



Lesson Plan Management

Organize. Share. Analyze.

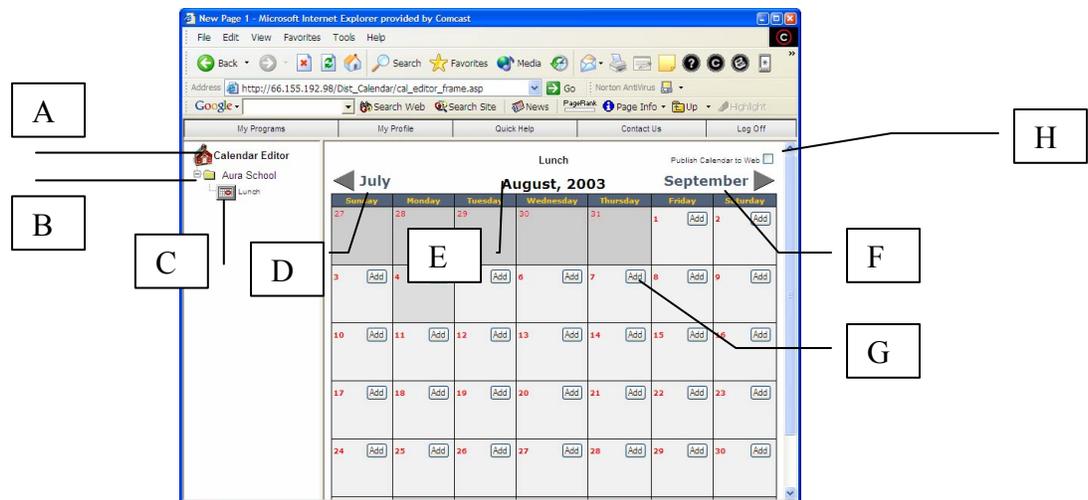
▶ ***Calendar Editor User Guide***

The calendar screen (My Calendar Editor)—Optional Feature

The calendar is an optional feature available to www.schoolworksite.com subscribers. *Users will only be able to access the calendar editor if a calendar has been assigned to them.* Contact the school technology coordinator for information about how to acquire a calendar.

Log onto www.schoolworksite.com . Click “My Calendar Editor” on the opening screen.

1. The calendar editor screen opens to a listing of the schools in which calendars are being used.
2. Click on the + sign next to your school location.
3. Click on the calendar of your choice to open the editable calendar template as show below.



- A. Calendar Editor Tree Header
- B. Individual School Listing--+ indicates calendars are available under this listing.
- C. Available calendars listed by topic. Click here to open a calendar for editing.
- D. Arrow to previous months.
- E. Currently displayed month.
- F. Arrow to future months.
- G. Edit button for each date to enter notations.
- H. “Post calendar to web” check box. Click here to make calendar publicly available via the Internet.

Place an event or notation on the calendar

1. Open the calendar editor.
2. Use the current month's calendar (E) or, if necessary, advance to the appropriate month (F).
3. Click on the "Edit" button (G) in the date block where the event or notation should appear. The "Add/Edit Event" screen will open.
4. The "Add/Edit Event" screen has three text boxes: Subject, Details, and Web Link.
 - a. Subject—Include anything in this text box that should appear on the calendar; for example, time, location, name of event. Information in this block will display on the online calendar and will be included in print outs of the calendar.
 - b. Details—Information typed in the *Subject* text box is displayed on the calendar and is also a hyperlink. Clicking on the hyperlink will display the details of the event or notation that have been typed in this text box. Information in the *Details* text box does not print out when the calendar is printed.
 - c. Web link—A web link that is related to the event or notation displayed on the calendar can be included in this text box; for example, a basketball game may be the event and the *Web Link* could be used to provide directions to the game. The *Web Link* is displayed by clicking on the hyperlink that is created by the *Subject* information in the date block.
5. Click "Save" to return to the calendar screen. The event or notation will be displayed.
6. To delete an entry on the calendar:
 - a. Click on the event to open the "Add Edit Event" screen.
 - b. Below the three text boxes is a Delete button for removing the event from the calendar.
7. Click the "Post calendar to web" box (H) to release the calendar to the Internet. The calendar can then be accessed through a calendar link that will be placed on the school's home page by the technology coordinator for the school.
8. Click on "My Programs" to return to the opening screen.