



## Governor: Calendar User Guide (2017)

*Last modified: July 2017*

## Calendar

Add your events to the calendar and share them with groups or individuals using the eSchools platform. You can also use this facility to add events to your eSchools website. View the calendars of other platform users to make diarizing for events easy.

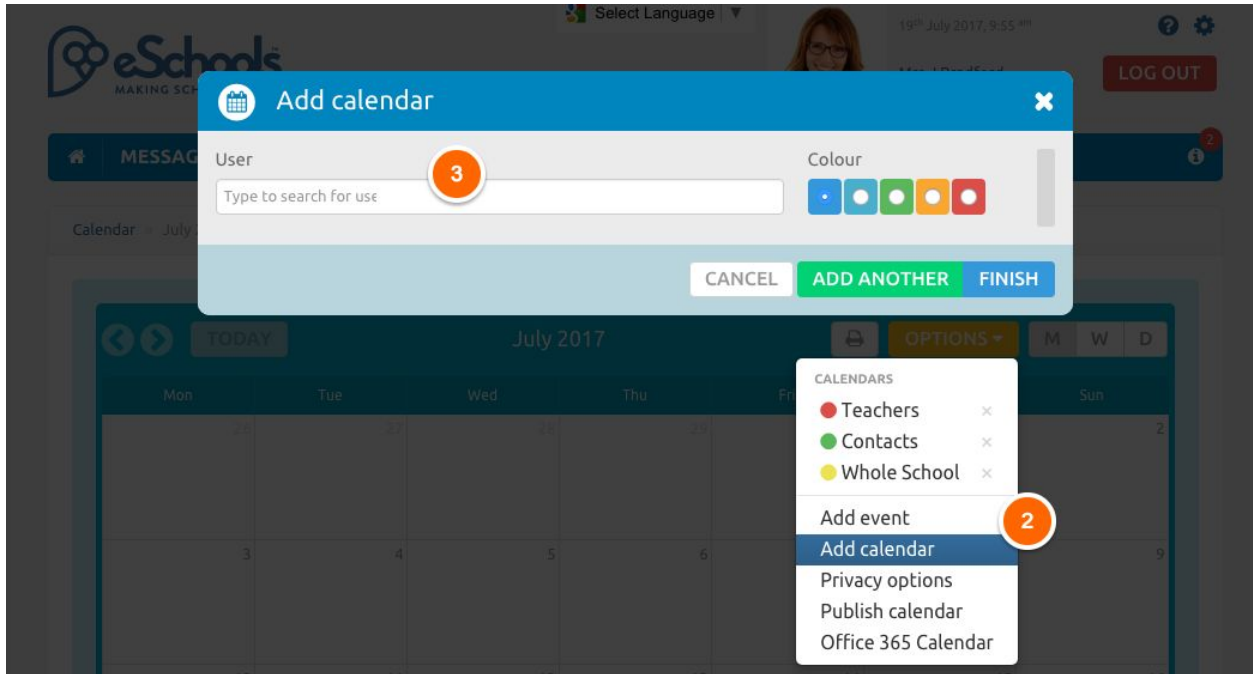
### Pages and their definition:

- Add Event – Create and view your uploaded files/folders here.
- Add Calendar – Any files/folders that have been shared with you will appear here.

### Features:

The screenshot shows the 'Add event' pop-up window in the eSchools platform. The window is titled 'Add event' and contains several input fields and checkboxes. The 'Participants' field is highlighted with a red circle containing the number '1'. The 'Event Title' field is empty. The 'Start date' and 'End date' fields are both set to '06/07/2017'. The 'Start time' and 'End time' fields are both set to '11:00 AM' and '12:00 PM' respectively. The 'Single or recurring events' dropdown is set to 'Single Event'. The 'Location' field is empty. At the bottom of the window are three buttons: 'CANCEL', 'ADD ANOTHER', and 'FINISH'.

- Adding an event – To add an event click on the relevant date on the calendar that the event will take place. Then simply fill in the fields on the pop-up window. This event will then appear on the calendar of anyone added as a participant.
- Adding an event to your website – To add your event to display on the website in addition to other calendars, add 'Website' to the Participants field (1).
- Editing an event – To edit an event on your calendar, click on the event and then click the 'Edit' button on the pop-up window. You will only be able to edit certain events.



- Adding/removing a calendar – You can see a colleague’s events on your calendar to assist when inviting them to an event. To see a colleague’s events click ‘Options’ then ‘Add Calendar’ (2). In the pop-up window type in the name of the person whose calendar you wish to see, choosing a colour to differentiate between their events and yours (3). To remove their events from your calendar go back to ‘Options’ and remove them from the drop-down menu.
- To make you calendar inaccessible to view by others, select ‘Privacy options’ from the Options button and click the button on the following pop-up window.
- Click Publish Calendar from the Options menu to copy a URL link to publish your calendar to a third party.

***Office 365 Calendar (see User Guide for more information on how to enable this)***

Office 365 events will appear on the user’s eSchools calendar in a different colour. eSchools only reads the events and cannot write events into the Office 365 calendar therefore these Office 365 events can’t be edited in eSchools.