CE Calendar Style Guide

CAMPUS ABBREVIATIONS

Castlegar	cas
Grand Forks	gf
Greenwood	gw
Kaslo	kas
Midway	mid
Nakusp	nak
Nelson KSA	nek
Nelson Tenth	net
New Denver	new
Rock Creek	rc
Rossland	ros
Salmo	sal
Silver King	nes
Slocan	slo
Trail	tr
Winlaw	win

LOCATION
If you choose Nelson, Midway, Rock Creek, Greenwood, New Denver, Rossland, Salmo, Slocan or Winlaw then YOU MUST FILL IN THE OFF-CAMPUS LOCATION FIELD with the address or location of the course.

> **OFF-CAMPUS ADDRESSES:**
> In numbered addresses, write: Ave., Blvd., Cir., Cres., Dr., Hwy., Pky., Rd., Sq., St., Ter.
> A "#" IS NOT required before an apartment or room number.
> e.g. Oxygen Art Centre, 3-320 Vernon St.

CAMPUS DESCRIPTION
Use lower case on "campus" and "centre".
e.g. Nelson: Silver King campus
e.g. Nakusp centre

PRICE
Enter the price of the course WITHOUT the dollar sign.
e.g. 70

> **ADDITIONAL PRICE**
> If the fee for the course is more than one amount, use the field only for price. Each dollar amount entered beyond the initial price must have a dollar sign attached to it.
> e.g. 120 plus $20 materials
> e.g. 120 +HST

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COURSE TITLE
Use upper and lower case with SPACES between en-dashes. Try to start with a word that describes the class subject best and be consistent if you are teaching more than one course in that subject.
e.g. Design with Intuitive Software
e.g. Library Access Online
e.g. Dance, Dance, Dance - Level I

DESCRIPTION
LESS IS ALWAYS MORE. Try to create short, succinct, full sentences.
e.g. This is a preliminary course in how to design using intuitive software for MAC and PC.
e.g. Learn how to access Selkirk's library online to locate journals, books, magazines and more.

DATES:
The order for date entry is day/month/year/time.
e.g. 25/11/2011/09:00 – This would be 25 Nov 2011 9:00 start time.

Abbreviations* for months are: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec
Abbreviations for days of the week are: Sun, Mon, Tue, Wed, Thu, Fri, Sat
> *No periods are required in the abbreviations.

- **EXAMPLES**
- Please follow EXACTLY the abbreviations, dashes and spacing as below.
- e.g. Jan 20-29, Mon & Wed, 6-9 pm
- e.g. Feb 26-Mar 6, Tue & Thu, 6:30-9:30 pm
- e.g. Oct 1, 8, 16 & 22, Fri 6-9 pm, Sat 1-4 pm

CLASSES
Use a numeral when describing the number of classes and length of time for a class.
e.g. 8 classes
e.g. 8-week course

INSTRUCTOR
Please always include the instructor name, even if it is the same instructor for all courses at different locations. Enter the name exactly as you want it to appear in the calendar.
e.g. Dianna Ducs

OTHER DETAILS/DEFINITIONS TO CONSIDER WHEN INPUTTING YOUR DATA

- Course numbering will be shown with Roman Numerals
  > e.g. Module I, Module II, Level IV

- Spelling & grammar tips
  - "prerequisite" is one word
  - "pre-register" is two words
  - Double quotes should surround all titles: e.g. The "ABC's of Reloading" manual is included.
  - All acronyms should initially be written out AND THEN bracketed within course descriptions and/or titles. Once this has occurred within the description, the acronym can be used: e.g.

Learn assessment and treatment skills required of Occupational Fist Aid (OFA) attendants. All OFA courses will be held at Trail campus.
- Use decimals to break up phone numbers: e.g. 250.365.3978

NEW COURSE
If you do not click "yes" it automatically defaults to "no".

PRINT SEASON
If you check "fall" as the print season, it will be pulled off for the fall calendar. If you check "winter" it will be pulled off for the winter calendar.

UPDATE INFORMATION
This appears as an exclamation mark next to the information viewing on the website and the person reading it must click this exclamation mark to see the text. If you are changing the dates of the course, change them in the above date fields and put the old dates in this field.
e.g. Class was changed from Oct 7-18, Wed 4-6 pm to the dates listed above.

ADDITIONAL INFORMATION
Some material and class information is listed right under the course description as it will appear in the calendar. In this section, you can specify information relating to only your course instance that you want to appear in the print calendar.

WEB ONLY INFO.
This space is for you to embellish on your course by adding pictures, enhance course information, etc. If this course is only offered on your campus then do not use this section. Rather, add it at the course information level in the "Web Only" field.

COURSE CODE & COURSE SECTION
If you know the course code information, you can enter it here. Right now we do not have it set up to communicate with SRS so we have not been using it.

SUPPLY LIST
This section only appears on the web and appears as a scissors icon next to your instance. If your supply list is long, send it to Tina as a PDF file for download. If the course requires the same supplies for all instances, add it at the "Course Information level under "Web Only" information.

EXPIRE
Make sure you set the course to "expire" approximately one week after its end date. This is found in the "Options" tab.