

HKU Event Calendar

User Guide

(Version 1.1)

Information Technology Services

The University of Hong Kong

Jan 2021

Document Revision History

Date	Version	Description	Updated by
15/04/2019	1.0	First Version	Ben Kwan
	1.1	Revised Version	Matthew Ng

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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, university holiday, salary pay day, 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

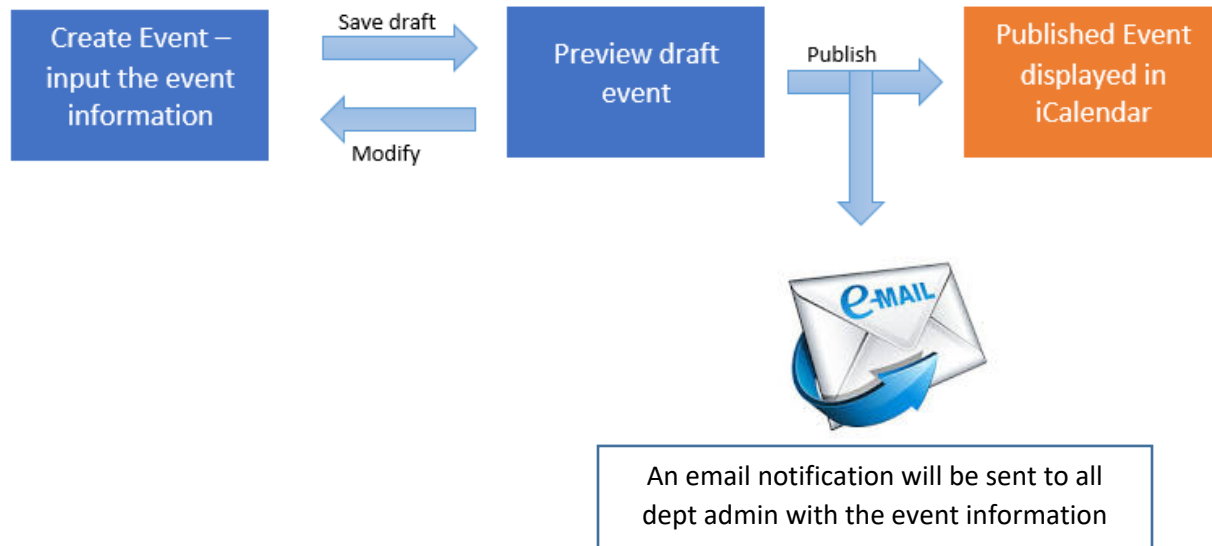
These are lecture timetable, tutorial timetable and examination timetable for students, as well as RPg progress report submission due date for students and their supervisors. It also includes the department approval desk and registered HKU Event Management System (HKUEMS) events.

1. Department Administrator Guide

1.1 Getting Started


To administer your faculty or department events and publish them 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

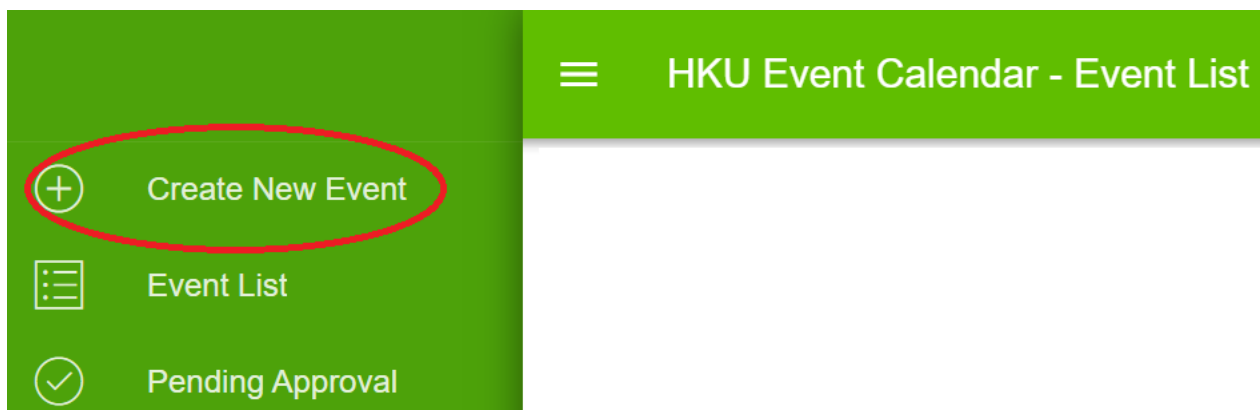



1.3 Create Event

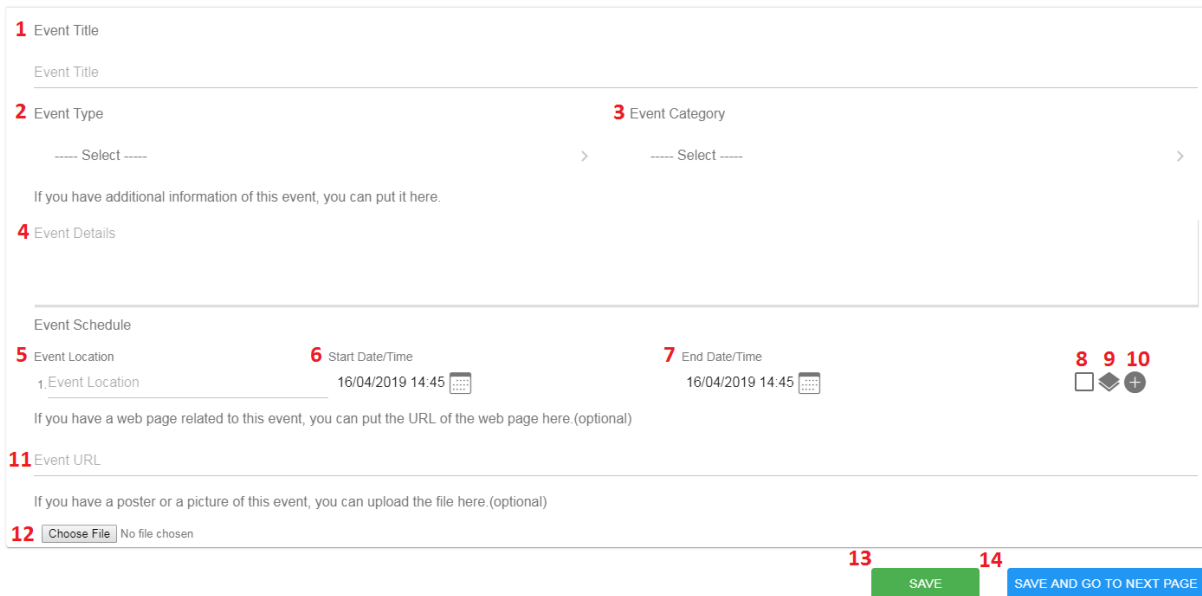


Select  at the top-left hand corner.

The left menu would be shown as below:



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



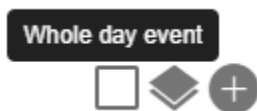
The screenshot shows a form for creating a new event. The form is divided into several sections, each with a numbered annotation:

- 1 Event Title:** A text input field labeled "Event Title".
- 2 Event Type:** A dropdown menu labeled "Select".
- 3 Event Category:** A dropdown menu labeled "Select".
- 4 Event Details:** A large text area for additional information.
- 5 Event Location:** A text input field labeled "1. Event Location".
- 6 Start Date/Time:** A date and time picker labeled "16/04/2019 14:45".
- 7 End Date/Time:** A date and time picker labeled "16/04/2019 14:45".
- 8, 9, 10:** A set of three icons: a checkbox, a diamond, and a plus sign.
- 11 Event URL:** A text input field for a web page URL.
- 12:** A "Choose File" button for uploading an event picture.
- 13:** A green "SAVE" button.
- 14:** A blue "SAVE AND GO TO NEXT PAGE" button.

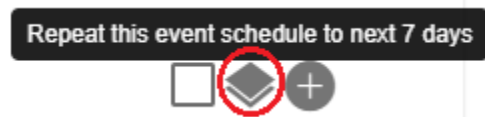
1. The event title is required to input for New Event.
2. The event type is required to select for New Event.
3. The event category is required to select for New Event, which is dependent to event type.
4. The event detail is optional.

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 a table of event data:

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:

21
Event ID: 10000008

Please select the target user group:

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

18

19

20

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 **+**.

Faculty/Department staff

Faculty/Department staff

All departments


Information Technology Services

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

 List of departments

All departments

>



Information Technology Services

>





- 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.


- Select all students (UG, TPG and RPG).
- Select Undergraduate (UG) students.
- Select All UG students
- Select multiple curriculums for UG 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 .

UG Curriculum List

Course Name

Engineering - All curriculums

Engineering - Bachelor of Science in Engineering (04)

Engineering - Bachelor of Engineering in Computer Engineering (172)

Engineering - Bachelor of Engineering in Electrical and Electronic Engi...

Engineering - Bachelor of Engineering in Mechanical Engineering (175)

Engineering - Bachelor of Engineering in Information Engineering (187)


Engineering - Bachelor of Engineering in Electronic and Communicatio...

Engineering - Bachelor of Engineering in Industrial Engineering and Tec...

Engineering - Bachelor of Engineering in Logistics Engineering and Su...

Engineering - Bachelor of Engineering in Electrical Engineering (212)

Engineering - Bachelor of Engineering in Medical Engineering (213)

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

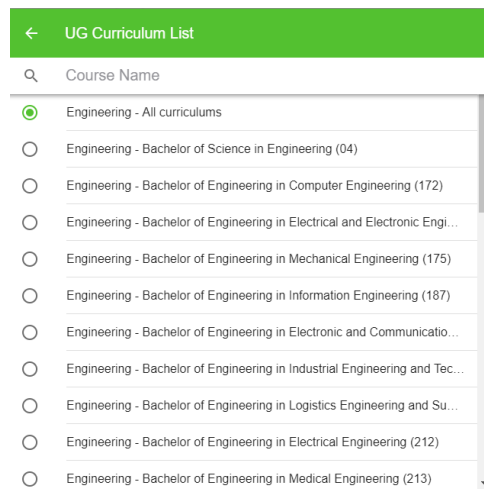
10. Select All TPG students.

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 on the user security. All administrators would not be able to select the data beyond their security limit.

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

The Preview is shown as below:

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 administers are approvers, the Publish Event button will be shown, which means they can submit and approve the event simultaneously.
If administers 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 administers leave the Create New Event page without clicking Publish or Submit Event button, the status will be 'Saved'.

1.4 Event List

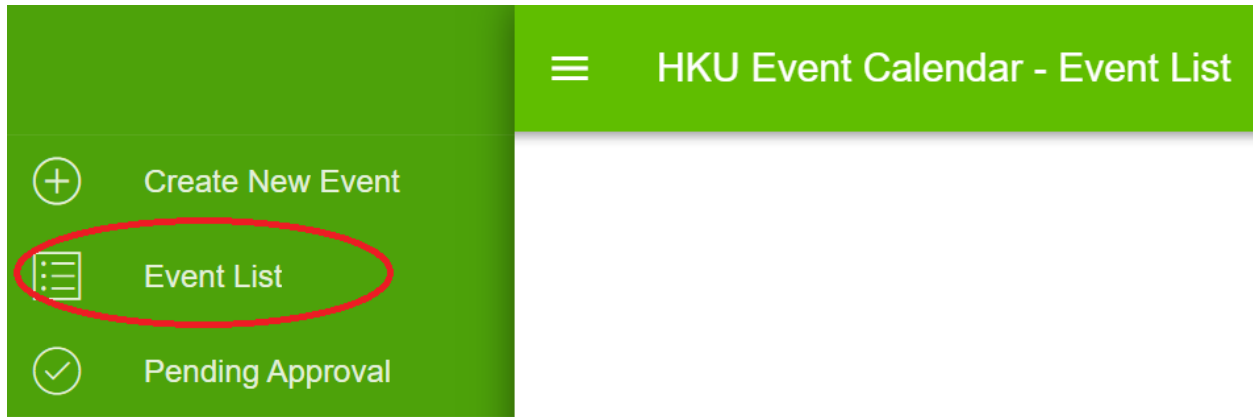
For submitters, you can view your submitted events and their status.

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

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.

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:

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

BACK

6

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.

BACK	REMOVE EVENT
------	--------------


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.

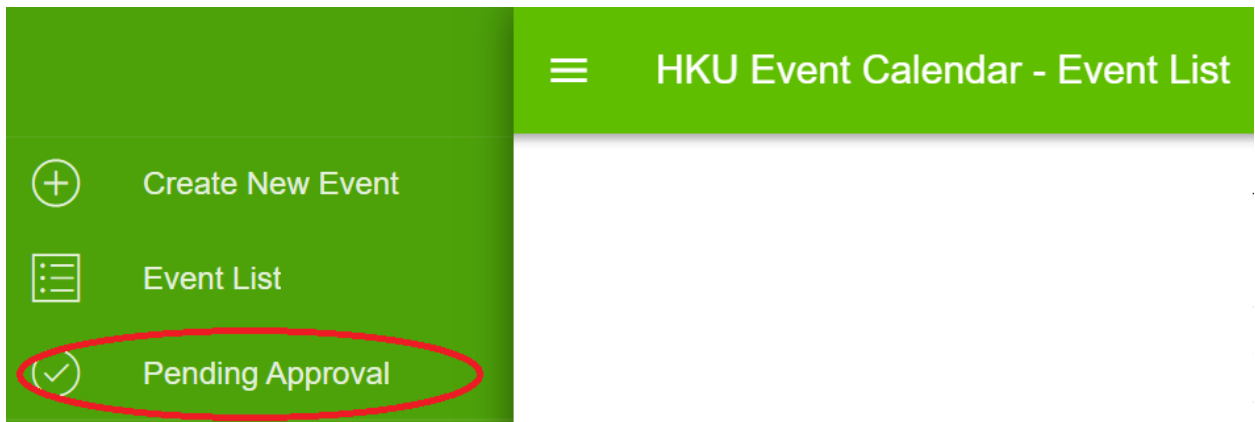
1.5 Pending Approval


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:

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 shows the HKU Event Calendar web interface. On the left, a sidebar (1) contains event criteria: University-wide events (checked), Admission Talk (checked), Conference (checked), Faculty/Department events (checked), Conference (checked), Personal events (checked), Tutorial Timetable (checked), and Lecture Timetable (checked). Above the calendar grid (2) are navigation buttons: 'today', '<', '>', and 'Select Date'. The date 'May 17, 2019' is displayed. To the right of the date are view options: 'day', 'week', and 'month' (3). The calendar grid shows a timeline from 8am to 7pm. A green bar labeled 'JUPAS Information Week' (6) spans from 8am to 12pm. 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.

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	4
					5:05p ITS Conferenc	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		JUPAS Information Week			4:30p Bargaining an	
19	20	21	22	23	24	25
JUPAS Information W			2:30p Statistical Lea			
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.

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	4
					5:05p ITS Conferenc	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		JUPAS Information Week			4:30p Bargaining an	
19	20	21	22	23	24	25
JUPAS Information W			2:30p Statistical Lea			
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.

- Reset your event criteria.
- Save and update your event criteria
- Mouseover the event, the event details will be shown.

JUPAS Information Week

JUPAS Information Week

Date: 14/05/19 - 20/05/19

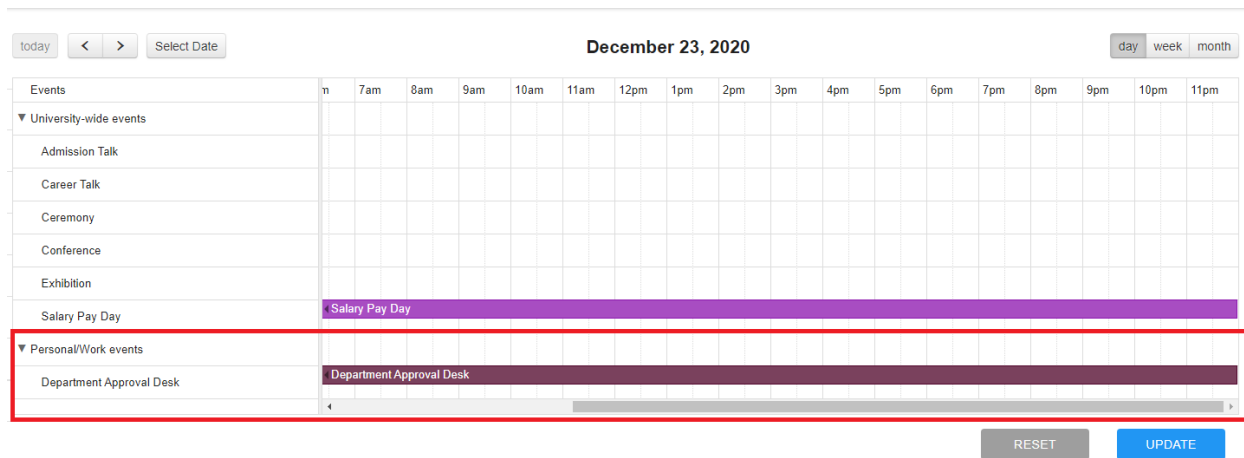
Time: Full Day

Venue:

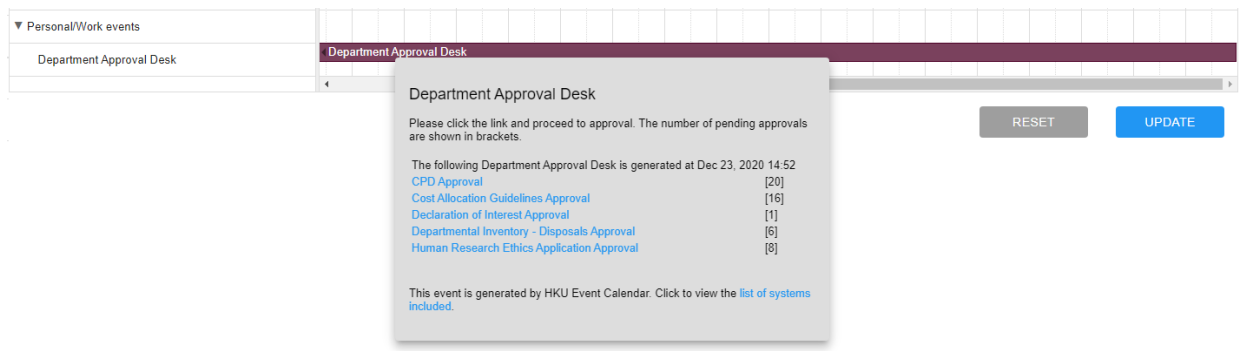
Detail: On May 14 - 20, JUPAS Information Week targeting 2019 JUPAS applicants will be held at HKU campus. The information week aims to provide JUPAS candidates the latest admissions and interview requirements as well as essential information on HKU faculties and programmes. The Week will cover the following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

2.2.1 Department Approval Desk

Department Approval Desk is a daily event to display pending approval of functions of the staff on central administrations systems. This facilitates the staff daily works by providing a single place, to view the list of pending approvals. Also, it allows the staff to direct access the corresponding systems to do the approval.

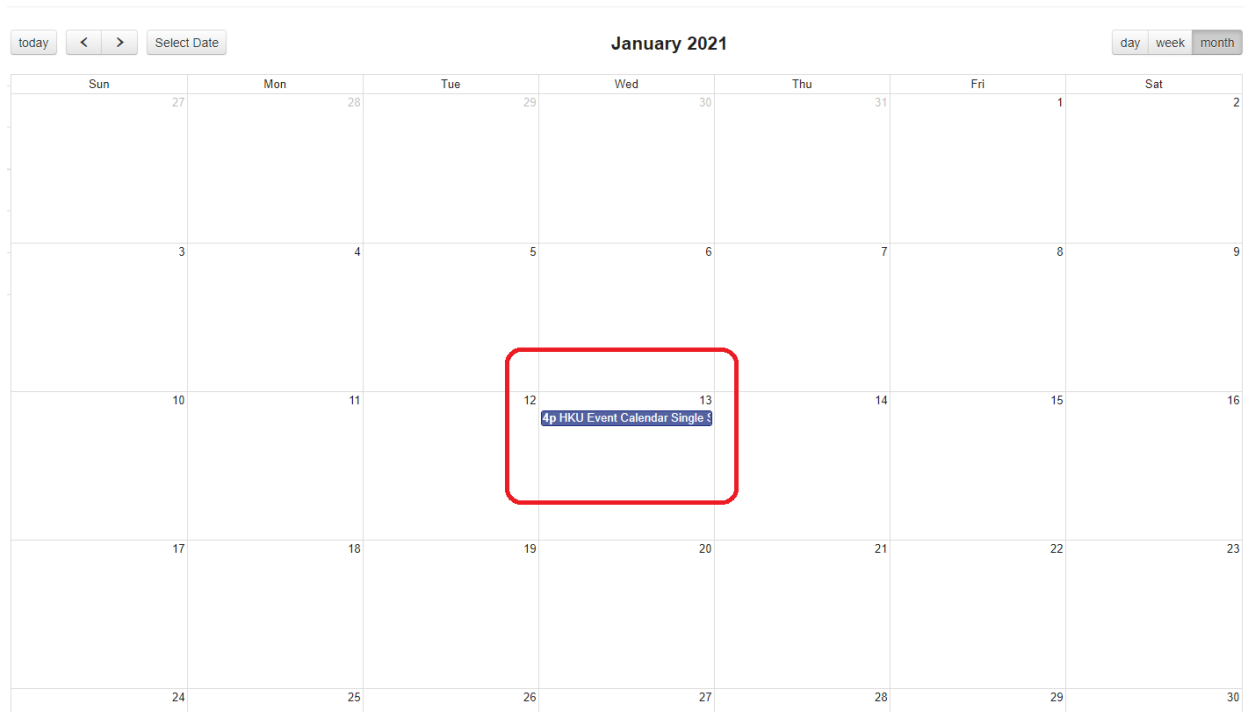


When Mouseover the event, the list of pending approvals will be shown. By clicking the function's name, you can enter the corresponding function to do the approval. You can view the list of functions of central administration systems included in this event by clicking the link "list of system included".

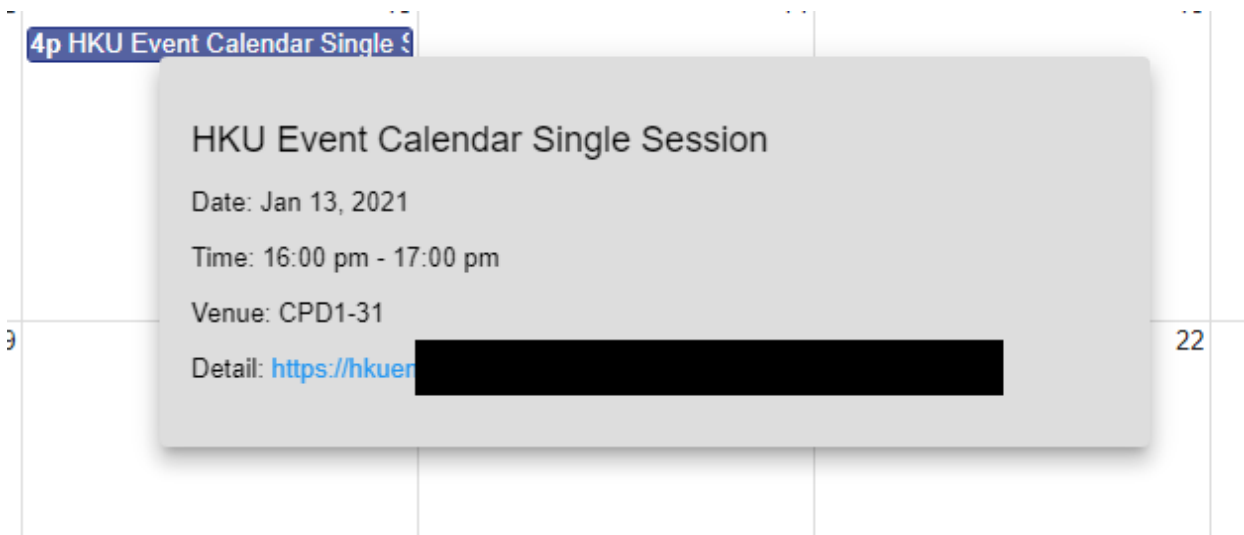


2.2.2 Registered HKUEMS Events

When the staff registered the event in the HKU Event Management System (HKUEMS), the HKU event Calendar will display this event.



When Mouseover the event, the event details will be shown. Clicking the link in the detail to go to the event page in HKUEMS to view the detail of the event.




2.3 Subscription Setting

You may choose to subscribe selected events to be synchronized to your choice of calendar app.

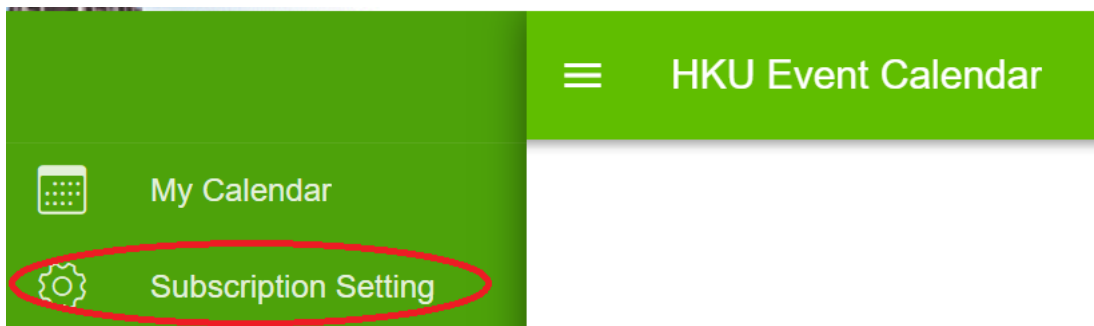
Select the events you would like to synchronize and save your option by clicking the UPDATE button in “My Calendar” page.


The screenshot shows the 'Subscription Setting' page for the HKU Event Calendar. At the top, there's a date selector set to 'January 5, 2021' with 'today', '<', '>', and 'Select Date' buttons. Below this is a table with event criteria on the left and a calendar grid on the right. The criteria are grouped into 'University-wide events' and 'Personal/Work events'. The 'University-wide events' group includes 'Admission Talk', 'Career Talk', 'Ceremony', 'Conference', 'Exhibition', and 'Salary Pay Day'. The 'Personal/Work events' group includes 'Department Approval Desk'. The calendar grid shows time slots from 7am to 8pm. A red '1' is placed above the 'University-wide events' group, and a red '2' is placed above the 'UPDATE' button. The 'UPDATE' button is blue, while the 'RESET' button is grey.

Select  at the top-left hand corner.

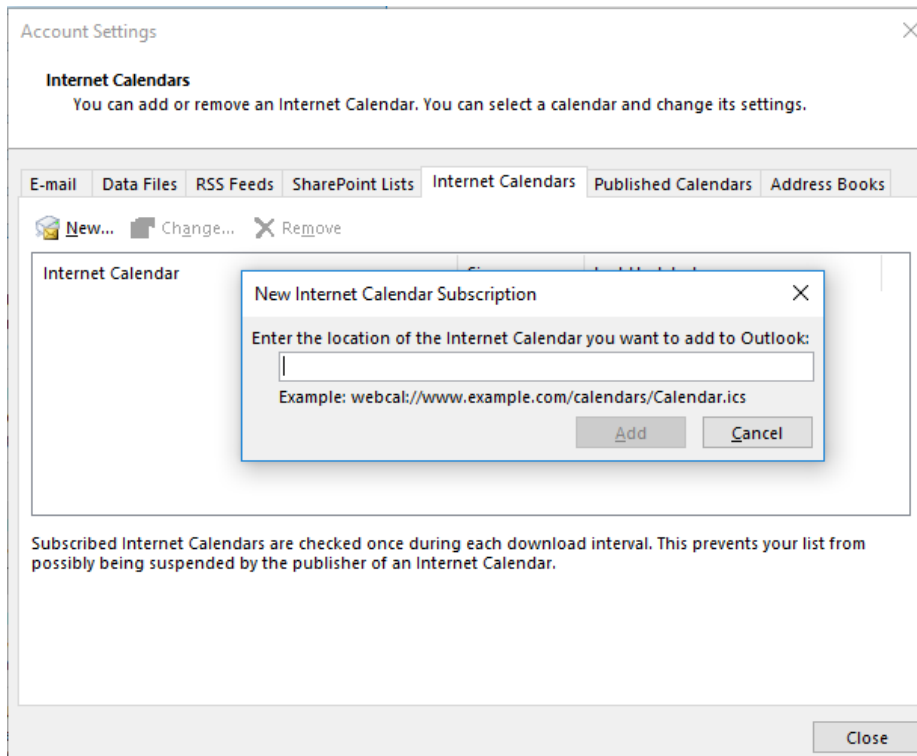


The left menu would be shown as below:



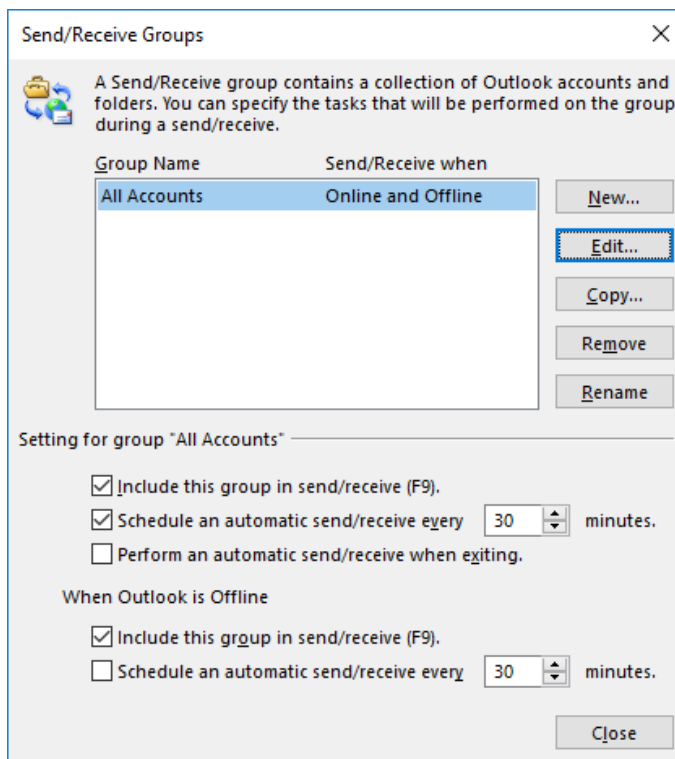
Select  Subscription Setting on the left menu. The page of “Subscription Setting” would be shown as below:

For Outlook Subscription Setup



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

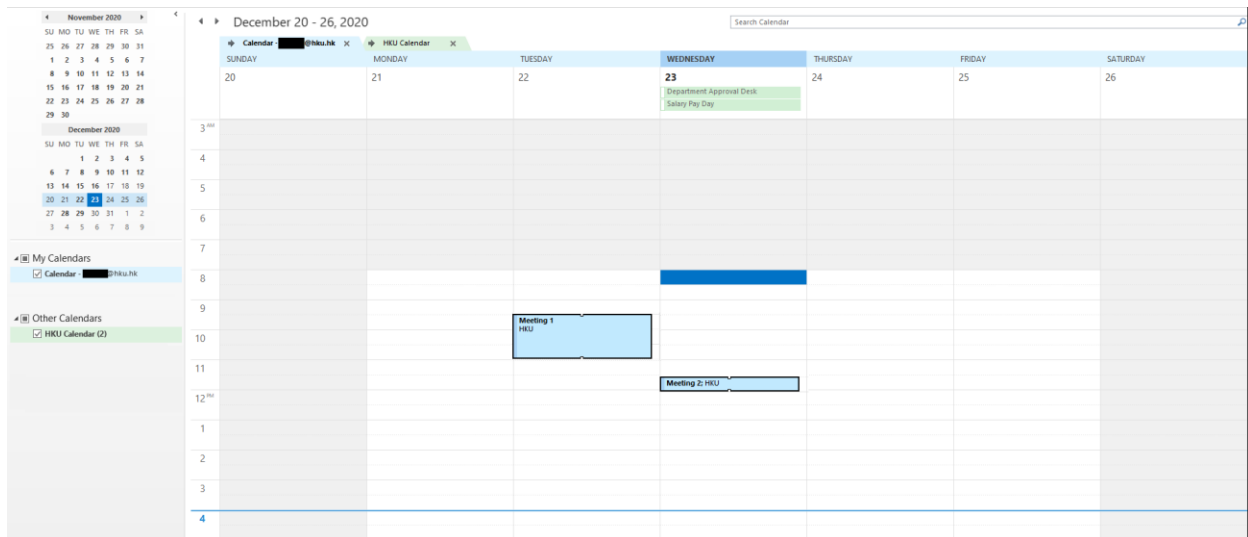
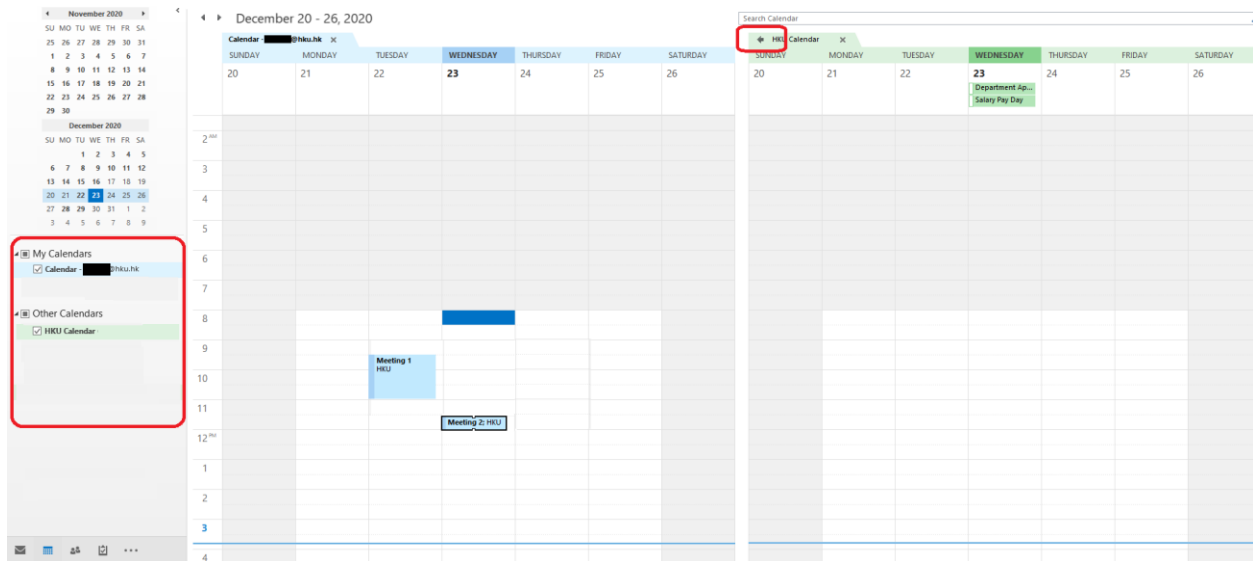
Press New button and then Enter the URL copied from subscription setting.



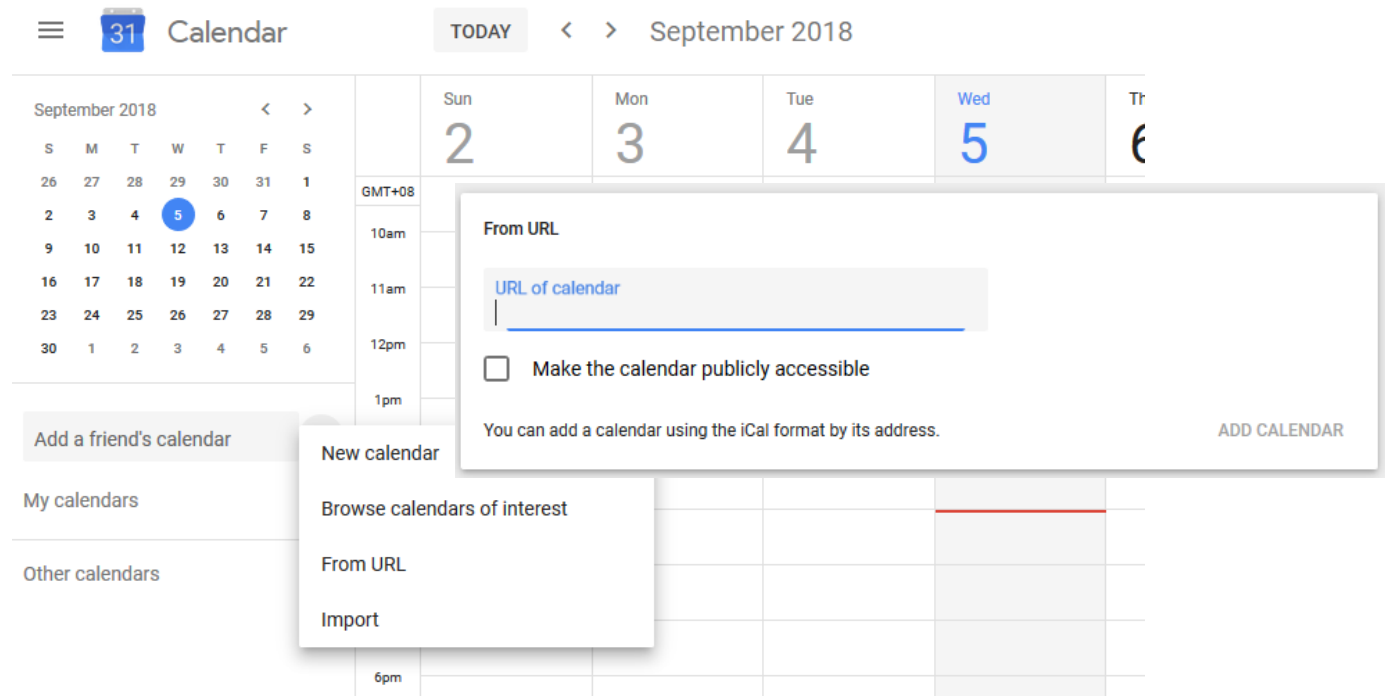
Afterwards, go to Send/Receive Groups to set the auto-update frequency.

If you would like to merge HKU event calendar to your calendar, you can follow the below instructions to merge. You only need to perform once and merging in outlook will be effective from then onwards.

1. Select the 2 calendars in the left bottom menu.
2. Click the left arrow of HKU Calendar then the 2 calendars will be merged in outlook.



For Google Calendar Subscription Setup

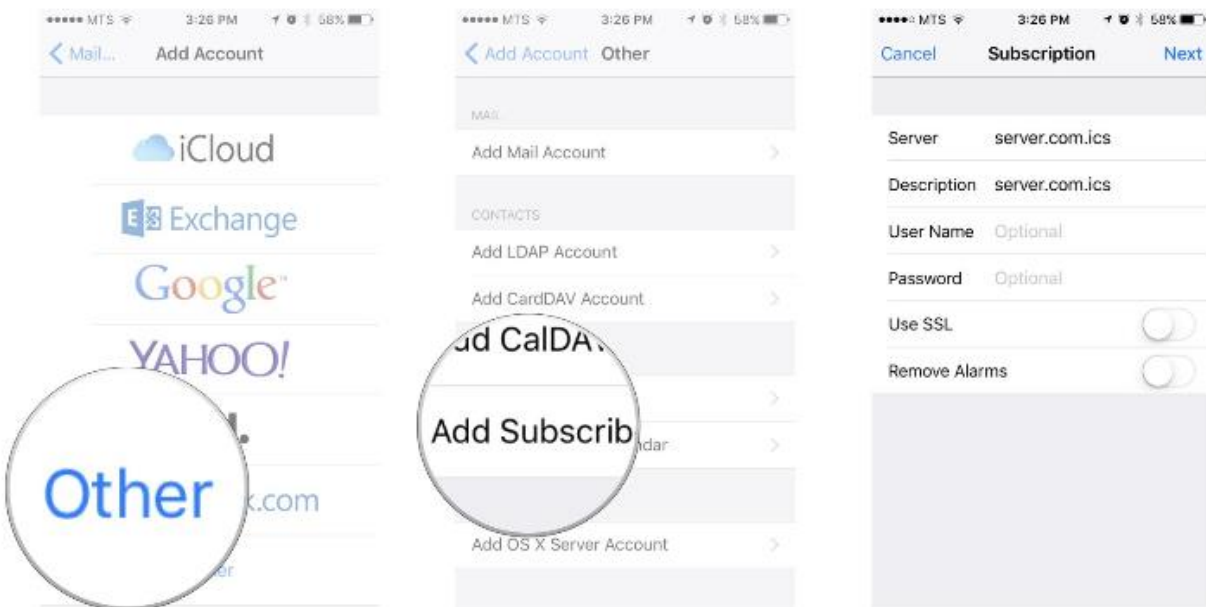


Go to Google Calendar and add New calendar.

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 -