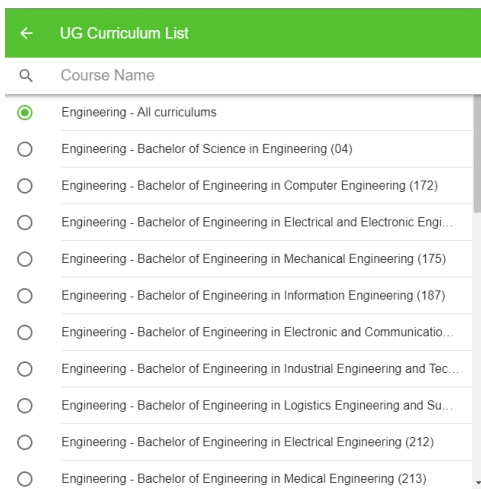
10. Select All TPG students.


11. Select multiple curriculums for TPG students.

List of curriculums

Engineering - All 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

Engineering - All departments > +


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


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

20. Click save and go to next page button  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 the user security. They would not select the data beyond their security.

The above target user group is based on the role security of Central Admin.

The Preview is shown as below:

☰ HKU Event Calander - Preview

1

Event ID:	10005692
Event Title:	test
Event Type:	University-wide events
Event Category:	Admission Talk
Event Details:	
Event URL:	

2

Event Location	Start Date/Time	End Date/Time	All day
	15/04/2019 17:10	15/04/2019 17:15	No
	22/04/2019 17:10	22/04/2019 17:15	No

3

Target User	
All Staff:	No
Full time / part time:	Part Time
Department:	
Department of Civil Engineering	
Department of Computer Science	

4

5

BACK PUBLISH EVENT

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.

BACK SUBMIT EVENT

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'.

1.3 Event List

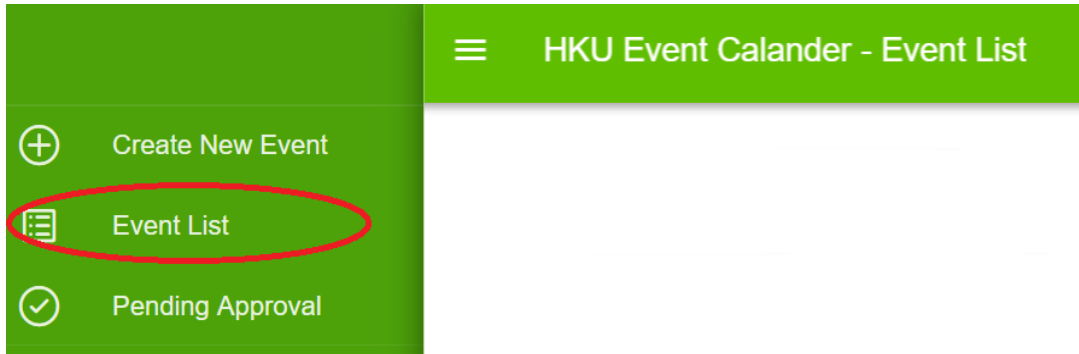
For submitters, you can view your submitted events and their status.

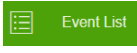
For approvers, you can view your department's submitted events and their status.



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:

The image shows a green header bar with a white hamburger menu icon and the text "HKU Event Calander - Event List".

Event ID	Event Title	Event Type	Event Category	Status
10000008	China Studies Field Trip: Harbin and Heihe, Heilongjiang Province 黑龍江省哈爾濱市及黑河市學術考察之旅	University-wide events	Field Trip	Saved
10000006	Statistical Learning for Personalized Wealth Management	University-wide events	Conference	Pending Approval to Publish
10000005	JUPAS Information Week	University-wide events	Admission Talk	Published

There are 7 different statuses in the system.

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

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.

≡ HKU Event Calander - Event List				
Event ID	Event Title	Event Type	Event Category	Status
10000007	Bargaining and Time Preferences: An Experimental Study	University-wide events	Conference	Saved
10000006	Statistical Learning for Personalized Wealth Management	University-wide events	Conference	Pending Approval to Publish
10000005	JUPAS Information Week	University-wide events	Admission Talk	Published

If an administrator is an approver, he or she can see all the records of the department. There is User column.

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

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

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



The Event List Details is as below:

☰ HKU Event Calander - Event List Details

1

Event ID: 10000005
Event Title: JUPAS Information Week
Event Type: University-wide events
Event Category: Admission Talk
Event 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!
Event URL:


2

Event Location	Start Date/Time	End Date/Time	All Day
	14/05/2019 15:20	20/05/2019 15:20	Yes

3

Target User: Staff
All Staff: Yes
Department:

4



5

6

BACK SUBMIT TO REMOVE EVENT

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.

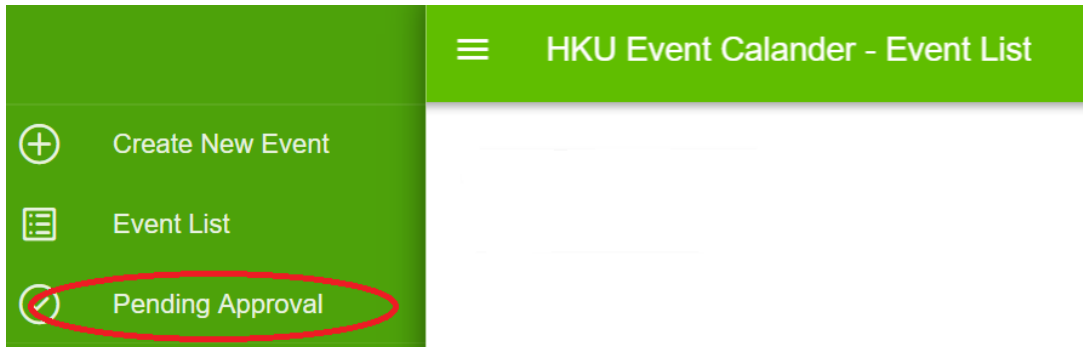
1.4 Pending Approval


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:

A screenshot of the "HKU Event Calander - Pending Approval" page. It features a table with one row of event data. The table has columns for Event ID, Event Title, Event Type, Event Category, Status, and User.

Event ID	Event Title	Event Type	Event Category	Status	User
10000006	Statistical Learning for Personalized Wealth Management	University-wide events	Conference	Pending Approval to Publish	Kwan Chung Man Ben

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

1

Event ID: 10000006
Event Title: Statistical Learning for Personalized Wealth Management
Event Type: University-wide events
Event Category: Conference
Event Details: Speaker: Dr. Yingying Li Associate Professor Department of ISOM and Department of Finance Hong Kong University of Science and Technology Abstract : We establish a statistical learning framework for personalized wealth management. A high-dimensional Q-learning methodology is proposed for continuous decision making. The proposed method is shown to enjoy desirable oracle properties and facilitate valid statistical inference for optimal values. Empirically, the proposed statistical learning methodology is exercised with Health and Retirement Study data. The results show that the proposed personalized optimal strategy can improve individual's financial well-being and surpasses benchmark strategies under a consumption based utility framework. This is joint work with Yi Ding and Rui Song.
Event URL: https://www.fbe.hku.hk/events/seminar/statistical-learning-for-personalized-wealth-management-by-dr-yingying-li

2

Event Location	Start Date/Time	End Date/Time	All Day
KK 1303, K.K. Leung Bldg	22/05/2019 14:30	22/05/2019 16:00	No

3

Target User: Staff
All Staff: Yes
Department:

4

5

Reject Reason:
Reject Reason

6

BACK

7

APPROVE TO PUBLISH EVENT

8

REJECT TO PUBLISH EVENT

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. An administrator can input the reject reason.
6. Click back button to go back the previous page.
7. If Approve to Publish Event is clicked, the event will be published.
8. 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

The screenshot displays the HKU Event Calendar interface. At the top, there is a green header with the text 'HKU Event Calander'. Below the header, there is a date selector (2) showing 'today', navigation arrows, and 'Select Date', with the date 'May 17, 2019' displayed. To the right of the date selector are options for 'day', 'week', and 'month' (3). On the left side, there is a list of event criteria (1) with checkboxes: 'University-wide events', 'Admission Talk', 'Conference', 'Faculty/Department events', 'Personal events', 'Tutorial Timetable', and 'Lecture Timetable'. The main area is a calendar grid with columns for times from 8am to 7pm. A green bar labeled 'JUPAS Information Week' (6) spans from 8am to 7pm. A dark bar labeled 'Bargaining an' is visible at 5pm. At the bottom right, there are 'RESET' (4) and 'UPDATE' (5) buttons.

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.

HKU Event Calander

today < > Select Date **May 2019** day week month

Please select your event criteria

- University-wide events**
 - Admission Talk
 - Conference
- Faculty/Department events**
 - Conference
- Personal events**
 - Tutorial Timetable
 - Lecture Timetable

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	1	2	3 5:05p ITS Conferenc	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
JUPAS Information W		JUPAS Information Week				4:30p Bargaining an	
19	20	21	22	23	24	25	
JUPAS Information W			2:30p Statistical Leat				
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

RESET UPDATE

If you do not select “Admission Talk”, the event would be crossed.

HKU Event Calander

today < > Select Date **May 2019** day week month

Please select your event criteria

- University-wide events**
 - Admission Talk
 - Conference
- Faculty/Department events**
 - Conference
- Personal events**
 - Tutorial Timetable
 - Lecture Timetable

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
28	29	30	1	2	3 5:05p ITS Conferenc	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
JUPAS Information W		JUPAS Information Week				4:30p Bargaining an	
19	20	21	22	23	24	25	
JUPAS Information W			2:30p Statistical Leat				
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

RESET UPDATE

If you press “Update” button, the “Admission Talk” would not be shown in your device.

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:

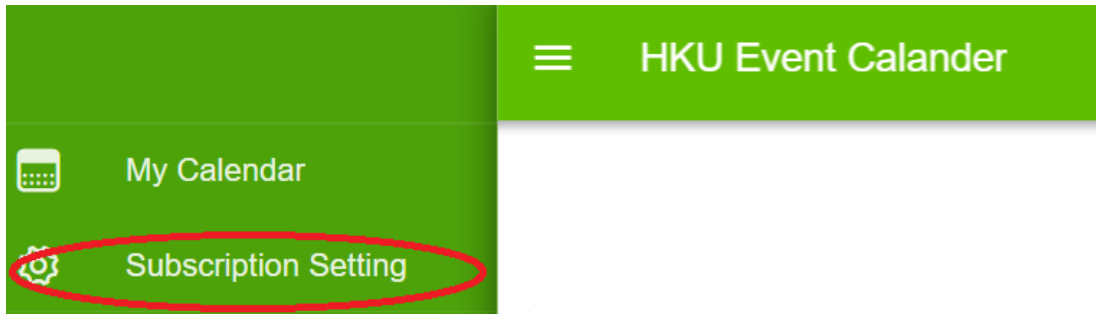



Detail: On May 14 - 20, JUPAS Information Week targeting 2019 JUPAS applicants will be held at HKU campus. The information week aims to provide JUPAS candidates the latest admissions and interview requirements as well as essential information on HKU faculties and programmes. The Week will cover the following 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!

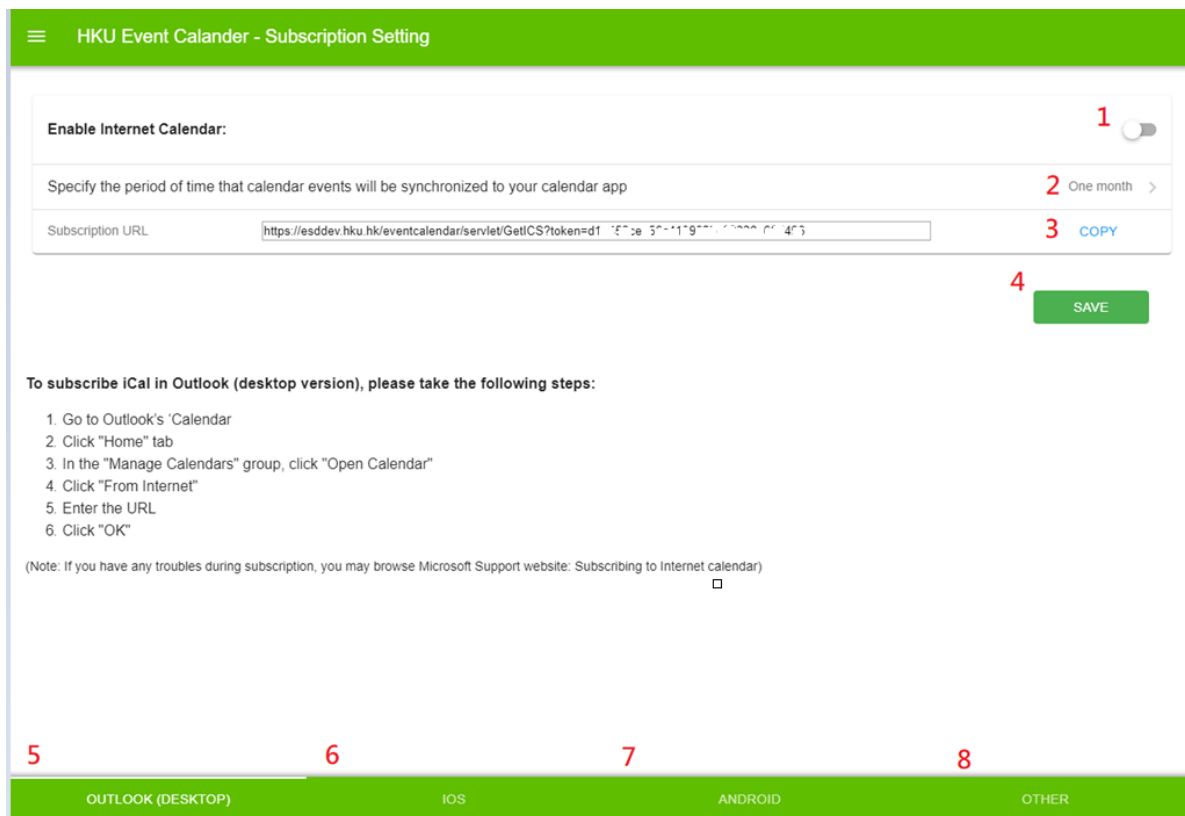
2.2 Subscription Setting



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



Select  **Subscription Setting** 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.

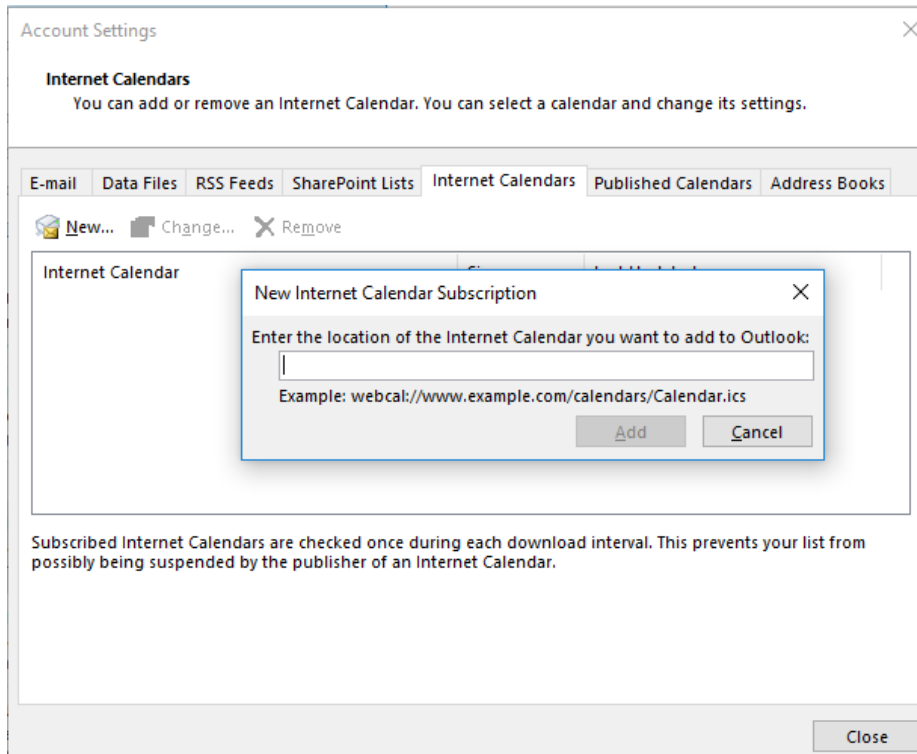
- Specify the period of time that calendar events will be synchronized.

← Specify the period of time that calendar events will be sync...

- One month
- Three month
- Half-Year
- One Year

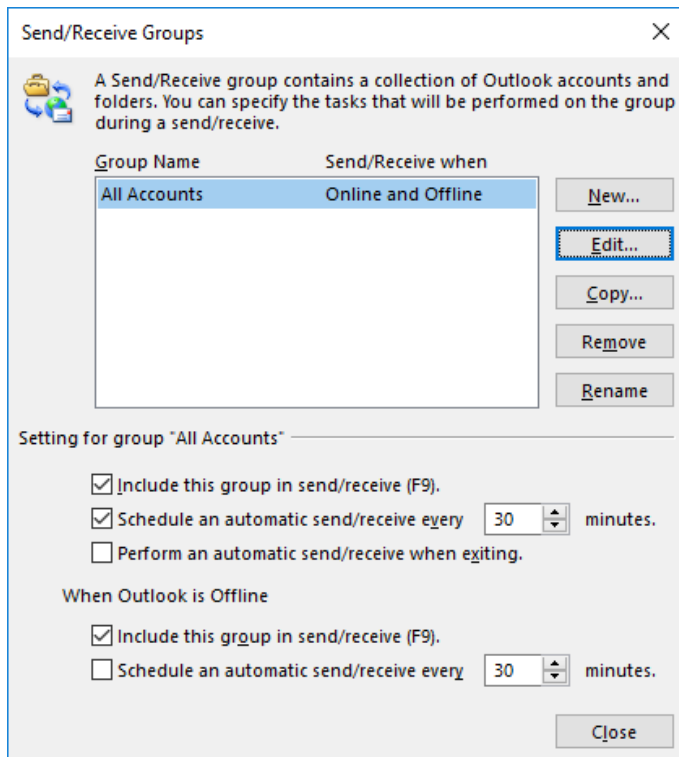
- Copy the subscription URL and then paste the URL to your device.
- Save the subscription Setting.

For Outlook Subscription Setup



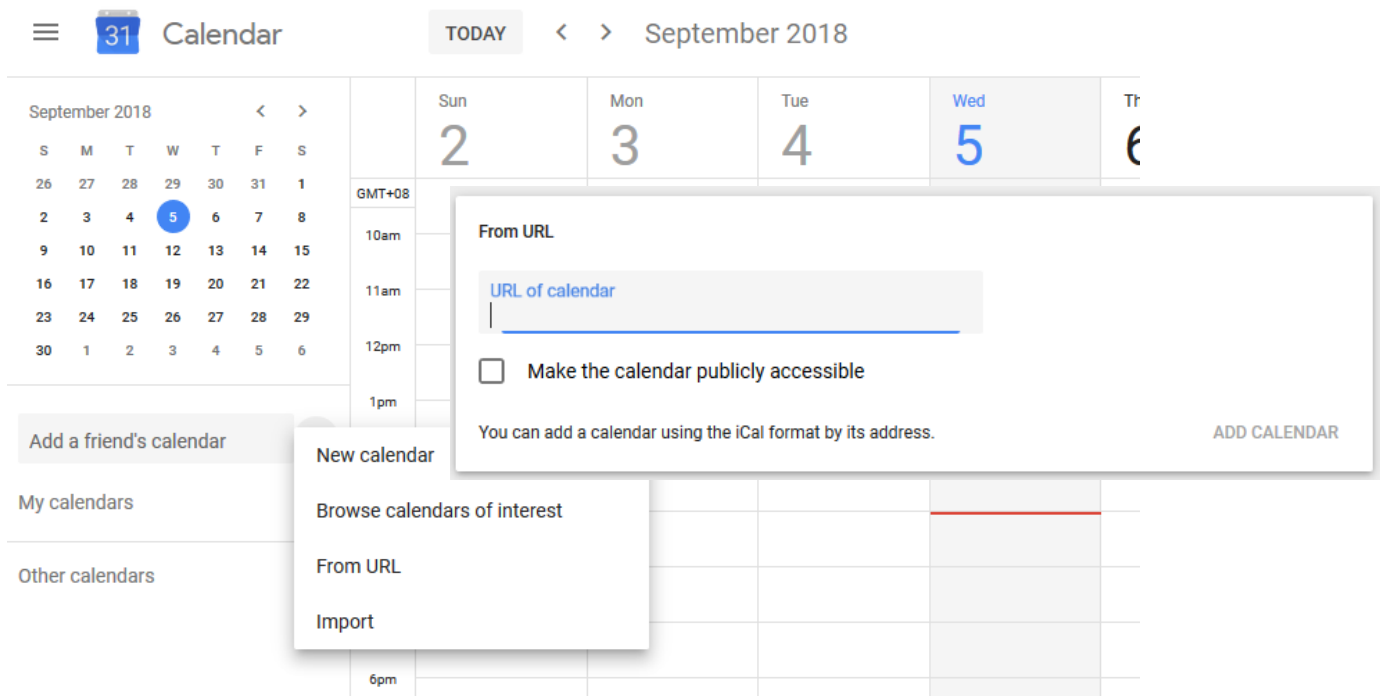
Go to Account Setting and select the tab of Internet Calendars.

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



Afterwards, go to Send/Receive Groups to set the auto-update frequency.

For Google Calendar Subscription Setup

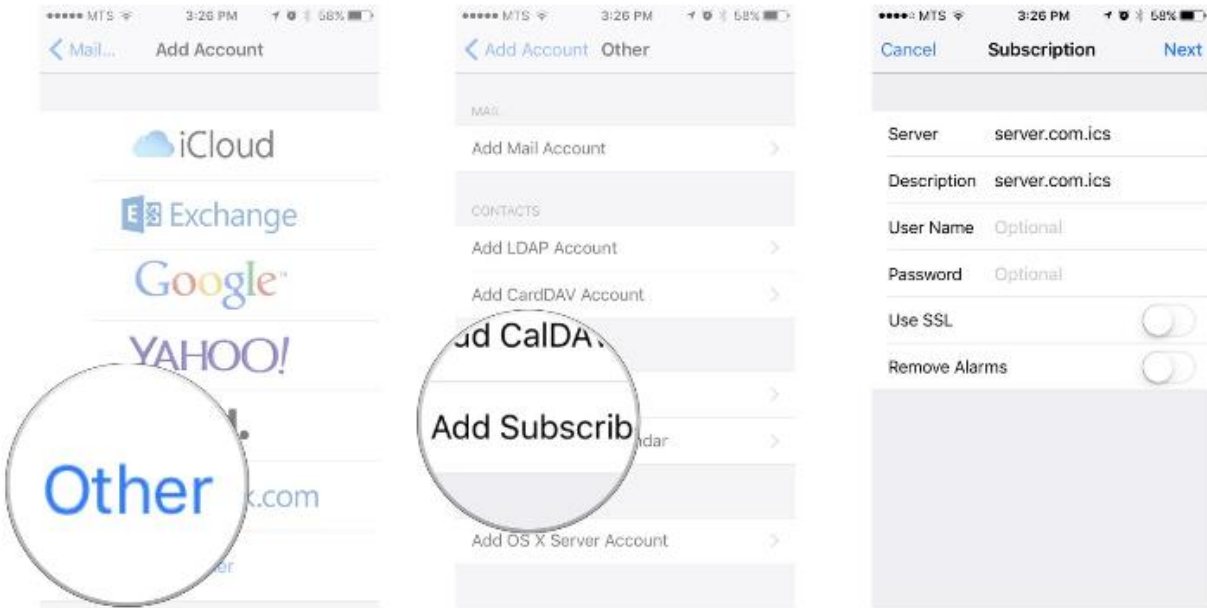


Go to Google Calendar and add New calendar.

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 -