

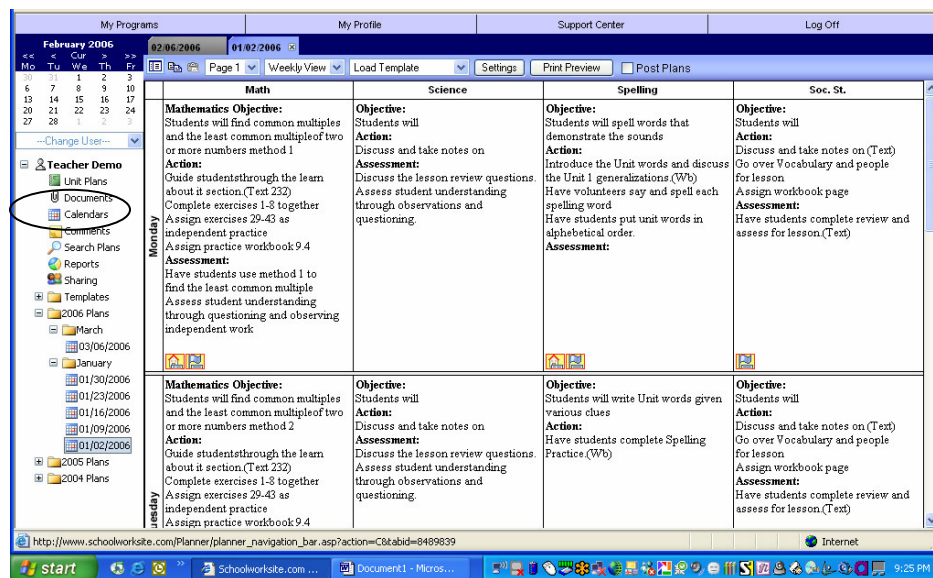
OnCourse Calendar Feature for Teachers

All teachers have a calendar available to them through the “My Planner” link. This calendar will automatically show the dates on which homework has been assigned as well as the details of the homework assignment. Teachers also have the option of using the calendar to enter other class activities and information for access by parents and students.

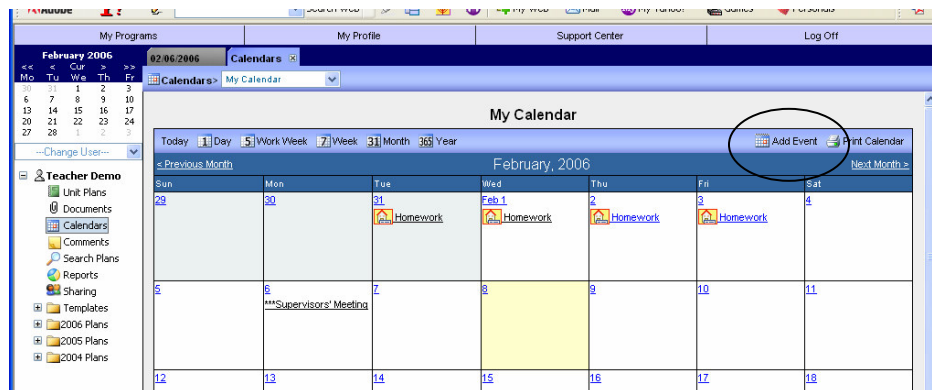
In addition, teachers can use this calendar to enter their private appointments and reminders. These private entries are not published for public viewing.

How to Access and Use the Calendar Feature

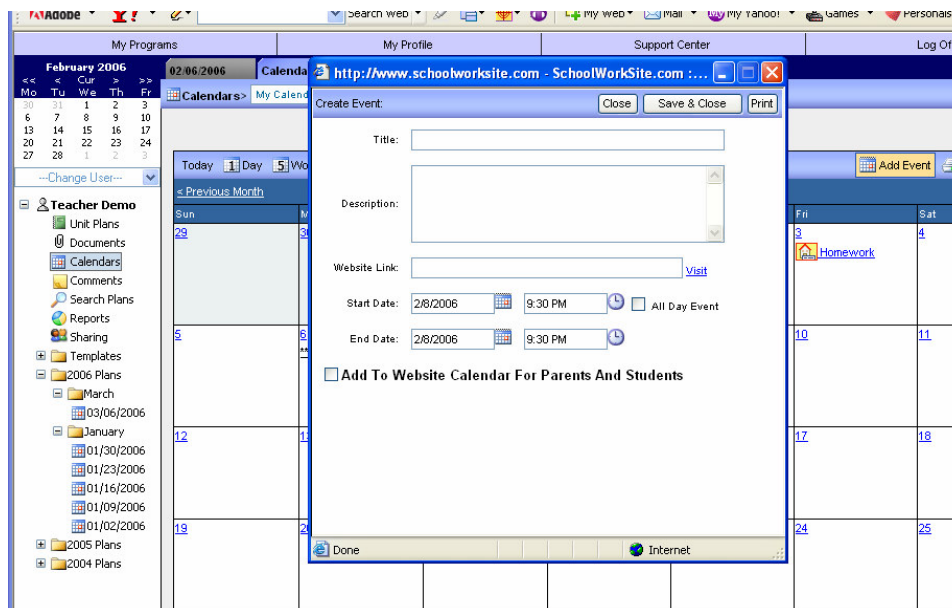
1. Click on “My Planner.”
2. Click on the “Calendar” link in the left Navigation Panel.



3. Homework assignment notations are added automatically as homework is entered into the teacher’s lesson plans.
4. Click on “Add Event” to enter additional public or private events to the calendar.



5. The “Create Event” dialog box opens. It is here that the information about the event to be added to the calendar is entered. Each part of the dialog box is defined below.



- ... Title ----- Enter the name of the event as it will show on the calendar.
 - ... Description----- Enter any information pertinent to the event that will be seen when the event title is clicked; i.e., what to bring to an event, what to wear to an event, other pertinent information.
 - ... Website Link----- Enter the URL (web address) of a website that is related to or will be helpful to the event details.
 - ... Start Date ----- Click the calendar icon to choose a date for the event from an actual calendar or type the desired date in the date box. The start time of the event must also be entered. Click on the clock icon to choose a time from the list provided or type in the desired time in the time box. Note: Place a check in the box for “All Day Event” if the event will occupy the whole day.
 - ... End Date ----- Use the same method above to set the ending date and time for the event. If the event will start and end on the same date, leave both dates the same, but be sure to fill in the end time for the event. If the event will span several days, enter the start and end dates to mark the event over those days in the calendar.
 - ... Add to Website Calendar for Parents and Students-----Place a check in the box if the event should be posted for public viewing. If it is a private event for the teacher, do not place a check in the box. Note: If a check is placed in the box, therefore allowing public viewing, another line will appear. This line asks when the new event should be published online for public viewing. This feature allows the teacher to enter future public events without actually publishing them until the desired date set.
6. When the event data has been entered, click “Save and Close.” The event should now be displayed as part of the teacher’s calendar.
 7. The above procedure should be repeated for all events being added to the calendar.
 8. To delete an event from the calendar,
 - ... Click on the event title in the calendar block. The “Edit Event” dialog box will open.
 - ... Click on the “Delete” button at the top left.
 9. Calendars may be printed by clicking the “Print Calendar” button at the top right of the calendar grid.