

Duke | Event Calendar Admin Guide

<http://calendar.duke.edu> | August 2020 update
Calendar Admin site <http://admin.calendar.duke.edu>

Duke

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Duke's Event Calendar

- Offers a comprehensive listing of events, including lectures, conferences, performing arts, exhibitions, cultural activities, and more
- More than 750 groups – schools, departments, organizations and student groups publish their events
- More than 10,000 events are published each year
- The calendar is fully mobile-responsive

Event Calendar

makes it easy
to know
what's happening
on campus

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Event Calendar Overview & Features

New homepage highlights featured events

Go to today's events

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Duke Event Calendar

TODAY'S EVENTS

Browse by: TOPIC TYPE GROUP

Featured Events

Found 7 events



Duke Campus Farm Community Workday
Sponsored: Sustainable Duke
Sunday, June 11, 2017
6:00 pm - 8:00 pm
Duke Campus Farm



Walk With a Doc
Sponsored: Department of Community and Family Medicine (Duke CFM), CFM - Division of Community Health, and CFM - Division of Family Medicine
Tuesday, June 13, 2017
5:30 pm - 6:30 pm
Marshall L. Pickens Building



Music in the Gardens: Robert Finley
Sponsored: Duke Performances
Wednesday, June 14, 2017
7:00 pm - 8:30 pm
Sarah P. Duke Gardens

Drop down menu to search by topic, type, and group, or type to search by title, group, presenter, description, or location

Choose specific date

Log in to add or edit events

June 2017

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FILTER BY EVENT LOCATION

VIEW ACADEMIC CALENDARS

SUBMIT A PUBLIC EVENT

Calendar Administration:
LOGIN to manage account
or
REQUEST AN ACCOUNT if new

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Today's Events Page

Indicates Date Selected

"filtered by" categories list would appear here

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Duke Event Calendar

TODAY'S EVENTS

Browse by: TOPIC TYPE GROUP


Events

Found 1744 events


08/02/2019 X

SEE ONGOING EVENTS


- Nasher Exhibition: Where We Find Ourselves: Photographs of Hugh Mangum, 1897-1922
- Nasher Exhibition: Christian Marclay: Surround Sounds
- Duke Hospital Exhibit - Mixed Media by Olie Wagner
- Jimmie Banks Retrospective
- Duke Clinics Exhibit: Dreamscapes and Robots by Joe Rizzolo



50th Annual AOA Scientific Research Symposium
Sponsored: School of Medicine (SOM)
Friday, August 02, 2019
8:00 am - 3:00 pm
Trent Semans Center for Health Education - Great Hall



Clinical Instructor Intensive
Sponsored: School of Nursing (SON)
Friday, August 02, 2019
8:30 am - 5:00 pm
Pearson Building (School of Nursing)



LIVE FOR LIFE @ Duke Farmers Market
Sponsored: Live For Life (LFL)

Select alternate date

Ongoing Events revealed

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FILTER BY EVENT LOCATION

VIEW ACADEMIC CALENDARS

SUBMIT A PUBLIC EVENT

Calendar Administration:
LOGIN to manage account
or
REQUEST AN ACCOUNT if new

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Event Detail Page

The screenshot shows the 'Duke Event Calendar' interface for a 'Duke Campus Farm Community Workday' event. Callouts point to various features: 'Uploaded image' points to the event photo; 'Search this groups' other events' points to the 'SPONSORED: Sustainable Duke' link; 'Go to map' points to the location 'Duke Campus Farm'; 'Share this event or download to personal calendar' points to the social media and calendar icons; 'Follow MORE EVENT INFORMATION link to event website' points to the 'MORE EVENT INFORMATION' button.

Annotations:

- Uploaded image
- Search this groups' other events
- Go to map
- Share this event or download to personal calendar
- Follow MORE EVENT INFORMATION link to event website

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Manage Events

The screenshot shows the 'Duke Events Administration' interface. Callouts provide instructions: 'You can launch Calendar.Duke.edu by clicking on "Launch Event Calendar."' points to the 'Launch Events@Duke' link; 'If you publish events submitted for your group, be sure to check the Pending Events tab several times/week.' points to the 'Pending Events' tab.

Annotations:

- You can launch Calendar.Duke.edu by clicking on "Launch Event Calendar."
- If you publish events submitted for your group, be sure to check the Pending Events tab several times/week.

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Editing Events

This is the “Manage Events” screen.

You may edit any existing calendar entries in this screen by clicking on the title.

Duke Events Administration

[Home](#)
[Launch Events@Duke](#)
[Log Out](#)

Main Menu
 Pending Events
 Users
 System

Duke Events Calendar

Group: [Career Center](#) [change](#)
 Logged in as: [dheinema](#)

Manage Events

Select the event that you would like to update:
 [Add new event](#)

Start Date: 2015-08-12
 ☐
 Days: 180
 Filter by: select a category

Title	Start	End	Topical Areas	Categories	Description
Graduate Student Summer Drop-In Career Advising	8/19/15 1:00 PM	8/19/15 4:00 PM	/Utilities/Student /Utilities/Main	Utilities Main Student	Drop-In Advising is the best way to get immediate and ongoing feedback on your resumes and other documents. You can also use drop-in advising to ask any quick career questions, learn about the Career Center, and our resources. You'll spend 10 to 15 minutes with an advisor, so don't hesitate to organize your thoughts in advance to make the most of the time!
Career Center Senior Kickoff [Registration Required]	8/25/15 5:00 PM	8/25/15 7:00 PM	/Utilities/Student /Utilities/Conferences/Lecture_Talk /Other/Workshop_Short_Course	Lectures/Conferences Other Utilities Lecture/Talk Workshop/Short Course Main Student	ALL seniors, ALL majors, ALL interests! Click on More Information below for details and registration.

You can filter (or select) events by clicking on the "Filter by" and selecting a category. Only events with that category will then be displayed.


Add Events


Duke Events Administration

Group: A.B.D.

[Home](#)
[Launch Events@Duke](#)
[Log Out](#)

Main Menu
Pending Events


Add Event


Manage Events

Event search:

Limit:
☒ today forward
☐ past dates
☐ all dates

From the Events Administration page, Click Add Event button to create a new event for your group

Adding an Event

- Title box - Enter a descriptive event title. Use Title Case.
- (Optional) Presenter/Speaker box - Enter the name and any other desired information about the speaker(s).
- (Optional) Series Name box - Enter the name of the event series if applicable.
- (Optional) Webcast URL box - Enter the URL for the webcast if applicable. If a URL is entered, the text "Watch here" will appear on calendar.duke.edu.
- (Optional) Co-sponsor(s) box - Select the desired co-sponsors. As you type, matches will be displayed in the Co-sponsor dropdown list.

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Note: Your group's name will not be in the list of co-sponsors because the system already knows what group you are an administrator for and will list your group as the sponsor of the event automatically. You can also see your group name in the top right corner of the screen (this is the group that will be listed as the sponsor). To remove a co-sponsor, click on the "x" to the right of the group's name.

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Event Date and Time

- Start: select the desired date and time.
 - All Day check box causes events to display without a time associated.
 - An example of an All Day event is a Holiday.
- End: select the desired option.
 - Duration: the calendar will automatically calculate the stop time for the event, based on the hours, minutes or days entered.
 - This Event Has No Duration: only the start time will be displayed with your even.

Date & Time:

☐ all day

Note that this is a 24-hour clock.

Start:

Date 2015-08-12 10:00 24 Hr. Time Format

End:

☐ Date

☒ Duration 0 days 1 hours 0 minutes or ☐ 0 weeks

☐ This event has no duration / end date

Notes:

- Avoid end times after midnight because the events display will convert to all day.
- Only specify an end date when entering an "ongoing" event whose duration spans a timeframe longer than several days (usually an exhibit or display). Information about setting up recurring events follows.

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About Recurring and Ongoing Events:

- The calendar distinguishes between recurring and ongoing events.
 - Recurring events appear in the calendar's main event listing for the day, week or month being viewed.
 - Ongoing events display in a separate area of the calendar, under the heading Ongoing.
- Recurring event:** occurs repeatedly on (fairly regular) intervals over a period of days, weeks or months. Recurring events usually have a start and end time associated with them.
 - Example:** The John Hope Franklin Center sponsors an event every Wednesday from 12:00 to 1:00 p.m. throughout the academic year.
- Ongoing event:** occurs consecutively over a period of time - days, weeks or months. Usually, the times associated with the event are dependent on the open/close times of the facility where it is located.
 - Example:** An exhibit at the Nasher Museum of Art that runs from Oct. 1, 2015 to Mar. 31, 2016 is an ongoing event. It occurs daily over an extended period of time and the time for the event is not relevant – the exhibit hours are the same as the Museum's hours of operation.

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How to Post Recurring Events

- Select **Event Recurs**
 - Recurrence Rules and Exception Dates areas appear
- Click **checkbox**
 - Show Advanced Recurrence Rules
- Define **Frequency**
 - Select daily, weekly, monthly or yearly
 - Repeat and Interval areas appear
 - Choose number of occurrences or end after date
 - Select interval, such as each week or every two weeks on which days

Recurrence: ☒ event recurs ☐ event does not recur

Recurrence Rules

☒ show advanced recurrence rules

Frequency: <input type="radio"/> none <input type="radio"/> daily <input checked="" type="radio"/> weekly <input type="radio"/> monthly <input type="radio"/> yearly	Repeat: <input checked="" type="radio"/> 1 time <input type="radio"/> until 2015-08-12 <input type="text"/> Interval: every 1 week(s) on <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat select weekdays select weekends Week start: Sun
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Recurring Event Example

Event Scenario

- Let's say I have an event every Monday from 8:00 – 9:00 am.
- These events will go on until April 18, 2016.
- Plus, we are adding an instance for November 26, 2015.

(Optional) Under **Recurrence and Exception Dates**, select the date and time for the additional recurrence and click **Add Recurrence**. You can also use the **Add Recurrence** to select dates for events whose recurring pattern is not consistent. To remove an instance, you can delete that instance after publishing your event.

Date & Time: ☐ all day

Start:
Date 2015-08-12 08:00 24 Hr. Time Format

End:
☐ Date ☒ Duration 0 days 1 hours 0 minutes or ☐ 0 weeks
☐ This event has no duration / end date

Recurrence: ☒ event recurs ☐ event does not recur

Recurrence Rules
show advanced recurrence rules

Frequency: ☐ none ☐ 1 time ☒ until 2016-04-18
Interval every 1 week(s) on
☐ Sun ☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat
select weekdays | select weekends
Week start: Sun

Recurrence and Exception Dates
20151120 08:00

Recurrence Dates
Date Time TzId
20151120 0800 America/New_York remove
Exception dates may be created by deleting an instance of a recurring event.

Enter an end date to be the day after the actual end date or enter the number of recurrences..

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Managing Recurring Events

Once you have entered a recurring event, you can go into the "Manage Events" screen to edit the master event or specific event instances. If you want to delete a specific date, click on "instance" and then "Delete Event."

Manage Events

Select the event that you would like to update.

Start Date: 2015-08-12 Days: 180 Filter by: select a category

Title	Start	End	Topical Areas	Categories	Description
Bible Study on the Book of Acts	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	All are welcome to join a discussion of the Book of Acts. We will consider a different passage of the book each week. <small>Recurring event. Edit master instance</small>
Wee Praise	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	Using "Musikgarten's All God's Children Sing" curriculum, infants and children through age 3, along with their parents or caregivers, are invited to make a joyful noise to the Lord. Participants will sing, move, listen and play simple instruments. <small>Recurring event. Edit master instance</small>
Children's and Youth Choir	8/16/15 9:45 AM	8/16/15 10:45 AM	/Utilities/Main /Other/Religious_Spiritual	Other Utilities Religious/Spiritual Main	Children (beginning at age 4) and Youth are invited to take part in the Congregation's Children and Youth Summer Choir. Bring your voice and/or musical instrument to Biddle Music Building room 102 on Sunday mornings from 9:45am through 10:45am. The Choir will sing in the University worship services in Baldwin Auditorium on July 12 and August 16. <small>Recurring event. Edit master instance</small>

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Status

- Accept Confirmed (default option)
- Select the Tentative
 - Note: Tentative does not show on calendar.duke.edu. In managed events, this row will appear with hash lines as a reminder to edit the event.
 - Caution: some websites use copied data that is not updated with changes.
- If your event has canceled, change the event status from Confirmed to "Canceled." The word, "CANCELED," will be displayed as the Status for the event on calendar.duke.edu

Status: ☒ confirmed ☐ tentative ☐ canceled

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Event Description

- Required field. Please use sentence case.
- Limited to 1500 characters. Counter will indicate characters remaining.
- Be aware that formatting will be lost when pasting from another source, like Word (e.g., bullets, indents, special characters).
- Note: URLs entered into the description do NOT serve as hyperlinks.

Description:	Enter a brief description of the event 1500 characters max.	
Cost:	optional: if any, and place to purchase tickets	Include place to purchase tickets if any
Event URL:	optional link to more information about the event	Prepend with a valid protocol such as http://www.duke.edu

- (Optional) In the Cost box, type a price for the event and the location where tickets may be purchased, if applicable. If the event is free, please leave the box blank.
- (Optional) In the Event URL box, type a Web address for the event. Include the proper protocol: "http://...."

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Adding Images (optional)

if image not included, a stock image will be used

Image:

Upload image:

X1

Y1

X2

Y2

W

H

Image with minimum height 353 px and width 530 px

Browse...

No file selected.

Image Alt Text:

- Click the Browse... box to upload an image stored on your drive.
- The image filename must be alpha-numeric characters only and include only one period (.) that must appear prior to the extension .png, .jpg, .gif (e.g. abc123.jpg)
- The minimum image size is 530 px wide x 353 px high, resolution 72 px/inch. File size must be less than 1 MB.
- A sizing box will appear which you may stretch or shrink, but you cannot change the 3:2 ratio.
- Make sure the outline is flashing the portion of the image to display.
- [Can I use this image?](#) Refer to the infographic from The Visual Communication Guy
- The **Alt-Text** field is required when an image is uploaded. This describes the content of the image for those who cannot see, such as "four puppies".

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Contacts

- Select the desired name from the list
 - You can also type ahead and select the correct Contact from the resulting list.
 - Note that when you select a Contact for the first time, it is automatically added to your Preferred list.
- If you don't find the desired contact in the Contacts list, click the "Specify custom contact information" box and enter the name and email address
 - If you'd like the contact added to the Contacts list, send an email to calendar@duke.edu requesting that the new contact be added. Once the contact is added and you've been notified, you may modify the event to select the contact from the dropdown list.

Contact:

Choose a contact by clicking h...

preferred

all

Custom Contact:

Specify custom contact information:

E-mail

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Location

- Select the desired location from the list.
 - You can also type all type ahead and select the correct location from the resulting list.
 - When you select a location for the first time, it is automatically added to your Preferred list.
- If you don't find the desired location in the Locations list, Click Custom Location.
 - If you'd like the location added to the Locations list, send email to calendar@duke.edu requesting that the new location be added. Once the location is added and you've been notified, you may modify the event to reflect the new location.

Location:

☐ preferred ☒ all

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Categories

- Select at least one category
- Consider how users might search for your event.
- Keep in mind that websites pull feeds based on categories, so be sure the category(ies) you select is/are appropriate in those contexts
 - For example "Alumni" should be used based on presenter, not potential audience members

Topical area:

- ☐ Arts
 - ☐ Comedy
 - ☐ Concert/Music
 - ☐ Dance Performance
 - ☐ Duke/Arts
 - ☐ Exhibit
 - ☐ Masterclass
 - ☐ Movie/Film
 - ☐ Reading
 - ☐ Theater
- ☐ Athletics/Recreation
 - ☐ Intramurals/Recreation
 - ☐ Varsity Sports/Combined
 - ☐ Varsity Sports/Men
 - ☐ Varsity Sports/Women
- ☐ Lectures/Conferences
 - ☐ Conference/Symposium
 - ☐ Lecture/Talk
 - ☐ Panel/Seminar/Colloquium
- ☐ Type
 - ☐ Academic Calendar Dates
 - ☐ Alumni/Reunion
 - ☐ Announcement
 - ☐ Book Signing
 - ☐ Brown Bag
 - ☐ Ceremony
 - ☐ Competition/Contest
 - ☐ Excursion
 - ☐ Festival/Fair
 - ☐ Free Food and Beverages
 - ☐ Giveaways
 - ☐ Information Session
 - ☐ Leadership
 - ☐ Meeting
 - ☐ Multicultural/Identity
 - ☐ Open House
 - ☐ Orientation
 - ☐ Party
 - ☐ Reception
 - ☐ Social
 - ☐ Tour
 - ☐ Training
 - ☐ Volunteer/Community Service
 - ☐ Webcast
 - ☐ Workshop/Short Course
- ☐ Global Duke
 - ☐ Africa focus
 - ☐ Asia focus
 - ☐ Canada focus
 - ☐ Caribbean focus
 - ☐ Central America focus
 - ☐ China focus
 - ☐ Europe focus
 - ☐ Global
 - ☐ India focus
 - ☐ Ireland focus
 - ☐ Israel focus
 - ☐ Mexico focus
 - ☐ Middle East focus
 - ☐ South America focus
 - ☐ United States Focus
- ☐ Topics
 - ☐ Charity/Fundraising
 - ☐ Civic Engagement/Social Action
 - ☐ Diversity/Inclusion
 - ☐ Energy
 - ☐ Engineering
 - ☐ Entrepreneurship
 - ☐ Ethics
 - ☐ Health/Wellness
 - ☐ Human Rights
 - ☐ Humanities
 - ☐ Natural Sciences
 - ☐ Politics
 - ☐ Religious/Spiritual
 - ☐ Research
 - ☐ Social Sciences
 - ☐ Sustainability
 - ☐ Technology
- ☐ University Events
 - ☐ Commencement
 - ☐ Founders Day
 - ☐ Holiday
 - ☐ MLK
 - ☐ Family Weekend

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Categories (continued)

- The categories in the Utilities group have special functions in the calendar. It is important to understand how they are handled in the calendar.

Utilities

- ☐ Local (NOT displayed on calendar)
- ☒ Main
- ☐ Ongoing

Local: Use this category to enter events into the calendar that your group, organization or department will display on its public Web site. Local events will not display on calendar.duke.edu, but will be available via XML feeds from the calendar.

Ongoing: Use this category to display the event in the Ongoing area on calendar.duke.edu. The event will display in the main event listing on the first day only.

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Working with Images

- Must be JPG, PNG or GIF
- Filename must be alphanumeric with extension. (example “**abc123.jpg**”) Filename cannot contain special characters or, spaces, or dot (“.”) other than preceding file extension
- Does not accept PDF
- Ratio of 3:2 and should look good at 50% zoom.
- Show people in their best light. Candid shots generally appear more authentic.



The minimum image size is 530 px wide x 353 px high, resolution 72 px/inch, preferred file size <1 MB.

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Resources for Working with Images

- Brand.Duke.edu
 - [Logos & fonts](#)
 - [Color palettes](#)
- Webdam a resource for 7,000 stock images available for Duke University & Health System purposes.
 - <https://duke.webdamdb.com/bp/#/>
- Canva.com a simple design tool useful for converting vertical image to horizontal.

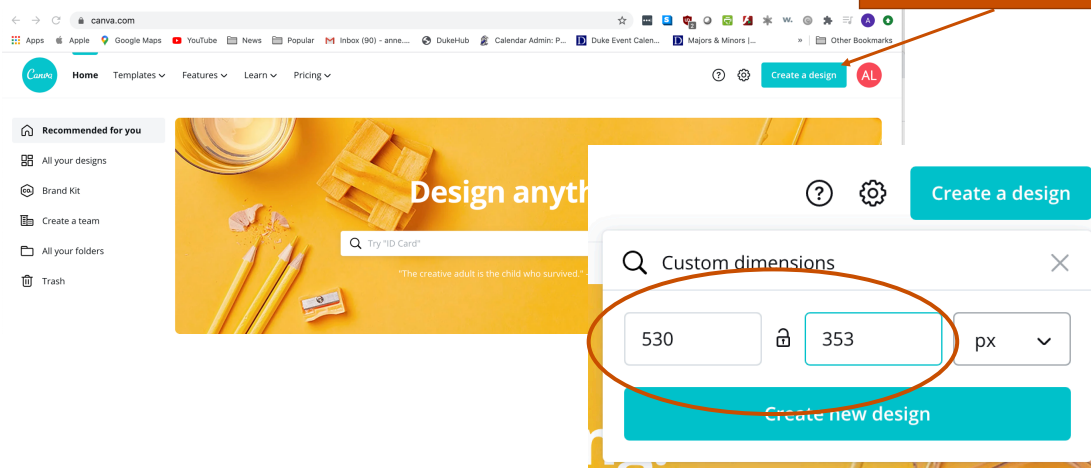


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Create Design Using Canva.Com

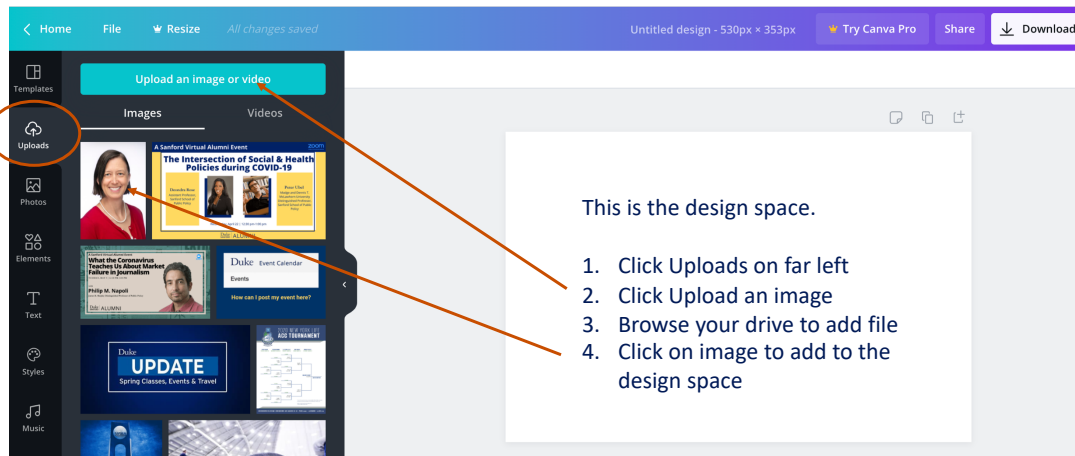
1. Click Create a Design
2. Enter 530 x 353 px
3. Click Create new Design



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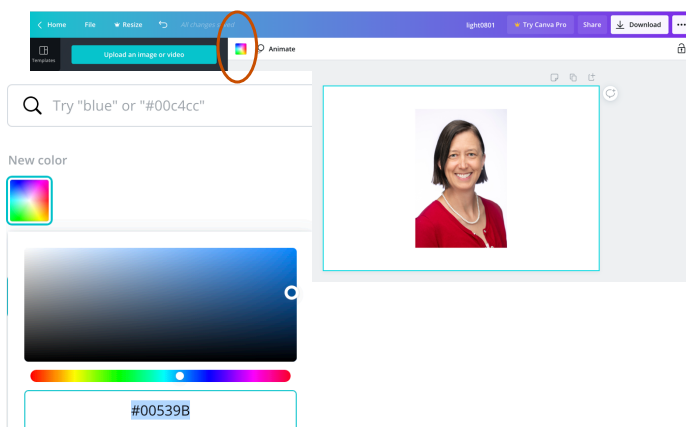
Adding image to Canva.Com



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Change background color



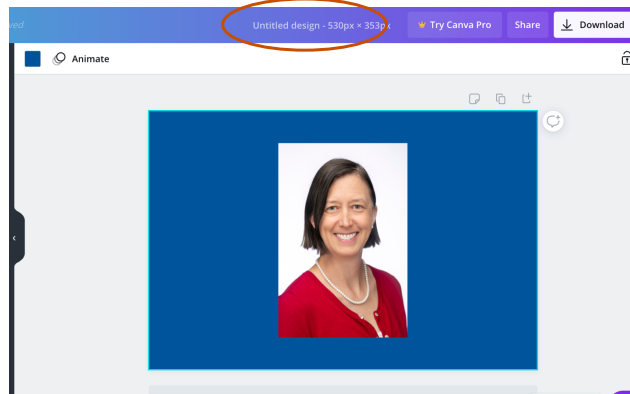
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Save and Download

Rename the file

- Click "Untitled Design"
- Use only alphanumeric characters
- No spaces or special characters
- Click Download
 - Accept PNG format
 - Click Download



Then, upload the file to Event Calendar.

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To Change an Image

- There are multiple steps to change an image
 - On the event entry screen scroll down to the image and click "remove image" which is an update that take you back to manage event screen.
 - View calendar.duke.edu to see that the Duke stock image appears.
 - Open event and browse to add replacement image.
 - Also add a space at the end of the event description detail to force a "save as."

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Best Practices

- Use Title Case for Event Name
 - ALL CAPS IS MORE DIFFICULT TO READ
- Events Canceled with Short Notice
 - To inform the audience, change status to Canceled and Modify Event Title. (Deleting event adds to confusion)
- Writing from the Reader's Point of View
 - What does the audience want to know? Lead with topic.
- Event goes beyond midnight?
 - End time after midnight converts to ALL DAY. Use "no duration" instead.

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Descriptive Titles with Details

Tuesday, January 07, 2020		
1:55 pm	TBA Sponsor: Adopt a Grandparent (AAG) Location: None	Incomplete
Monday, January 13, 2020		
2:00 pm	Weekly Seminar Series Name: AAG Weekly Training Seminar Sponsor: Adopt a Grandparent (AAG) Location: None	Good
Monday, January 20, 2020		
1:55 pm	Weekly Seminar Series Name: AAG Weekly Training Seminar Presenter: Dr. Gerry Aged Sponsor: Adopt a Grandparent (AAG) Location: None	Better
Monday, January 27, 2020		
1:55 pm	"Staying at Home: Helping Grandparents Age in Place" Series Name: AAG Weekly Training Seminar Presenter: Dr. Gerry Aged Sponsor: Adopt a Grandparent (AAG) Location: None	Best

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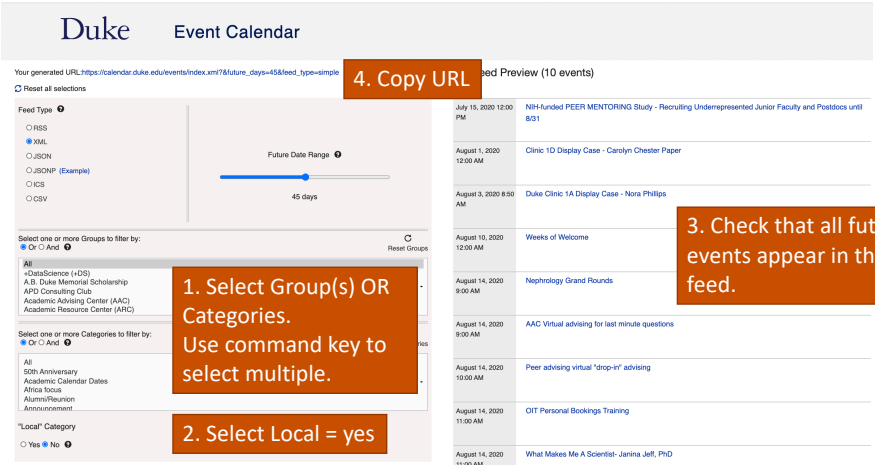
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Creating feeds to your website

<http://urlbuilder.calendar.duke.edu/>

- You can publish your group's events, both public and local, to your web site using the calendar's JSON, XML or RSS feeds
- The URL Builder aids web designers in creating feeds.
- Contact Web Services for additional website assistance and Wordpress plug-in.

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1. Select Group(s) OR Categories. Use command key to select multiple.

2. Select Local = yes

3. Check that all future events appear in the feed.


4. Copy URL

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Creating Feeds to your Website

- We recommend using JSON format
 - See [example widget](#)
- The database supports live feeds
 - We discourage using copied or cached data
- Newest versions eliminate the need to check in multiple fields for variable data
 - See [example schema](#)

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Examples of Feeds to Websites

ASIAN & MIDDLE EASTERN STUDIES

Upcoming Events

Screen/Society-Special Events--"Zemene" w/ Q&A

Wednesday, September 13, 2017 - 7:00pm to 8:40pm

Bryant Center Griffin Film Theater

Film Screening: "Zemene" Medusa Donovan, 2014, 68 min. USA, in English, Color, DCP / "Zemene" is a full-length documentary that follows a spirited 10-year-old Ethiopian girl, Zemene (Zemene), as she fights to keep hope alive and survive her life-threatening condition of Kyphosis, a severe...

[Read More >](#)

The Middle East and Islam in Global History: Three New Books

Wednesday, September 27, 2017 - 12:00pm to 2:00pm

Rubenstein Library Hovell-Anderson Family Assembly Room 153

A major book launch event with three authors:Conti Azziz (UNC), The Idea of the Muslim World (Harvard UP, 2017)Will Hanley (FSU), Identifying with Nationality (Columbia UP, 2017)Adam Mestyan (Duke), Arab Pentecost (Princeton UP, 2017)

Subduing the Saints: State Control over Sufi Lodges in Late Ottoman and Modern Turkey

Wednesday, October 4, 2017 - 5:30pm to 6:30pm

West Dining Hall

ABOUT CAMPUS CENTER

BROADHEAD CENTER

FLANNERY BUILDING

PAUL AUDITORIUM

PAUL HAVILION

STUDENT WELLNESS CENTER

THE PLAZA

07 12

07 13

DUKE LAW

Event Calendar

Wednesday, July 12, 2017

Faculty Workshop

12:30 PM - Law School 2020

Sponsored by the Office of the Dean. For more information, please contact Victoria Zellefrow at victoria.zellefrow@law.duke.edu.

Wednesday, July 19, 2017

Faculty Workshop

12:30 PM - Law School 2020

Sponsored by the Office of the Dean. For more information, please contact Victoria Zellefrow at victoria.zellefrow@law.duke.edu.

Toward Greater Justice: Duke Law Clinics Advocate for At-Risk Children and the Wrongfully Convicted

6:00 PM - Miami, FL

Clinic Directors Jane Wettach and Theresa Newman J.D. '88 will describe the remarkable work of Duke Law students in the provision of direct client services, ranging from gaining access to critical educational services for disabled children to securing freedom for the wrongfully convicted. Clinical work has become an integral part of the law school experience for most Duke Law students, allowing them to test their emerging legal skills in a structured but real-world setting. When justice is achieved, both clients and law students are profoundly changed. Specific Location: Akerman LLP, Three Brickell City Centre, 98 Southeast Seventh Street, Suite 1100, Miami, FL 33131. Hosted by the Alumni & Development Office. For additional information, please contact Caitlin Shaw at caitlin.shaw@law.duke.edu.

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New Tool: Feed Curator

<https://feedcurator.cloud.duke.edu/>

DukeFeed Curator

Home New Feed

Name:

Type: Calendar

Item Limit:

Curate this feed?

Url:

Add additional URL

1. Generate feeds from URL Builder

2. Name your Feed

3. Select # of events

4. Curate Yes or No

5. Save

DukeFeed Curator

Home ENTREPRENEUR SHIP

Feed items for ENTREPRENEURSHIP

Edit

Your feed URL is <https://feedcurator.api.ott.duke.edu/api/bbec4f96-81e1-440e-ab24-c206d5aea9ff>

Refresh Feed

Please select from the list below which items you would like in your feed

Your feed is set to show show 10 items.

Save selection changes

☐ MEDix Café

☒ LIVE: Nudge Yourself to Make Smarter Decisions

☐ Financial Technology Seminar: Sultan Meghji, CEO & Co-Founder Neocova

☒ I&E Fest 2020 - Live Session for Undergraduate Students

☒ I&E Fest 2020 - Live Session for Graduate & Professional Students

6. Toggle Checkboxes to include event in feed

7. Save selection changes

8. Copy feed URL and insert on your webskte

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Resources

- Calendar Admin Site <http://admin.calendar.duke.edu>
- Navigating the Calendar <https://today.duke.edu/2017/06/duke-launches-new-event-calendar>
- Duke Style Guide <https://styleguide.duke.edu/>
 - Logos & fonts <https://styleguide.duke.edu/logos-and-fonts/>
 - Color palettes <https://styleguide.duke.edu/color-palette/>
- Webdam communications community photo share site <https://duke.webdamdb.com/bp>
- Simple Design Tool <http://Canva.com>
- Feed Development Tool <http://urlbuilder.calendar.duke.edu/>
- Feed Curator <https://feedcurator.cloud.duke.edu/>
- Web Accessibility <https://web.accessibility.duke.edu/>
- Test Calendar use for practice entering events <http://calendar-test.oit.duke.edu>
- Help <https://calendar.duke.edu/help> and calendaring@duke.edu

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Troubleshooting

- Calendar Admin page is giving a strange error repeatedly.
 - Limit session times to 30 minutes and remember to log out.
 - Try clearing browser cache, and open a new private window.
 - If doesn't work, restart computer to fully disconnect from server.
- Event or updates not showing in feed to my webpage
 - Go to <http://urlbuilder.calendar.duke.edu> and generate a feed for your group or category and select Local=yes
 - If the event appears in the right right side of the screen, then the issue is with your website.
 - Contact your website developer
 - for Trinity College of Arts & Sciences email trinitywebsupport@duke.edu

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