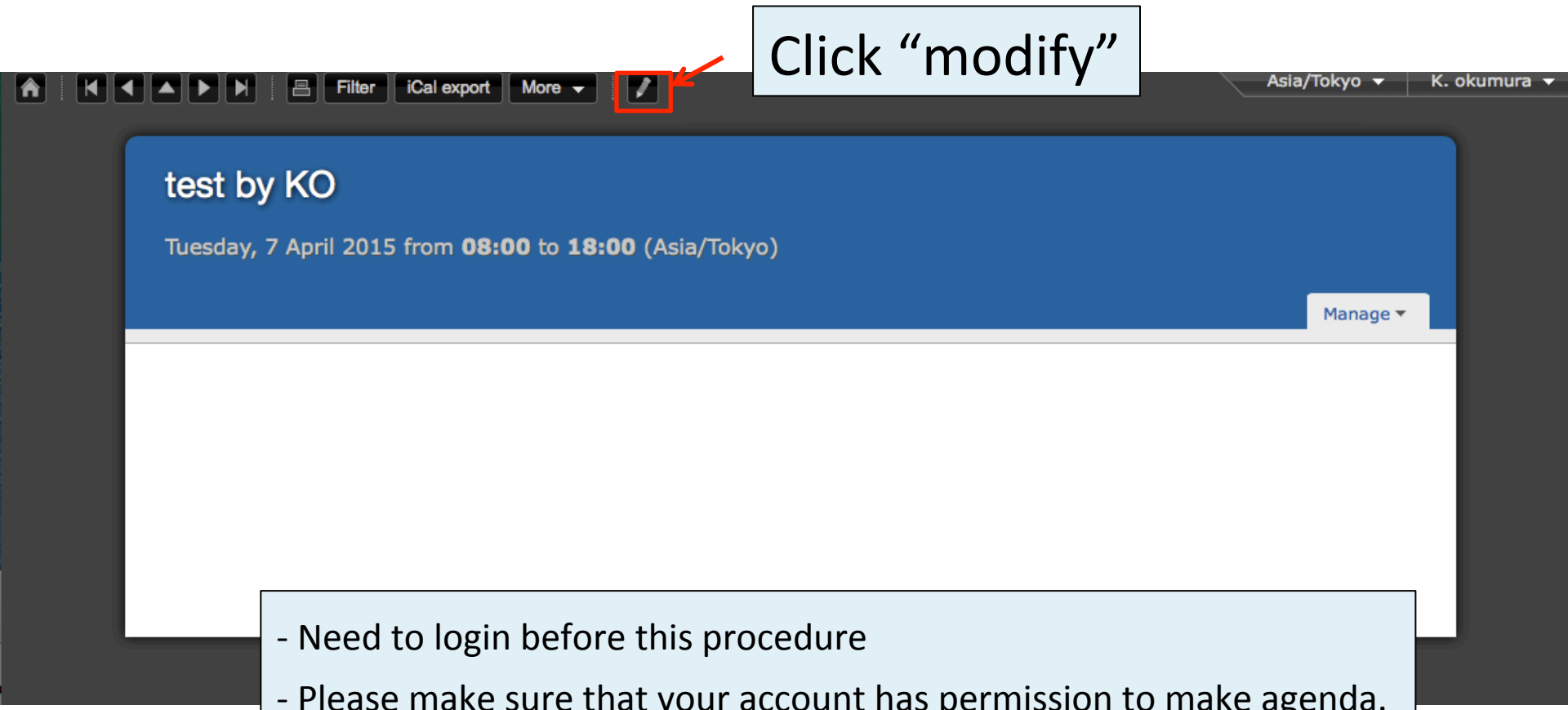
How to make agenda, upload file on Indico page

K. Okumura

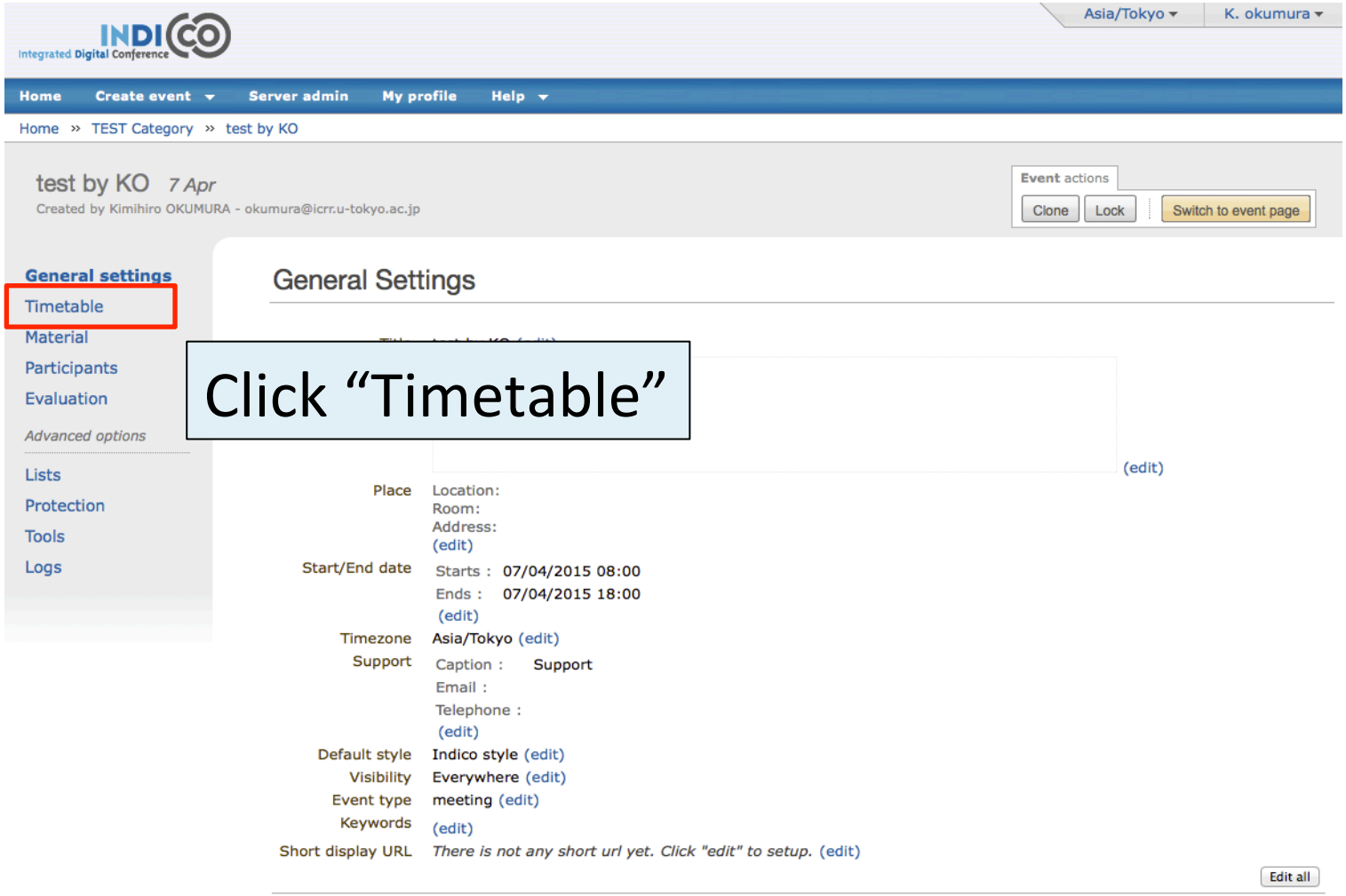
2015 Apr. 7th

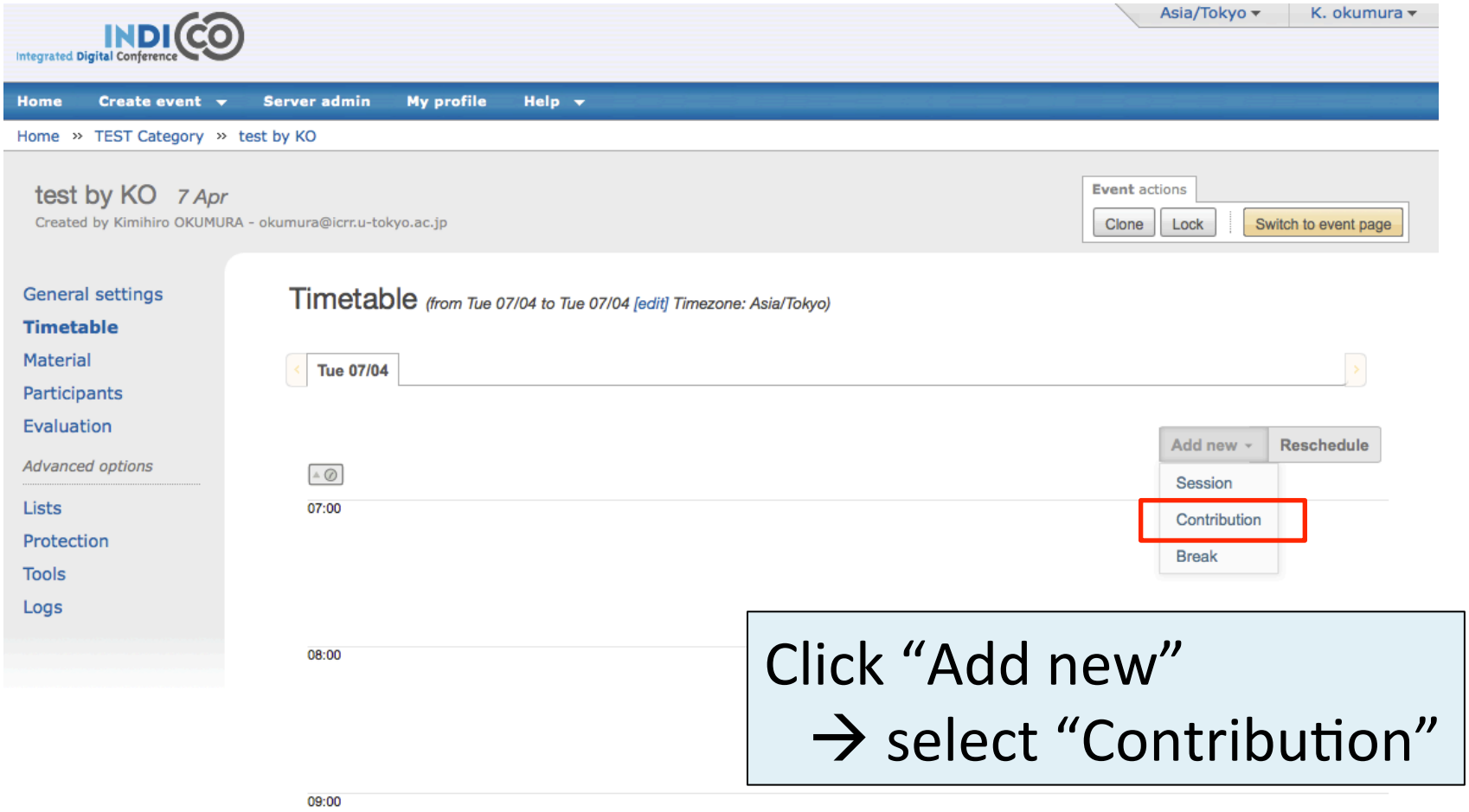
How to make agenda



- Need to login before this procedure
- Please make sure that your account has permission to make agenda.

If not, please contact to manager (person who create this page)


Asia/Tokyo
K. okumura
Integrated Digital Conference
Home
Create event
Server admin
My profile
Help
Home » TEST Category » test by KO
test by KO 7 Apr
Created by Kimihiro OKUMURA - okumura@icrr.u-tokyo.ac.jp
Event actions
Clone
Lock
Switch to event page
General settings
Timetable
Material
Participants
Evaluation
Advanced options
Lists
Protection
Tools
Logs
Click “Timetable”
General Settings
(edit)
Place
Location:
Room:
Address:
(edit)
Start/End date
Starts : 07/04/2015 08:00
Ends : 07/04/2015 18:00
(edit)
Timezone
Asia/Tokyo (edit)
Support
Caption : Support
Email :
Telephone :
(edit)
Default style
Indico style (edit)
Visibility
Everywhere (edit)
Event type
meeting (edit)
Keywords
(edit)
Short display URL
There is not any short url yet. Click "edit" to setup. (edit)
Edit all


Asia/Tokyo
K. okumura
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Home
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test by KO 7 Apr
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Event actions
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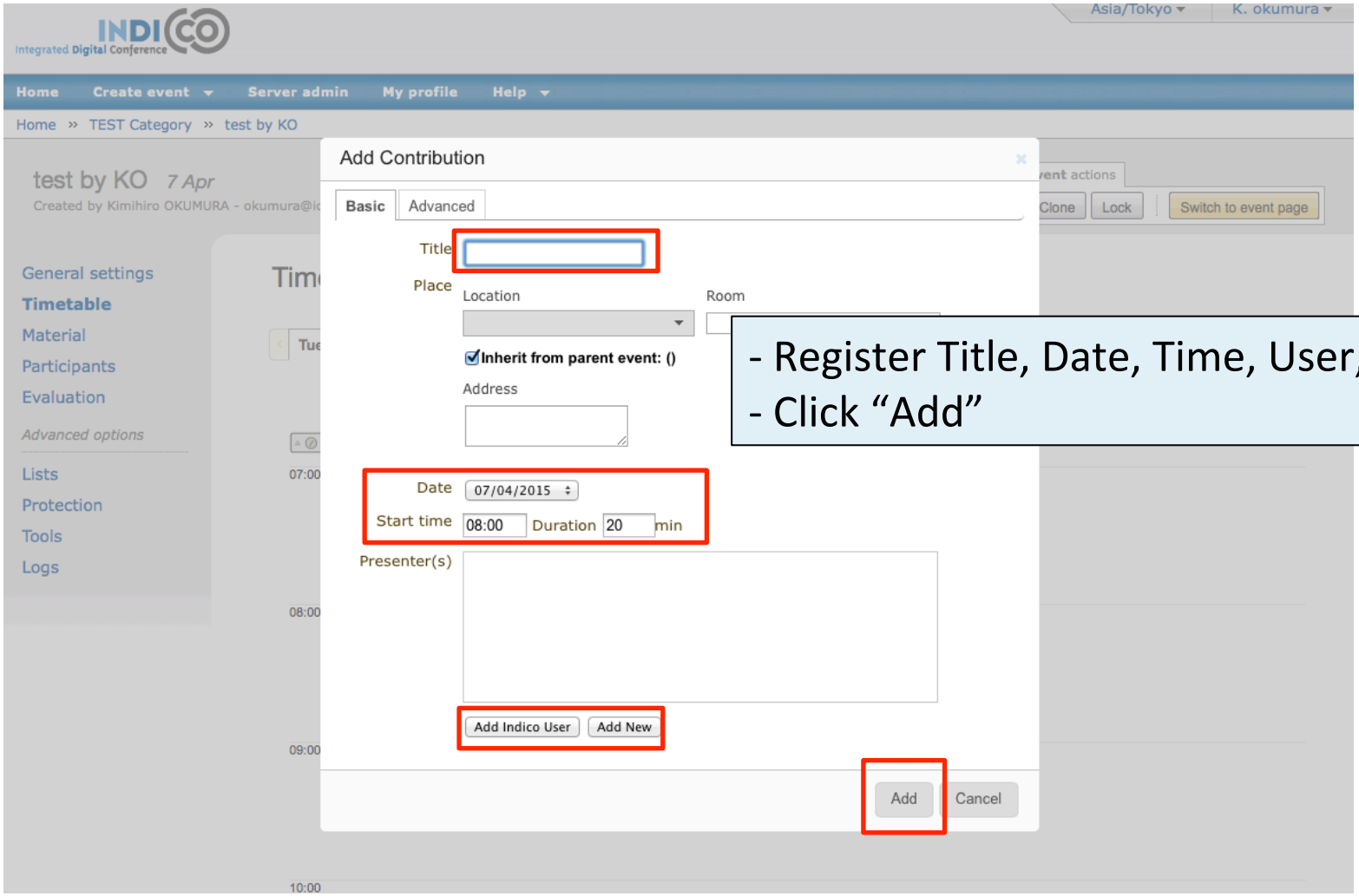
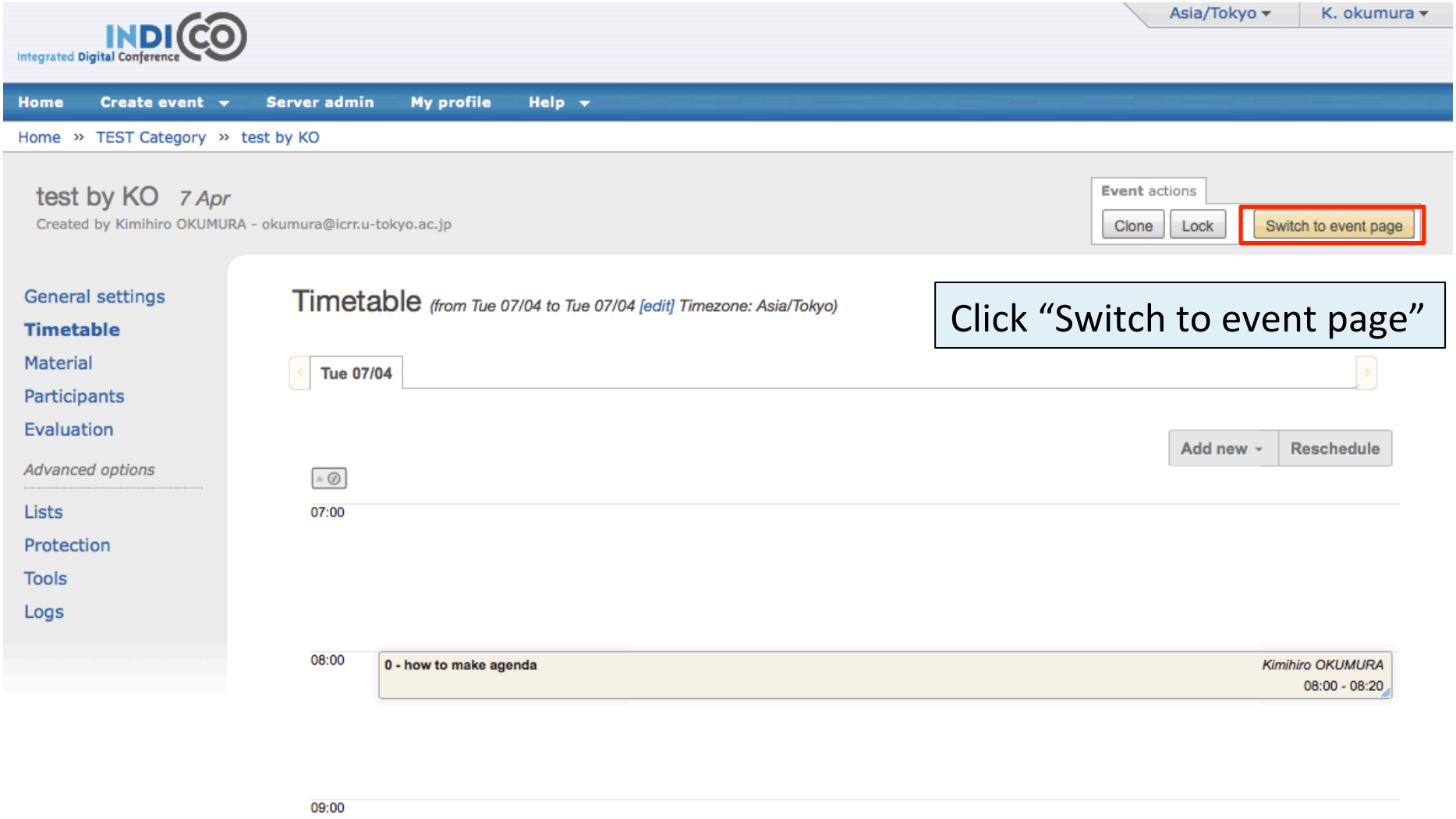
General settings
Timetable
Material
Participants
Evaluation
Advanced options
Lists
Protection
Tools
Logs
Timetable (from Tue 07/04 to Tue 07/04 [edit] Timezone: Asia/Tokyo)
Tue 07/04
Add new
Reschedule
Session
Contribution
Break
07:00
08:00
09:00
Click “Add new”
→ select “Contribution”


Add Contribution
Basic
Advanced
Title
Place
Location
Room
Inherit from parent event: ()
Address
Date
07/04/2015
Start time
08:00
Duration
20
min
Presenter(s)
Add Indico User
Add New
Add
Cancel
- Register Title, Date, Time, User, …
- Click “Add”


Asia/Tokyo
K. okumura
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Server admin
My profile
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test by KO 7 Apr
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Event actions
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Timetable
Material
Participants
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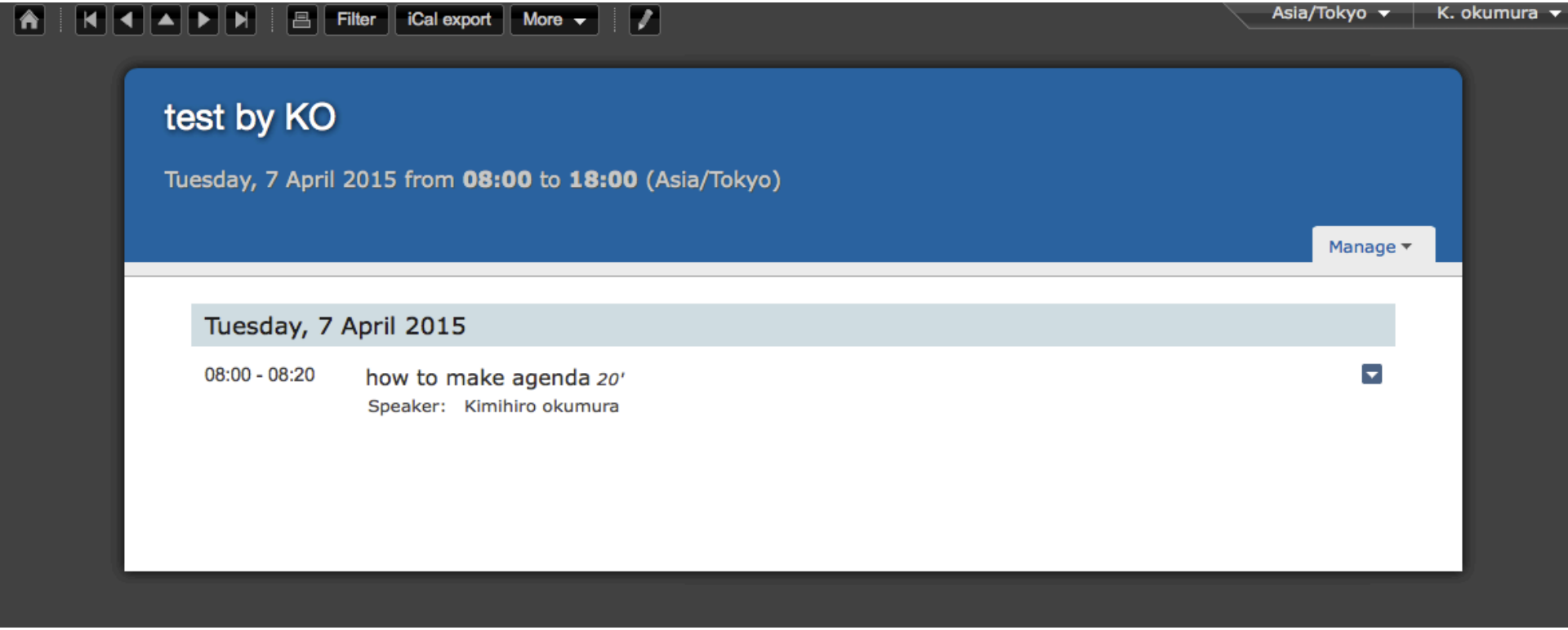
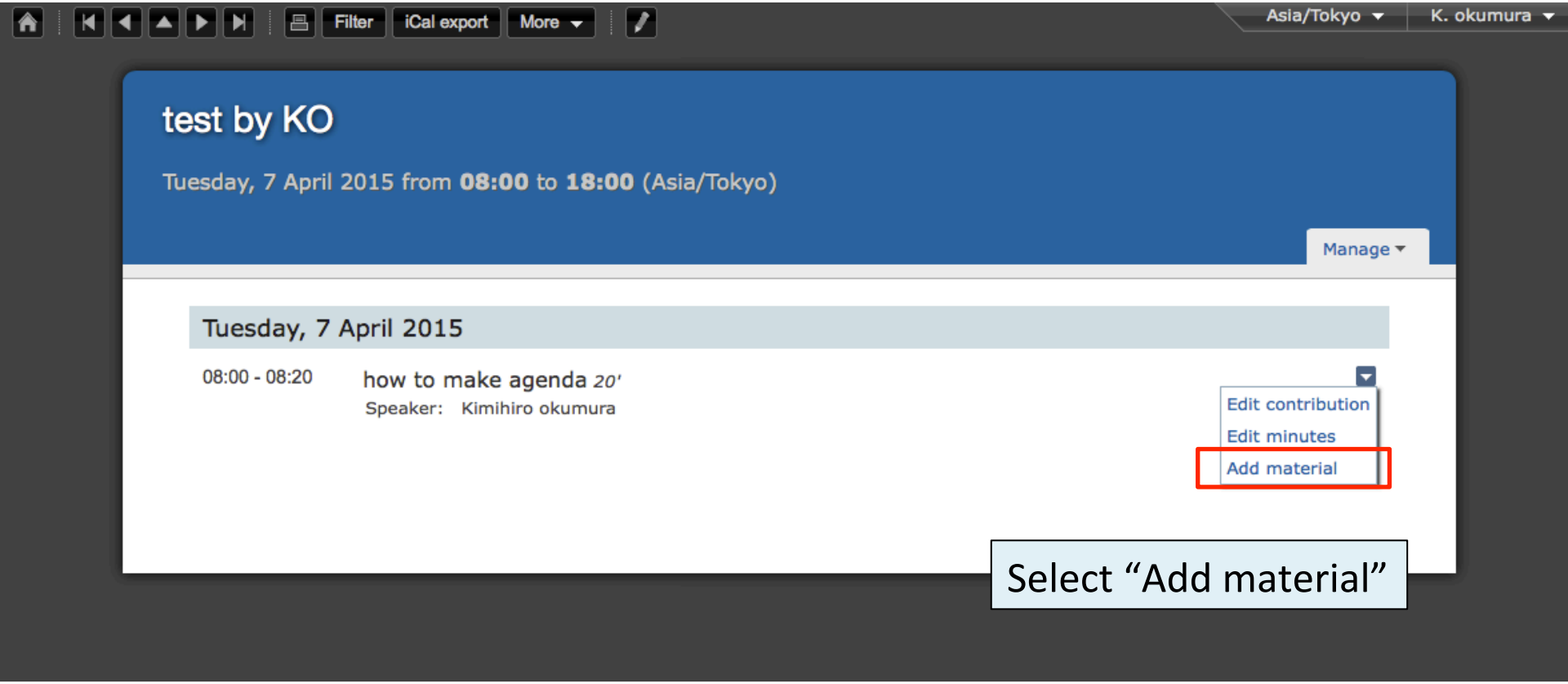
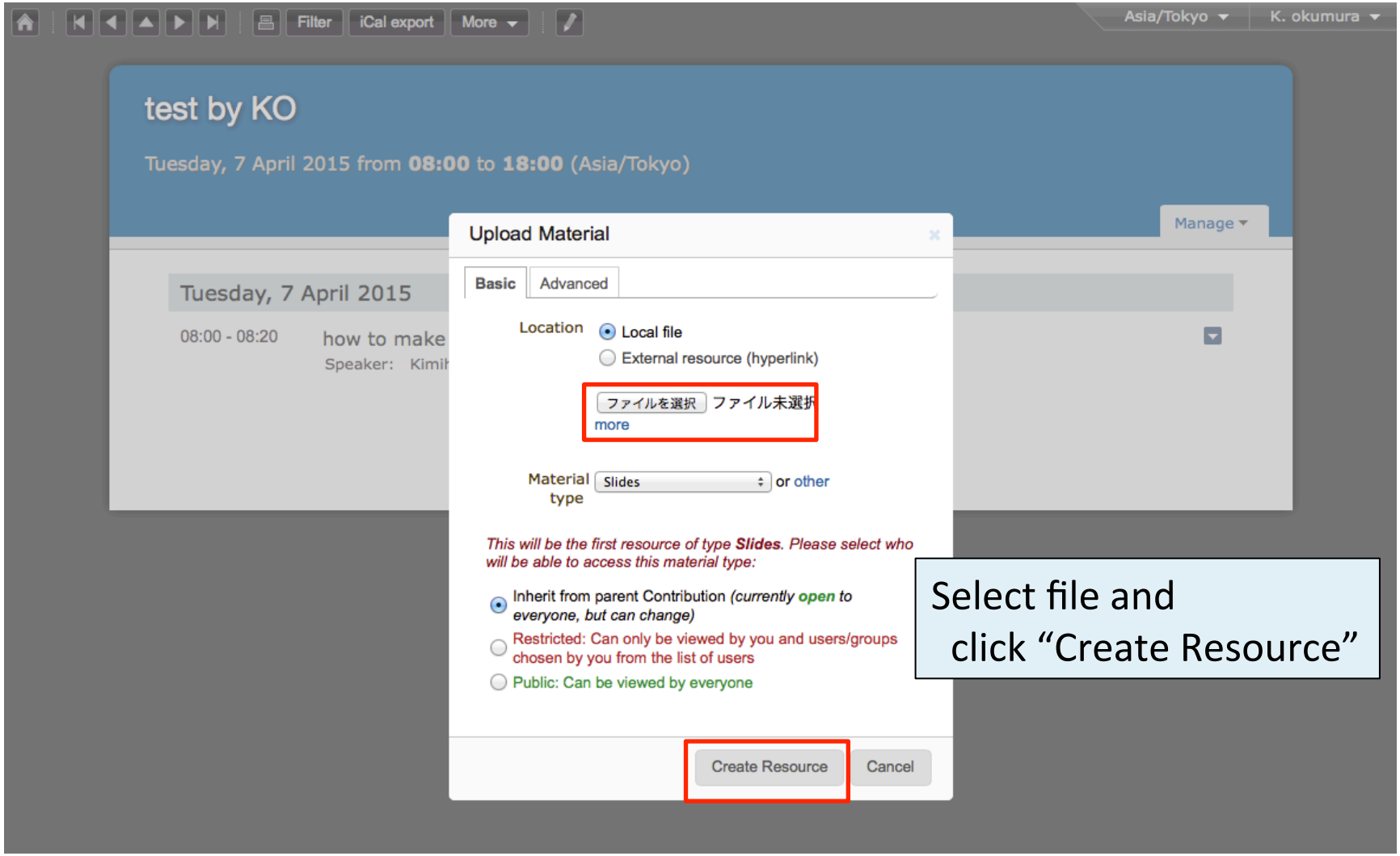
Advanced options
Lists
Protection
Tools
Logs
Timetable (from Tue 07/04 to Tue 07/04 [edit] Timezone: Asia/Tokyo)
Click “Switch to event page”
Tue 07/04
Add new
Reschedule
07:00
08:00
0 - how to make agenda
Kimihiro OKUMURA
08:00 - 08:20
09:00

Agenda is ready!

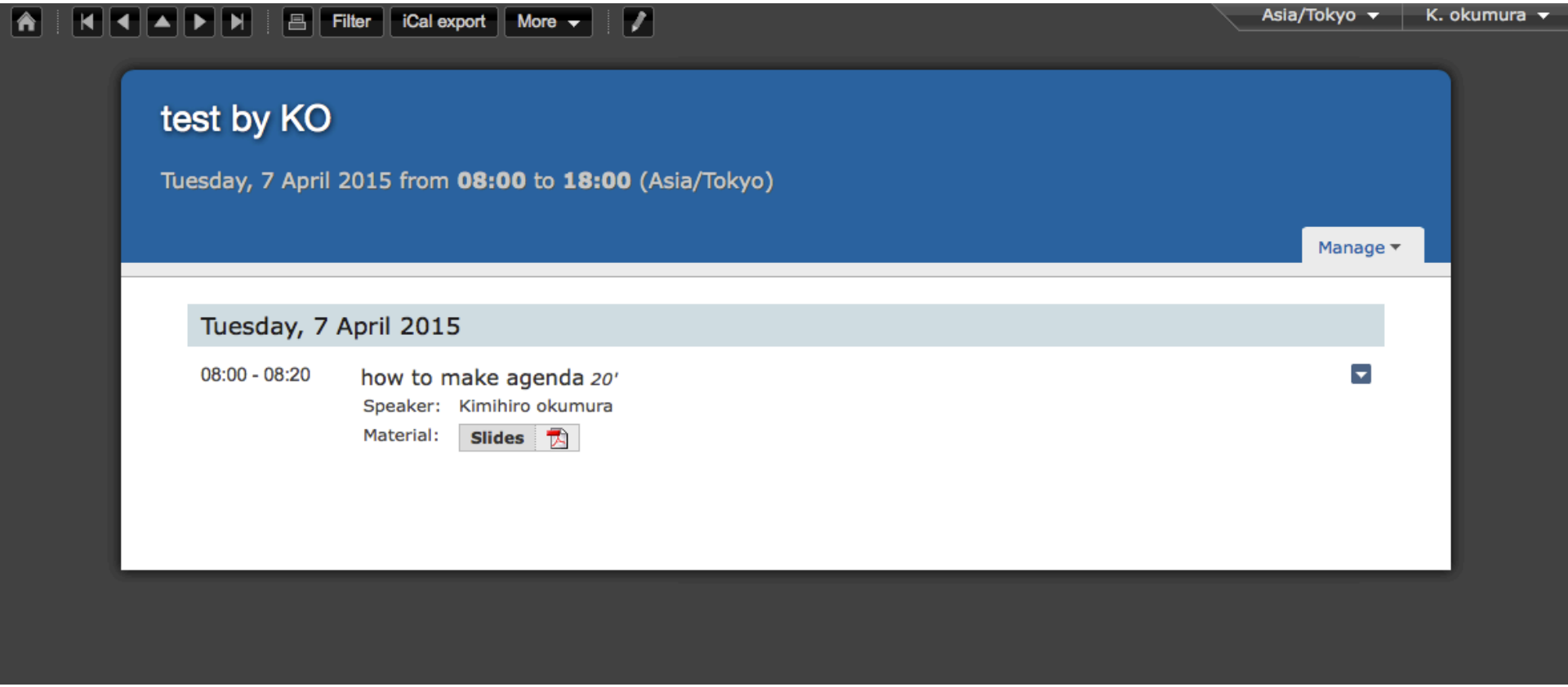


How to upload file




Filter
iCal export
More
Asia/Tokyo
K. okumura
test by KO
Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)
Manage
Tuesday, 7 April 2015
08:00 - 08:20
how to make
Speaker: Kimih
Upload Material
Basic
Advanced
Location
Local file
External resource (hyperlink)
ファイルを選択
ファイル未選択
more
Material type
Slides
or other
This will be the first resource of type Slides. Please select who will be able to access this material type:
Inherit from parent Contribution (currently open to everyone, but can change)
Restricted: Can only be viewed by you and users/groups chosen by you from the list of users
Public: Can be viewed by everyone
Create Resource
Cancel
Select file and
click “Create Resource”

Uploaded!


Filter
iCal export
More
Asia/Tokyo
K. okumura
test by KO
Tuesday, 7 April 2015 from 08:00 to 18:00 (Asia/Tokyo)
Manage
Tuesday, 7 April 2015
08:00 - 08:20
how to make agenda 20'
Speaker: Kimihiro okumura
Material:
Slides