

Smart Card for Technology

Paradise Valley Unified School District

ConnectMe



Calendar

Some items have tutorials in Atomic Learning:

http://www.atomiclearning.com/firstclass8_mac

User Name: paradise

Password: valley

The exact tutorial is listed by Key #.

1. View the calendar: Use view buttons on toolbar for day, week, month (Key #19361)



2. Add a calendar event: File, New, New Event or toolbar button or double click in day right on the calendar (Key #19362)

3. Schedule calendar events with other users (Key #19363)

- a. You can coordinate events with other users of the calendar system.
- b. Click on Scheduling tab
- c. Enter the participants name
- d. The bar next to their name shows their availability

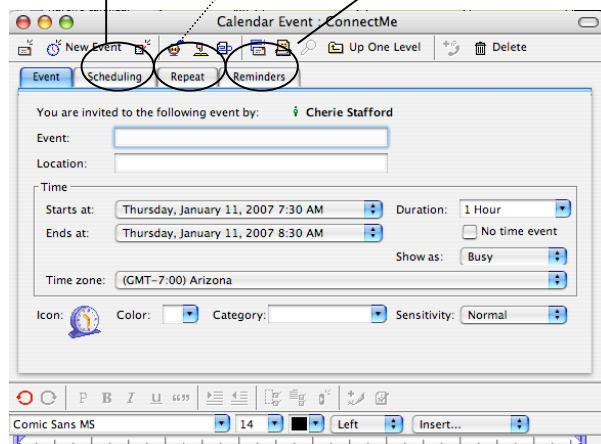
- e. You can use the Next Free Time button if you want to see when all participants are available.

4. Repeating a calendar event (Key #19364)

- a. Set up the event on the event tab
- b. Then choose the Repeat tab.
- c. Choose a Repeat Interval and a Repeat until date from the drop down menus.

5. Setting calendar reminders (Key #19365)

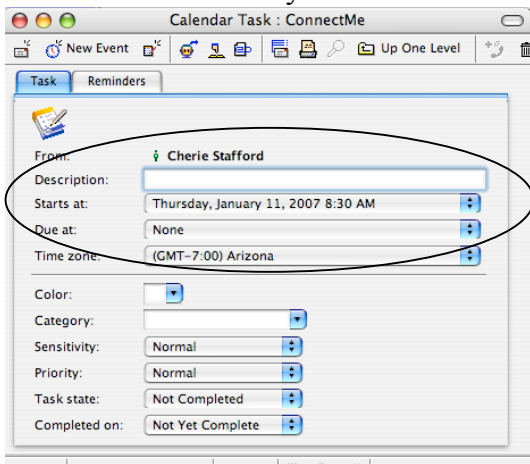
- a. Create your event or open the calendar event window
- b. Choose the Reminders tab
- c. Make sure the Time before event radial button is selected
- d. From the drop down menu, choose the amount of time before the event when you wish to be reminded.
- e. If there are other participants scheduled, they will receive the reminder also.
- f. If it is a repeating event, you have the option to have the reminder occur each time the event is scheduled. An alarm clock appears on the event.



6. Adding a new calendar task (Key #19366)

Like a "To Do" item.

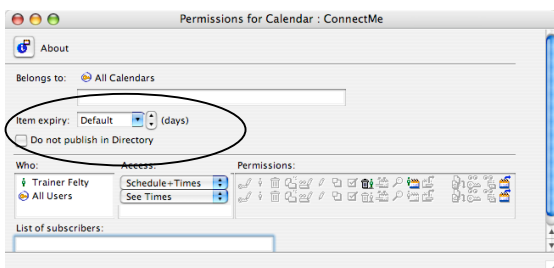
- Choose File, New, New Task
- Enter a description of the task along with a start date and a due date.
- The color, category, sensitivity, priority and task state are optional.
- Your tasks will show up in list view or Today's List view.



7. Permissions: Allowing others to view or add to your calendar

- Viewing permission only:

Go to Collaborate menu, Permissions Under Who, put in All Users, in the Access drop down menu select *See times*.



- Viewing and Scheduling:
Go to Collaborate, Permissions Under Who, put in All Users or an individual user, in the Access drop down menu select *Schedule + Times*

TIP: "Scheduling" means inviting.

8. Web Enabling Your User Calendar

- Make an alias of your calendar by Ctrl (right) clicking on the calendar icon
- Then select Add to Desktop
- Ctrl (right) click on alias calendar and select "Move to Folder", then choose My Web Site folder
- Change permissions on this alias calendar by including the group "Other Sites" in the Who field, and selecting Schedule + Details in the Access drop down menu.
- To access this calendar in your web browser, type in the URL:

<http://cmweb.pvschools.net/~yourusername/calendar>

9. Creating and Using an Assignment Calendar

- Ask your CPU to request an assignment calendar be created in your My Web Site Folder
- Now set the Permissions to have "Other Sites" in the Who field, and selecting Schedule + Details in the Access drop down menu.
- Add assignments for students/parents to view
- To access this calendar in your web browser, type in the URL:

<http://cmweb.pvschools.net/~yourusername/yourusernameassignmentcal>