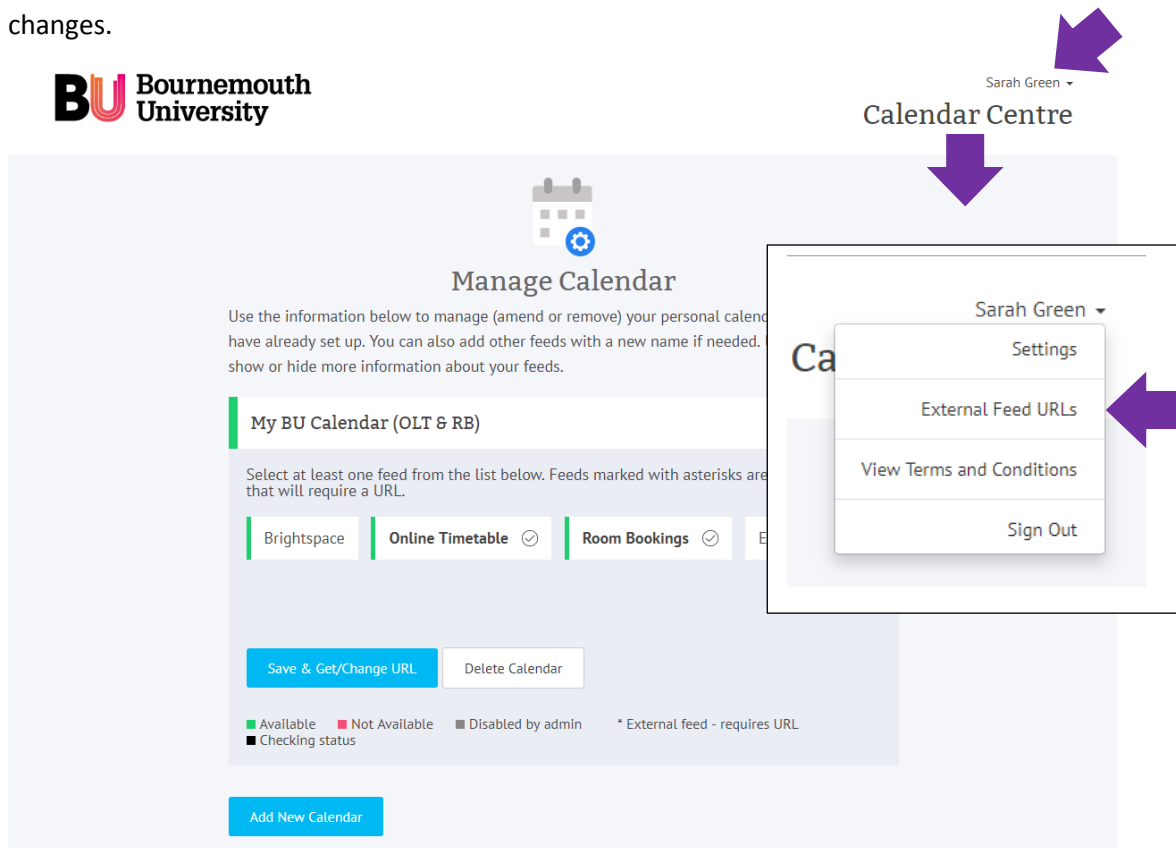
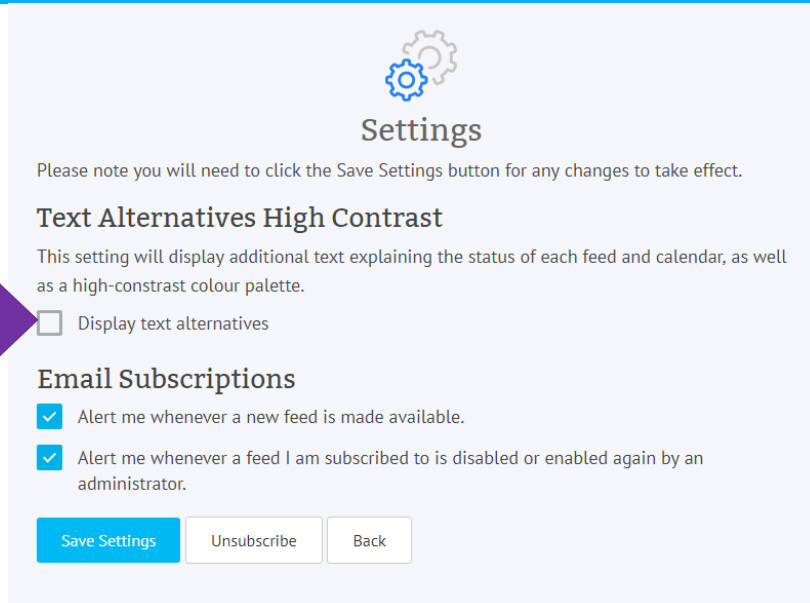


## Using text alternatives and a high contrast view of the Calendar Centre

1. If you wish to personalise your view of the Calendar Centre webpages, to include text alternatives and provide a high contrast view, you can do so by logging into the Calendar Centre via Brightspace or the shortcut on the Staff Intranet.
- 2.
3. Once you have logged in (via Brightspace, under Useful links), click on your name at the top right hand side of the screen to drop down the menu and choose **Settings**. This opens the **Settings** screen, where you can make changes.

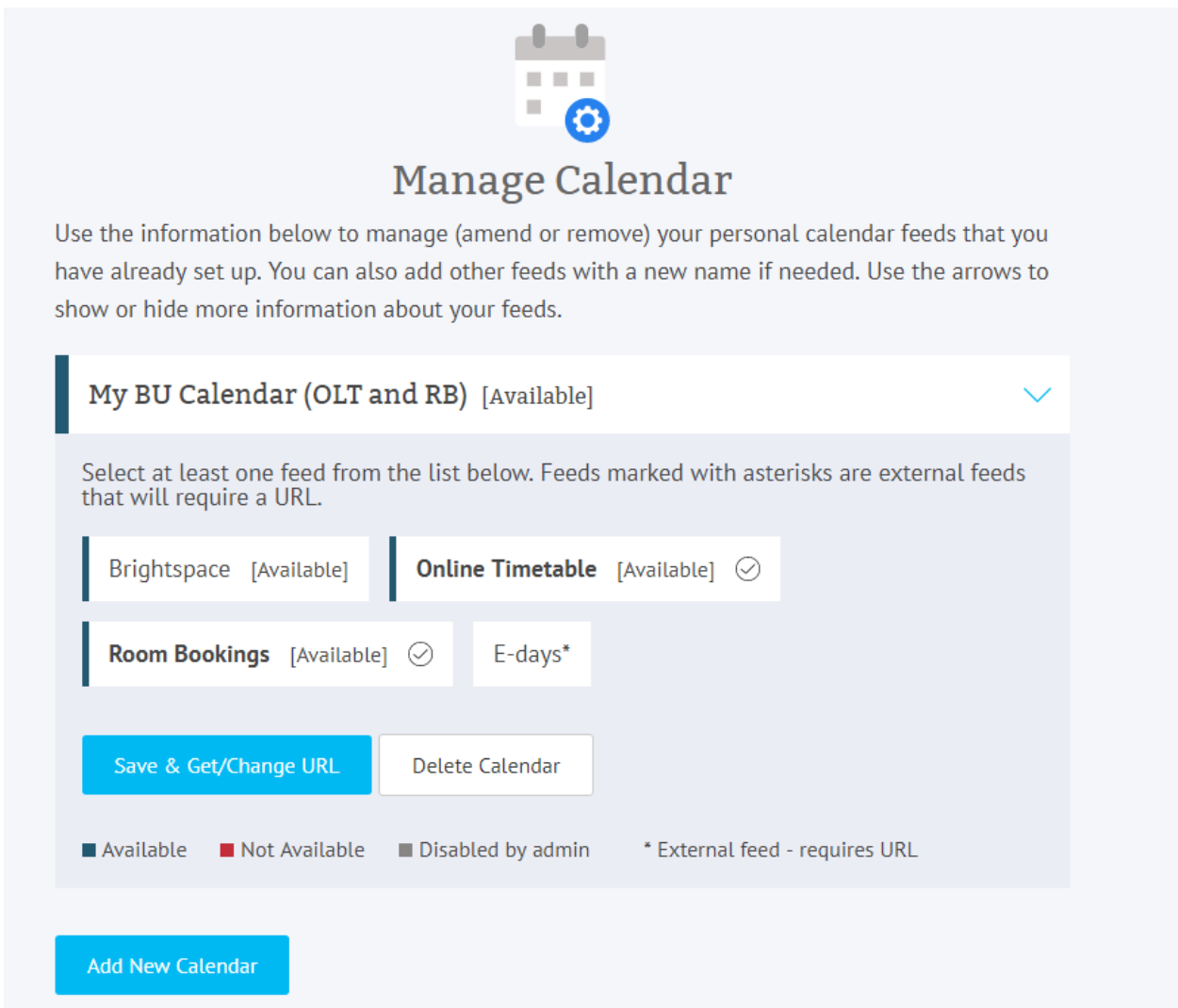


4. Check the tick box **Display text alternatives** which will display additional text explaining the status of each feed *and* a high contrast colour palette. Click on **Save Settings**. Then click on **Back** to return to the updated Manage Calendar page.



The screenshot shows the 'Settings' page with a gear icon at the top. Below the title, there is a note: 'Please note you will need to click the Save Settings button for any changes to take effect.' The 'Text Alternatives High Contrast' section contains a description: 'This setting will display additional text explaining the status of each feed and calendar, as well as a high-contrast colour palette.' A purple arrow points to the 'Display text alternatives' checkbox, which is currently unchecked. The 'Email Subscriptions' section has two checked options: 'Alert me whenever a new feed is made available.' and 'Alert me whenever a feed I am subscribed to is disabled or enabled again by an administrator.' At the bottom are three buttons: 'Save Settings' (highlighted in blue), 'Unsubscribe', and 'Back'.

5. Here is an example of the Manage Calendar page with the text alternatives and high contrast colour palette.



The screenshot shows the 'Manage Calendar' page with a calendar icon and a gear icon. The title 'Manage Calendar' is centered. Below it is a paragraph: 'Use the information below to manage (amend or remove) your personal calendar feeds that you have already set up. You can also add other feeds with a new name if needed. Use the arrows to show or hide more information about your feeds.' A card titled 'My BU Calendar (OLT and RB) [Available]' with a dropdown arrow contains the following text: 'Select at least one feed from the list below. Feeds marked with asterisks are external feeds that will require a URL.' Below this are four feed selection boxes: 'Brightspace [Available]', 'Online Timetable [Available] ✓', 'Room Bookings [Available] ✓', and 'E-days\*'. At the bottom of the card are two buttons: 'Save & Get/Change URL' (highlighted in blue) and 'Delete Calendar'. A legend at the bottom of the card shows: '■ Available', '■ Not Available', '■ Disabled by admin', and '\* External feed - requires URL'. At the very bottom of the page is a blue button labeled 'Add New Calendar'.

6. To return the view to the standard layout, repeat Steps 1 to 3 and deselect the Display text alternatives tick box.

