SHARPSCHOOL
USER MANUAL

CHAPTER 4
CALENDAR

For more information, please visit:
www.customernet.sharpschool.com

SharpSchool
Helping Schools Succeed

TABLE OF CONTENTS

1. **INTRODUCTION** 1
2. **KEY INFORMATION** 1
3. **ADDING A CALENDAR PAGE** 1
4. **ADDING AND REMOVING EVENTS** 3

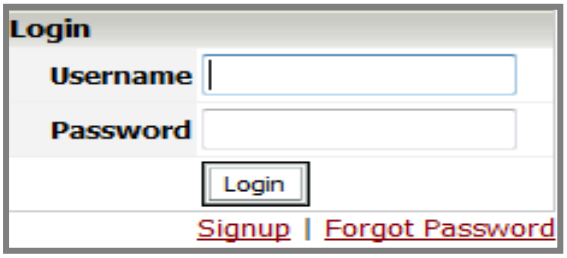
I. Adding an Event 4
II. Editing an Event 9
III. Deleting an Event 9
IV. Publishing Events 10
V. Merging Calendars 13
VI. Viewing events from other calendars 14
VII. Filtering Events 16
VIII. Security and Activity 17
IX. Approval 20
X. Activity 21
XI. Registering for Events 22

1. Introduction

Using the Classroom Calendars, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish notifications about other important events such as field trips, holidays and other school events. Events can also be sent to other calendars so others are always aware of your important dates.

2. Key Information

In order to access your Calendar, you must first log into your site using your Username and Password.



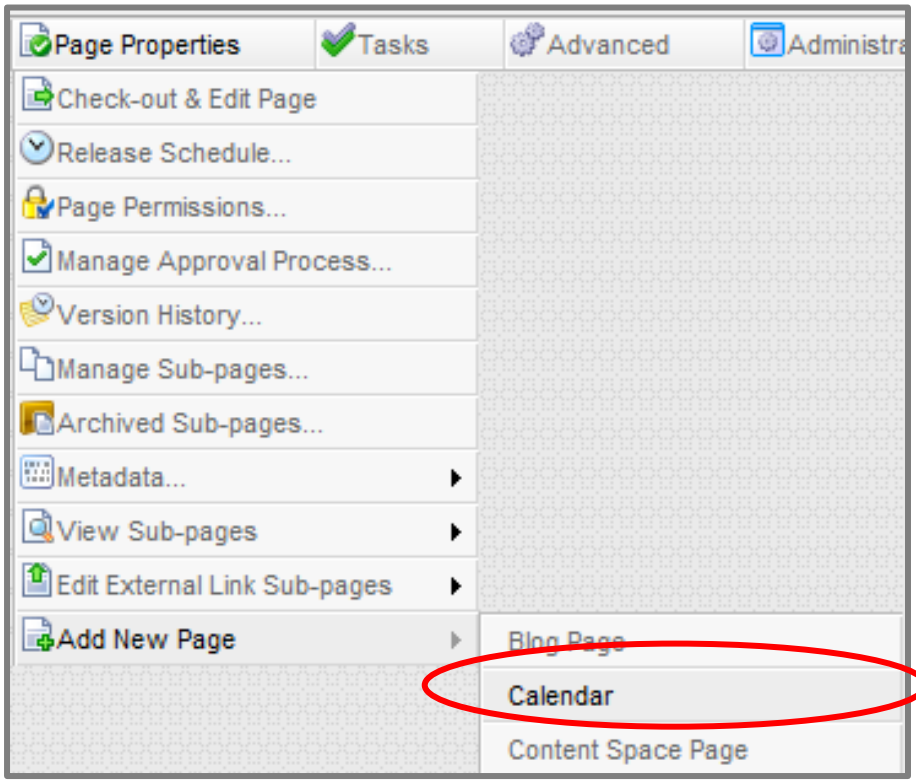
I. If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which will be automatically submitted to an administrator for approval.

Note: If you do not see the **Signup** link your site's administrators may have removed it.

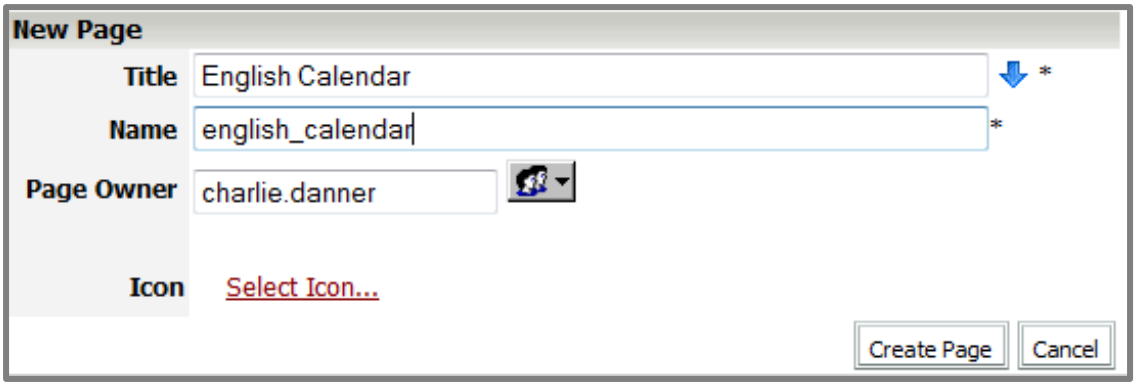
II. If you have already registered but have forgotten your password, simply click on **Forgot Password** to retrieve it.

3. Adding a Calendar Page

Some calendars (like those on a Teacher Page) are added automatically. In some cases however you may want to add to add a new calendar to a page. To do so hover your mouse over **Page Properties** and **Add New Page**. Then click on **Calendar**.



You will be prompted to **Title** your calendar. After doing so, click the blue arrow to automatically fill out the **Name** field and press the **Create Page** button.



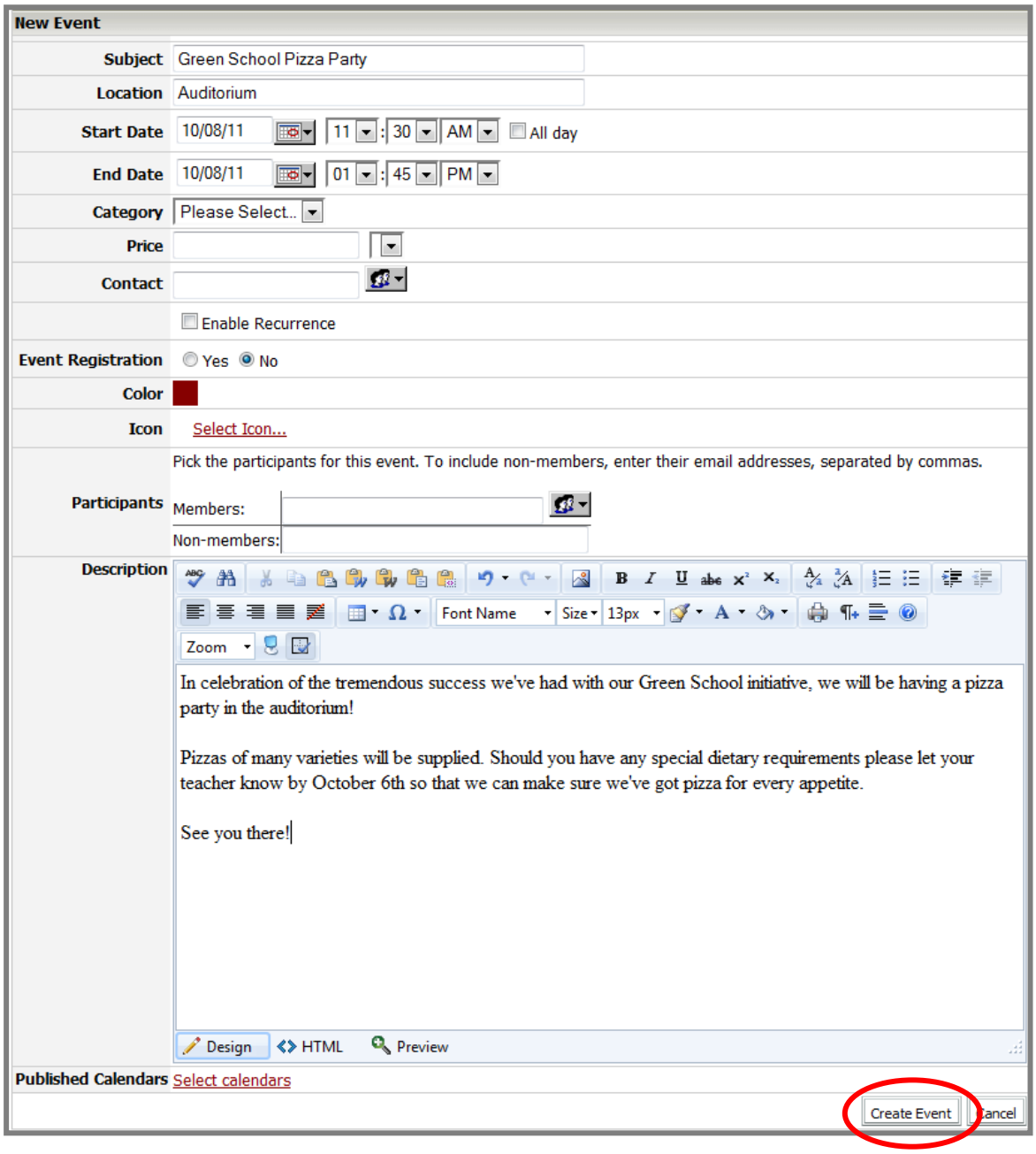
4. Adding and Removing Events

To access the calendar assigned to your teacher page click on the **Calendar** link from the left navigation bar of your teacher page. This will lead you to the calendar page.

I. Adding an Event

Step 1 Click the starting date for the event you wish to add and Click on in the calendar menu.

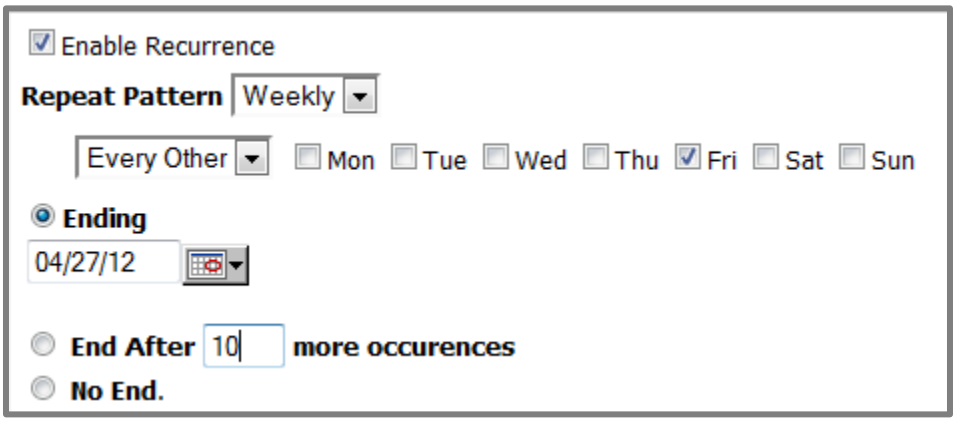
Step 2 On the ensuing page, add information about the event in the relevant fields and click **Create Event**.



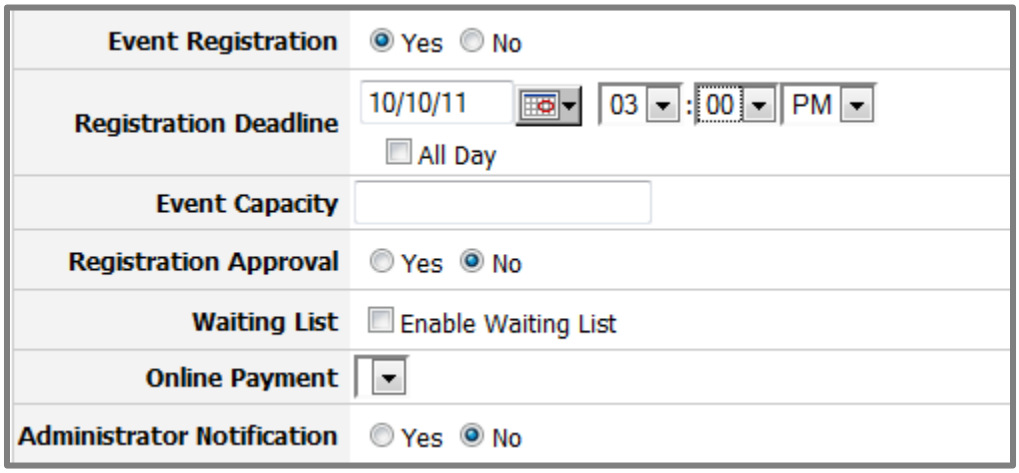
i. **Subject**: The name of your event.
ii. **Location**: Where the event is taking place.
iii. **Start Date**: The date and time the event starts. Use the **Date Picker** button to select the day from a calendar or enter the date manually.
iv. **End Date**: The date and time the event ends. Use the **Date Picker** button to select the day from a calendar or enter the date manually.
v. **Repeating Events**: Check the **Enable Recurrence** box to have an event occur more than once at regular intervals.

Repeat Pattern:
This option enables you to decide the frequency with which the event occurs. You can choose between **Weekly**, **Monthly**, and **Yearly** patterns. You will then be presented with further frequency customization options dependent on which of the pattern you selected.

Length of Recurrence:
There are three options to choose from when deciding how long you want the recurring event to last. You can choose to have it **Ending** on a specific date. If you make this choice, the event will continue to repeat, as specified, until the date selected. You can choose to have the event **End After** a specific number of occurrences or you can choose **No End** to have the event recur indefinitely.



vi. **Event Registration**: To allow people to register for your event, click **Yes** for the **Event Registration** field.



a. **Registration Deadline**: Choose the date and time when users must register for the event you have created. For obvious reasons, the registration deadline must be earlier than the **End Date** (and time) for the event.
b. **Event Capacity**: The event capacity allows you to choose how many users may register for the event.
c. **Registration Approval**: If this option is enabled then a calendar administrator must approve users before they will be able to complete registration for the event.
d. **Waiting List**: If this option is enabled you can specify a number of users who may be placed on a waiting list. These users will have the option to register even after the event capacity has been reached. They will be told they have been placed on a waiting list and people from this list will be added to the event whenever an event attendee cancels their registration.
e. **Online Payment**: If you have configured an online payment provider you can choose that provider here. This allows you to charge a fee for particular events and have users make their payment online.
f. **Administrator Notification**: If you enable administrator notification, the event administrator will receive an email any time a user registers for the event.

vii. **Category**: Choose from a list of preset categories (not a mandatory selection). Choosing a category for your event allows it to be filtered by that category. It also selects a color and icon for your event.

viii. **Color**: The color of the text displayed on your calendar for your event. You can choose **More Colors** at the bottom of the color selection pop-up to select from a larger range of colors, or even input one by its RGB value.

ix. **Icon**: The image displayed beside your event name on your calendar. This is not a mandatory element.

x. **Participants**: The individuals that are selected to be part of the event. These participants are notified of the event by email, and the event is published on that individual's calendar within their workspace (Workspaces are part of the Advanced SharpSchool package).

i. **Members**: With the **User Picker**, choose members from your organization's database.

ii. **Non-Members**: Enroll external individuals by filling in their email address, using a comma to separate them.

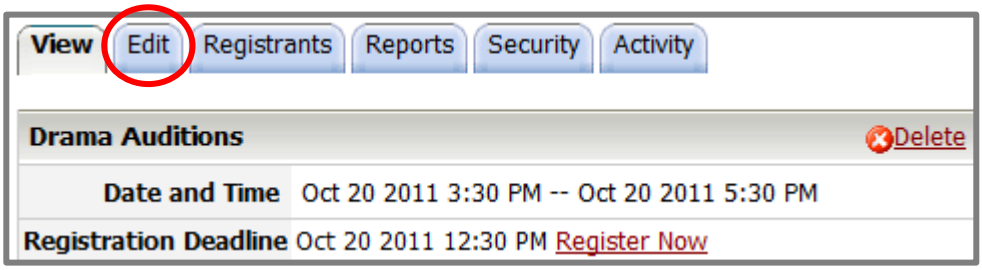
xi. **Description**: Fill out the details of the event using the WYSIWYG (What You See Is What You Get) editor.

xii. **Published Calendars**: Publish created events onto other calendars so that others can see your event. Refer to Section II: Publishing Events for more details on how to publish events.

II. Editing an Event

a. To edit an event within your calendar, first click on the event you wish to edit.

b. Click on the **Edit** tab.

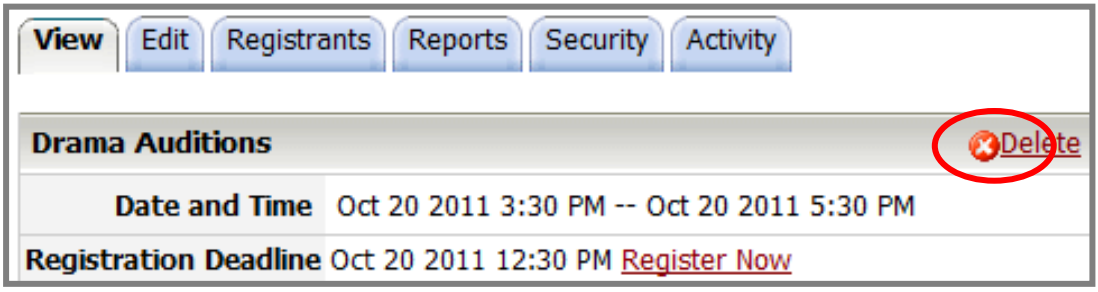


c. When you have finished making your changes, click on **Update Event**.

III. Deleting an Event

a. To delete an event within your calendar, first click on the event you wish to remove.

b. Click on the **Delete** button.

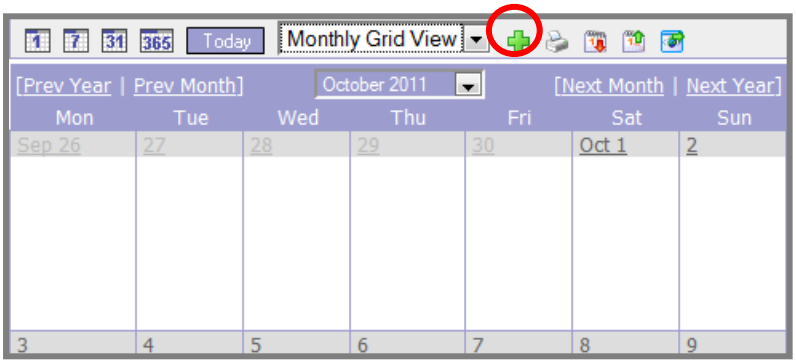


c. You will be prompted whether or not you'd like to delete this event. Clicking **OK** will permanently remove this event from your calendar as well as any other calendars in which it has been published.

Note: Regarding recurring events, when you click on the **Delete** button you will be prompted to select whether you'd like to delete the event just for that day or for every instance of that event.

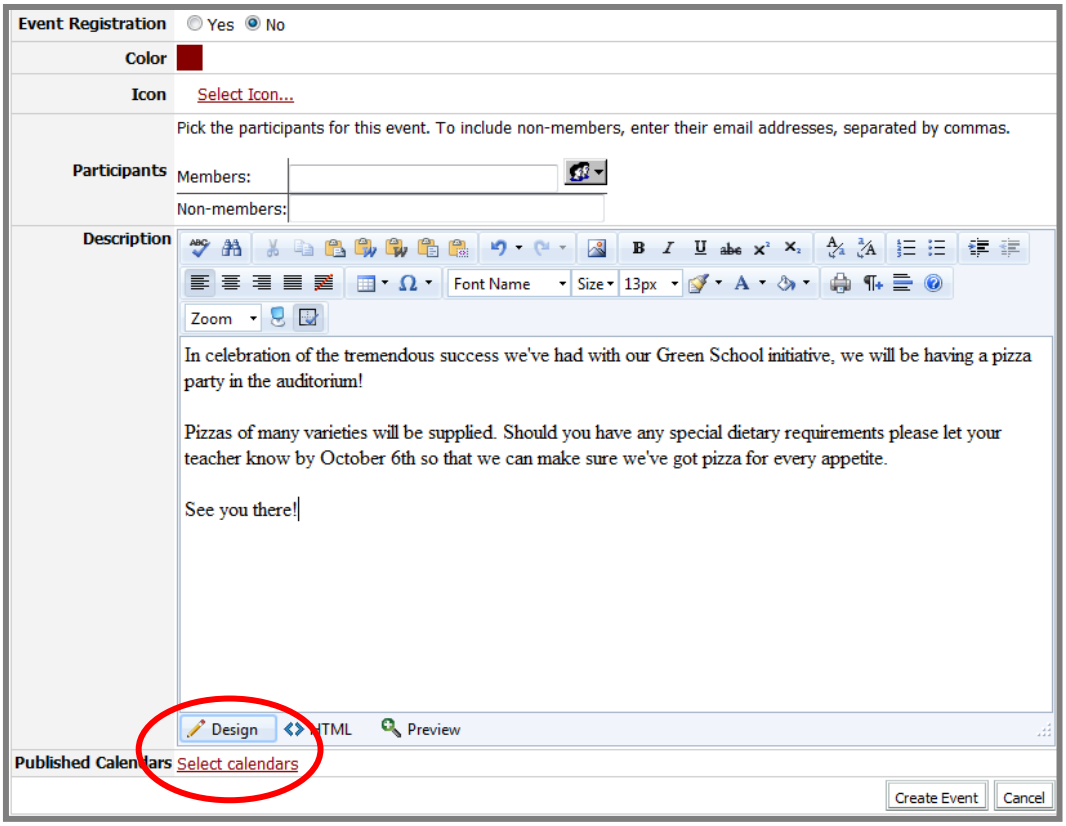
IV. Publishing Events

Step 1 Click on to create an event.

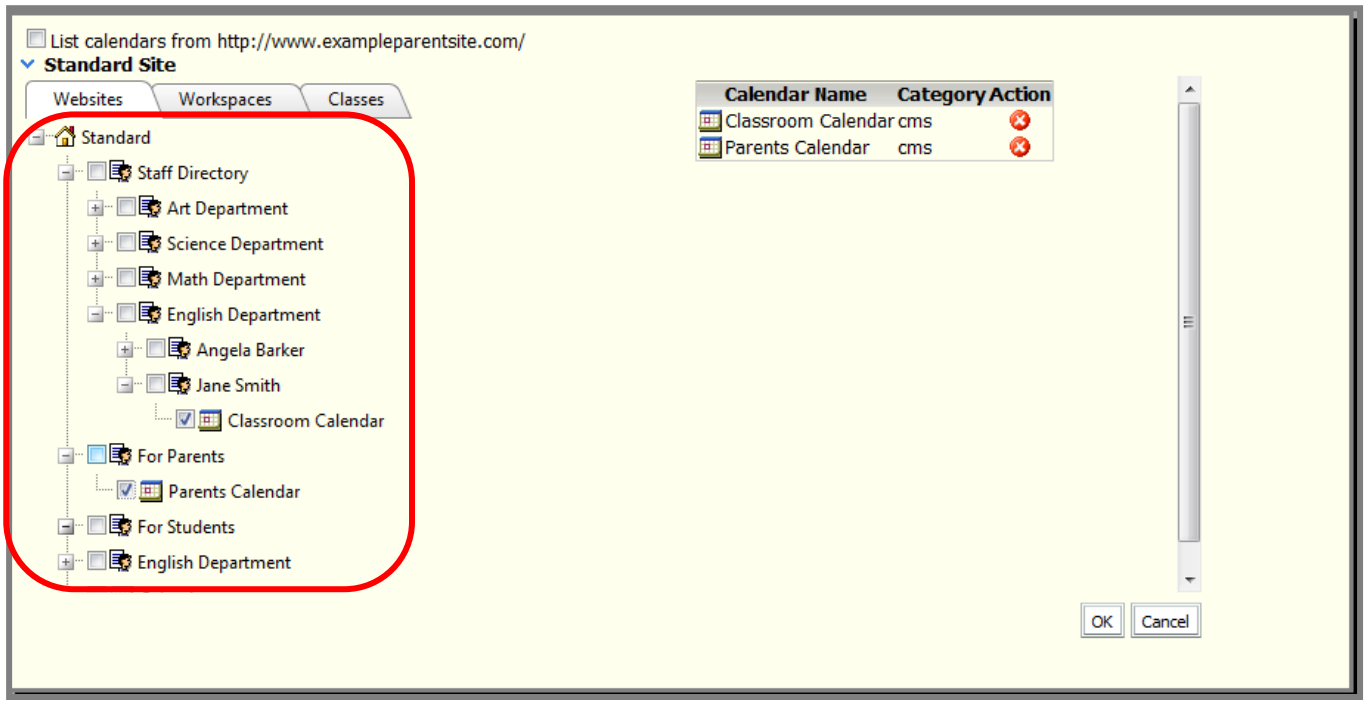


Tip: You can also choose to publish existing events from your calendar to another by clicking on the event and then clicking on the **Edit** tab.

Step 2 Click the **Select calendars** link in the **Published Calendars** field.



Step 3 Within the directory, locate the calendars you wish to have your event published to and click on the checkboxes beside them.



Step 4 When you have selected all of the calendars you wish to have your event published to, click **OK**.

Step 5 Click **Create Event** to finish publishing your event.

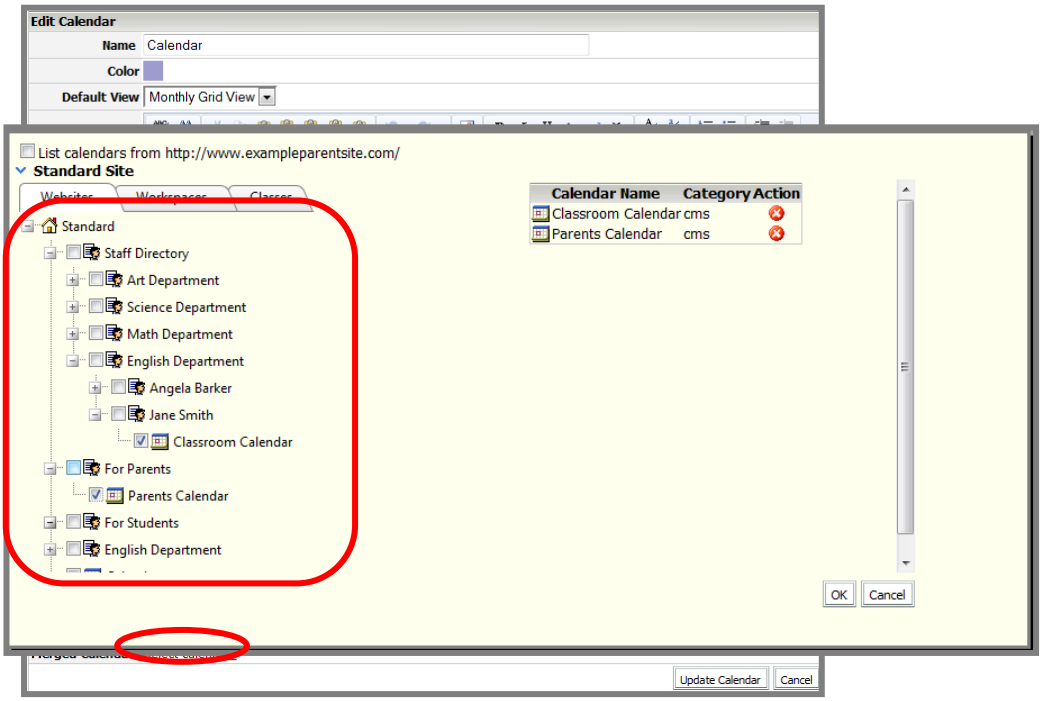
Note: Unless you have security permissions to create or write events on the calendars you published to, the event may not be immediately published on those calendars. If the **Require administrator approval to publish events** option has been enabled for the calendar, then the event will require approval by someone who has Full Control permissions. See *Section IV: Security and Activity* for more information on security permissions.

V. Merging Calendars

In some cases you may wish to take all events from another calendar and make them appear on your calendar. For example, you may wish to take all events from the main school calendar and have those events also appear on your teacher page calendar. To setup your Calendar so that all events created on another calendar are also published on your calendar:

Step 1 Click on the **Edit** tab of your calendar.

Step 2 Click on the **Select calendars** link in the **Merged Calendars** field.



Step 3 Within the directory, locate the calendars you wish to take events from and click on the checkboxes beside them.

Step 4 When you have selected all of the calendars you wish to be merged with yours, click **OK**.

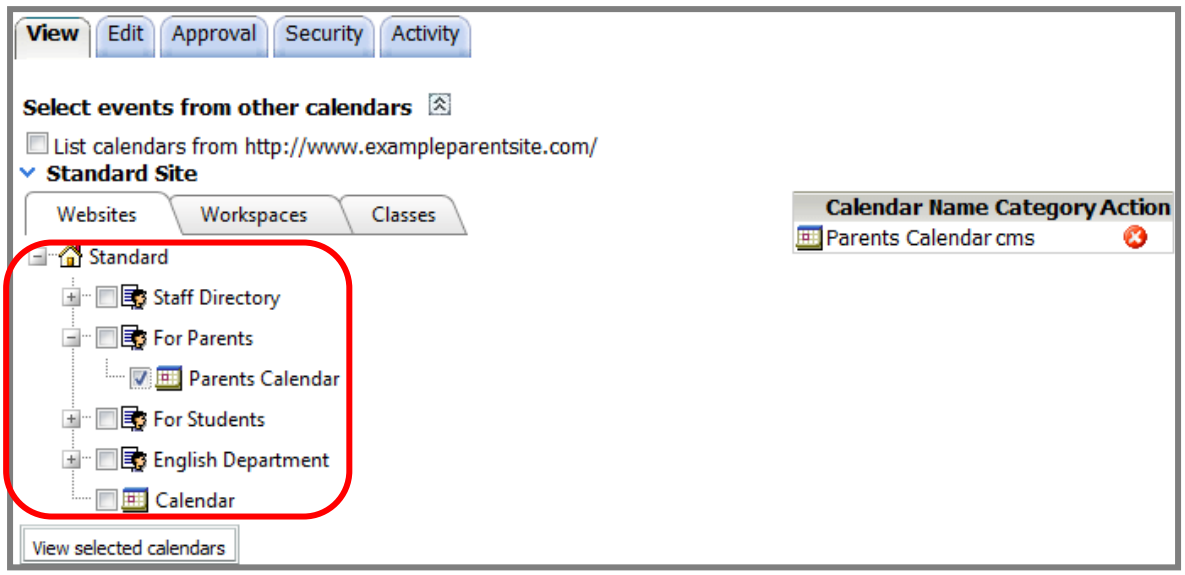
Step 5 Click **Update Calendar** to finish merging calendars.

VI. Viewing events from other calendars

Step 1 Click on the **Select events from other calendars** dropdown link.

Step 2 Within the directory, locate the calendars whose events you wish to view and click on the checkboxes beside them.

Step 3 When you have selected all of the applicable calendars, click **View Selected Calendars**. This will populate your calendar with the selected calendars' events.



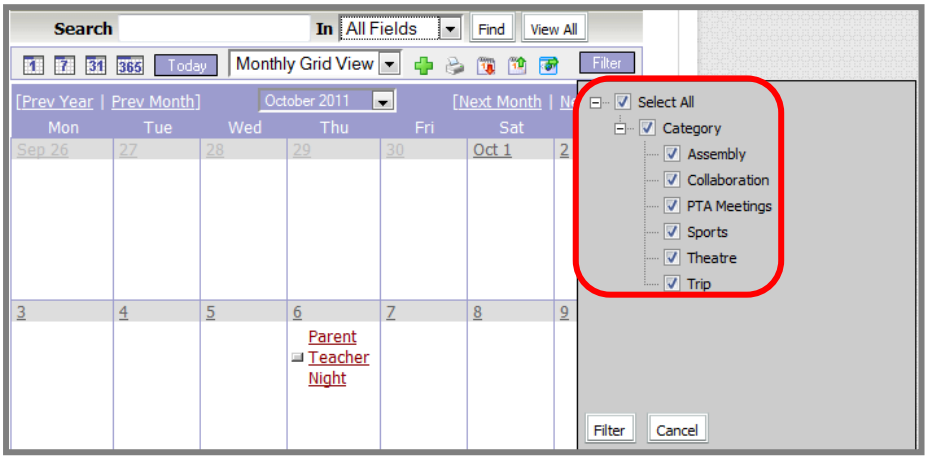
Note: This method does not permanently place events from other calendars on to your calendar but rather gives you (or any other viewer of your calendar) to view your events in context with other events. When you refresh the page, the events from the other calendars will no longer be present.

VII. Filtering Events

If you have enabled filtering from the **Edit** tab, you can choose to view only events belonging to specific categories on your calendar. The list of available categories is designated by your administrator; be sure to contact your system administrator if you wish to edit the list of event categories. To filter your calendar events by categories:

Step 1 Click on the **Filter Events** link at the top of your calendar.

Step 2 Check the boxes beside all event categories you wish to view.



Step 3 Click **Filter** when you have selected your event categories. Your calendar will now show all events that belong to the selected event categories.

Note: Events are not filtered out as a default setting. If you navigate away from your calendar and the return, your events will return to the default status and be unfiltered.

VIII. Security and Activity

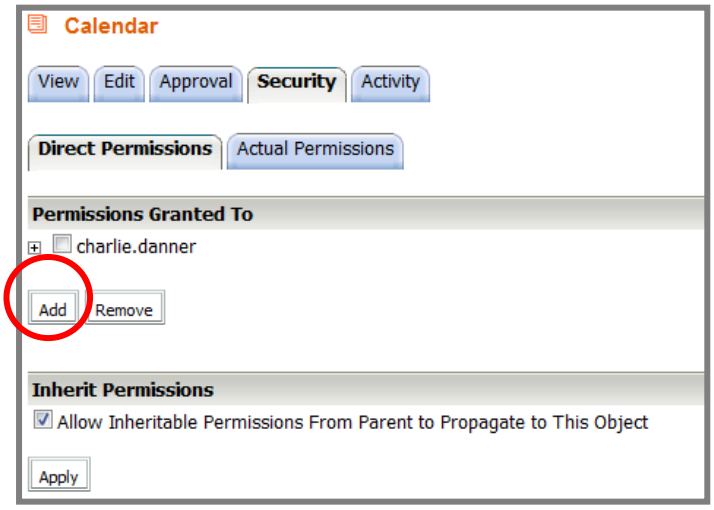
i. Changing Permissions

You can designate which users can see, create, edit or delete events within your calendar. To do so, click on the **Security** tab.

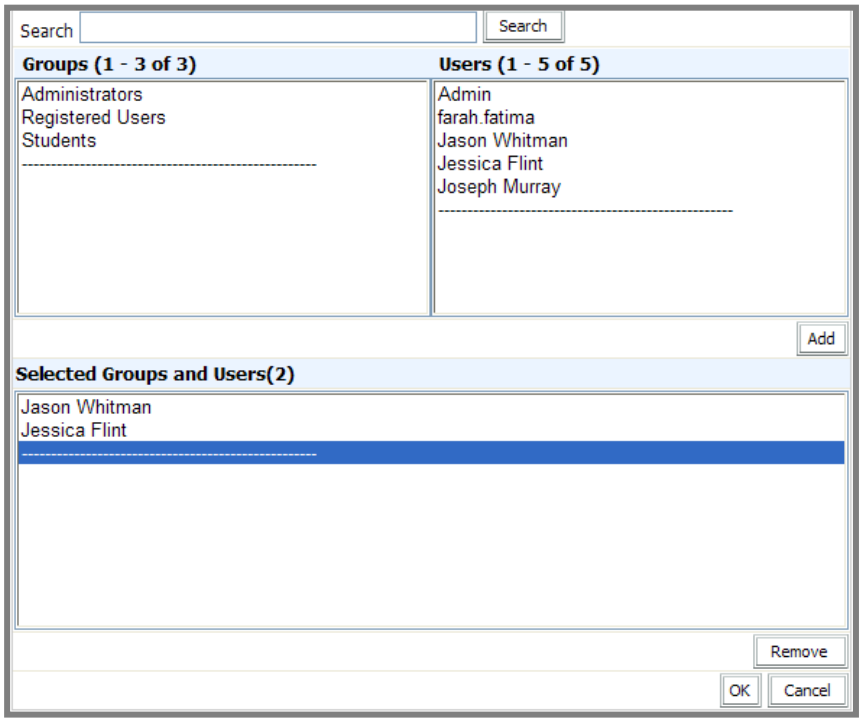
i. Direct Permissions

Within **Direct Permissions** you can assign security permissions on your calendar to other users.

Step 1 First, click **Add** to select the users to grant permissions to. A window will pop up.



Step 2 From this window select the users or groups you'd like to grant permissions to by clicking their name and clicking **Add**. When you have selected your users, click **OK**.

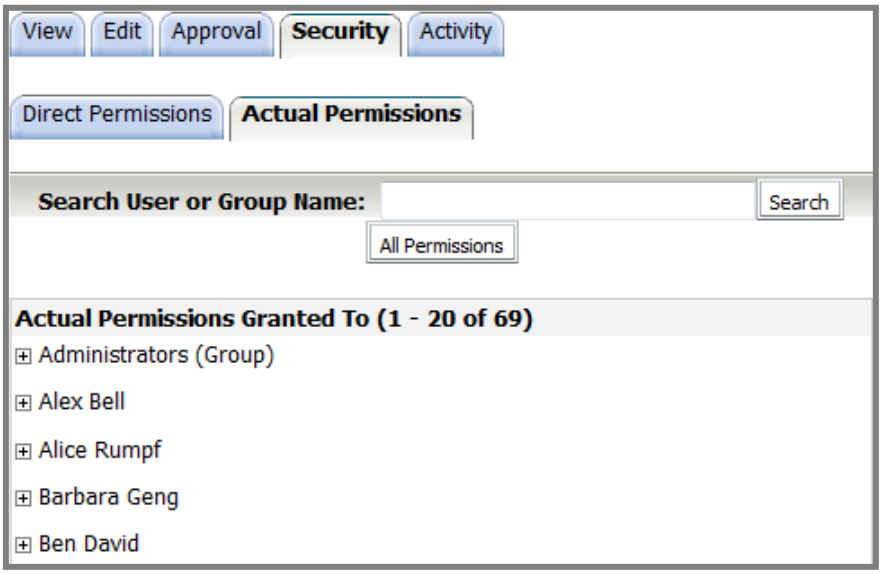


Step 3 To individually assign permissions to each user, click on the ⊞ beside their name. From here you can assign specific permissions.

Permission	What it Allows You to Do
Create	Can create events
Delete	Can delete events
Read	Can view the calendar
Write	Can make changes to events
Full Control	All of the above, as well as the ability to approve submitted events, and the ability to assign permissions to others

ii. Actual Permissions

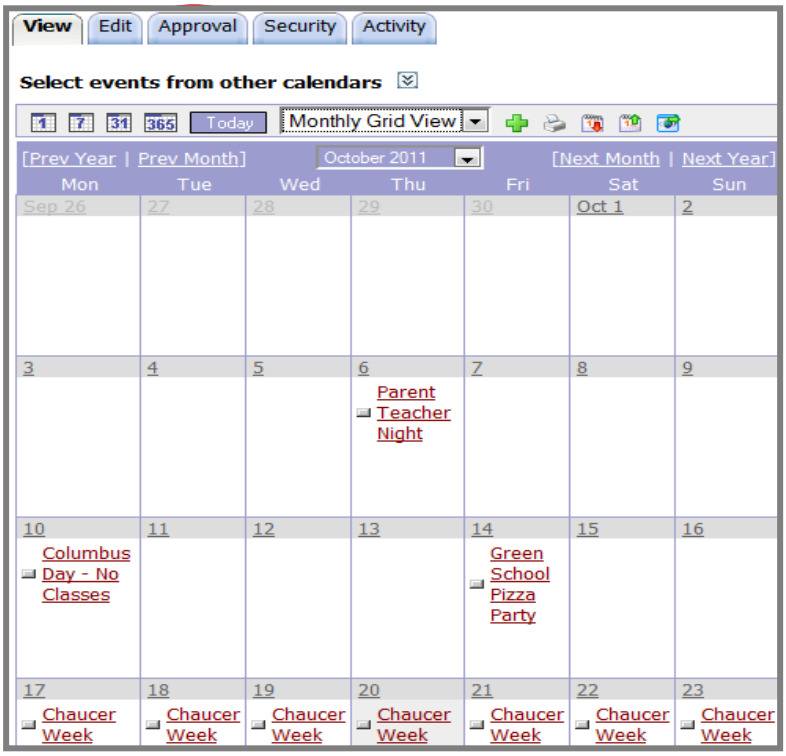
Actual Permissions allows you to view what permissions specific users have on your calendar. Users higher up the security hierarchy may already have permissions for your calendar. Users with entire site permissions (or higher tiers of security hierarchy) may have permissions to your calendar if you have the **Allow Inheritable Permissions From Parent to Propagate to This Object** checkbox selected on the **Direct Permissions** screen. System Administrators will always have full control permissions for your calendar.



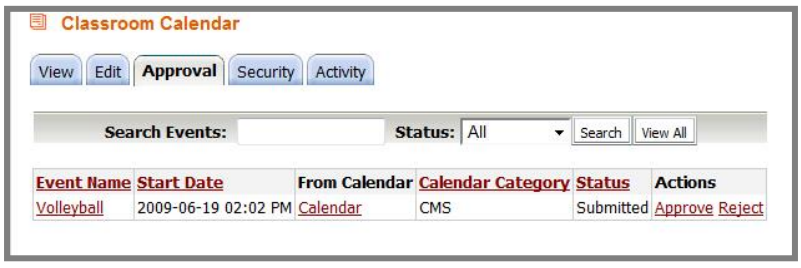
IX. Approval

Other teachers may wish to publish events to your calendar. If you have enabled **Require administrator approval for users to publish events** on the **Edit** tab of your calendar, any events they publish to your calendar will require your approval before they are visible. To view the status of events published to your calendar:

Step 1 Click on the **Approval** tab.

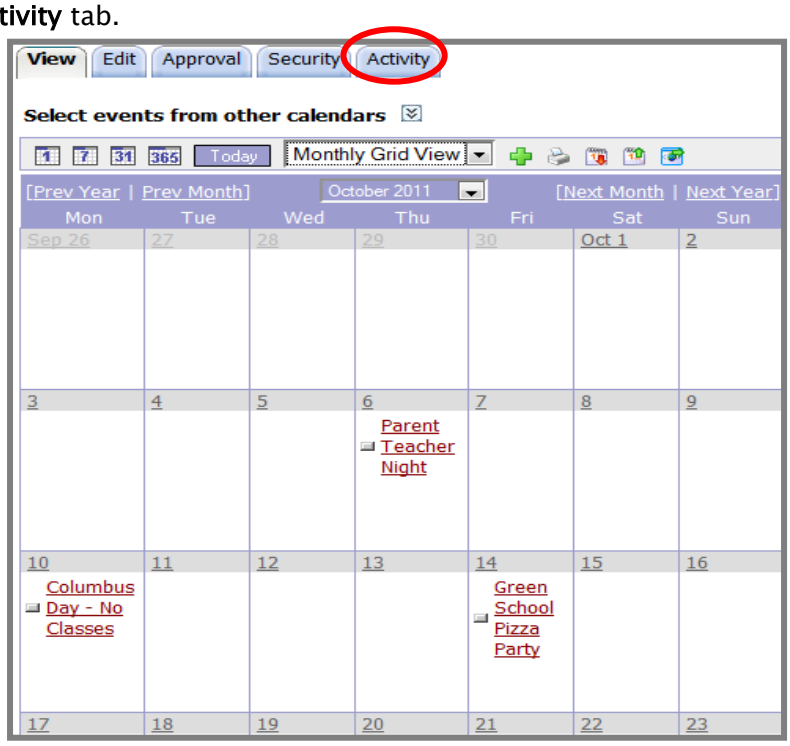


Step 2 Here you will see all the events that have been published on your calendar, as well as any pending requests. Click **Approve** to publish an event to your calendar, or click **Reject** if you do not wish to publish the event. You may change this status at any time.

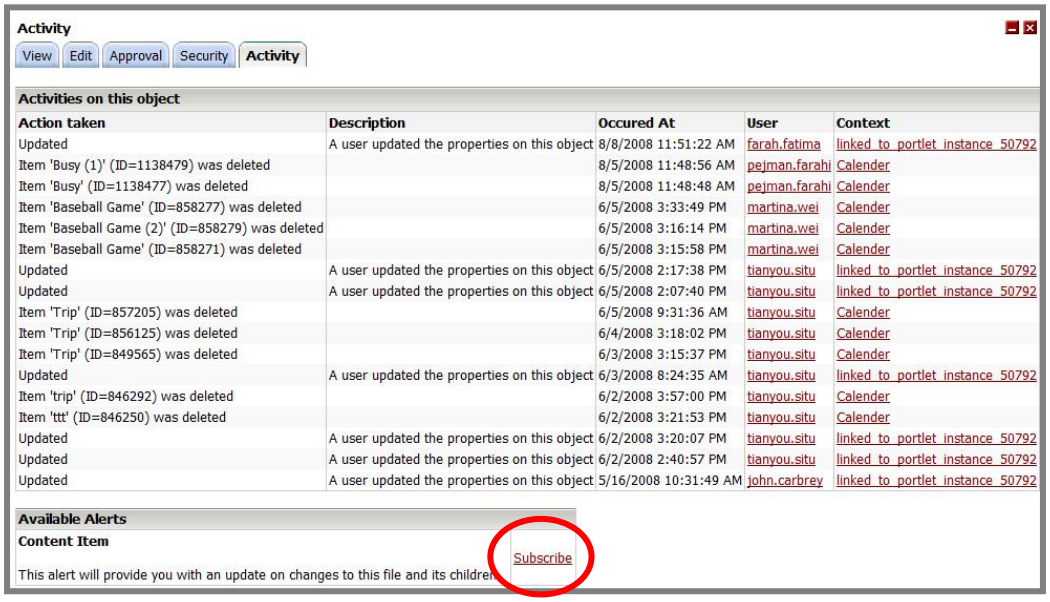


X. Activity

You can track all changes made to your calendar or the events within. To do so, simply click on the **Activity** tab.



Here it will tell you what changes were made, when they were made and by whom. If you wish to receive e-mail alerts about changes made to your calendar, click on the **Subscribe** link.

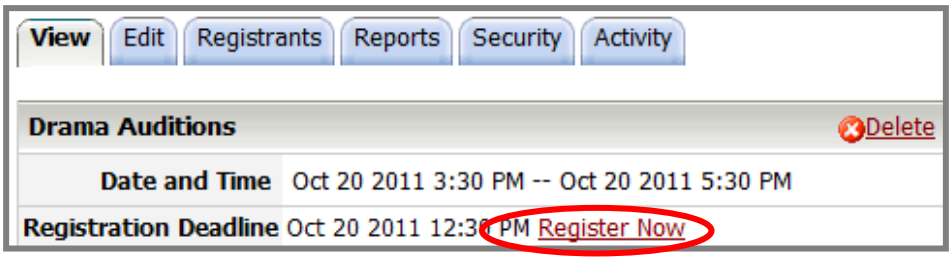


XI. Registering for Events

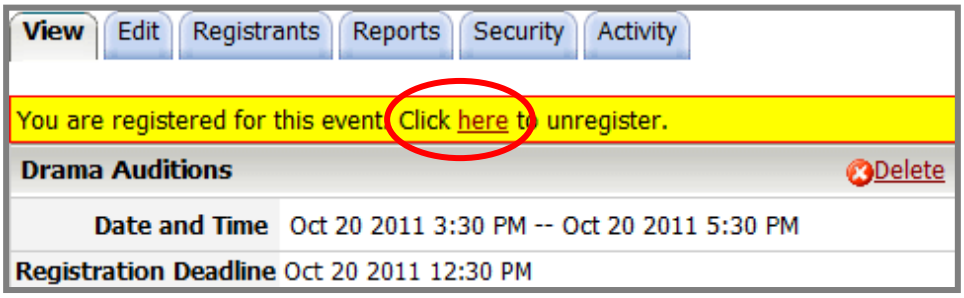
You can register yourself in published events to let others know that you will be attending as well as having that event published to your personal calendar on your workspace (Workspaces are part of the Advanced SharpSchool package). You will receive e-mail notifications for events that you have enrolled in. To enroll in an event:

Step 1 Click on the event you wish to enroll yourself in.

Step 2 Click **Register Now**.



Step 3 If you are already enrolled in an event, you can un-enroll yourself by clicking where it says "Click **here** to unregister."



Tip: You can register participants to events you publish by clicking the button on the **Create Event** or **Edit Event** screens. This notifies the individual about the event by email and publishes the event on the personal calendar within their workspace (Workspaces are part of the Advanced SharpSchool package).