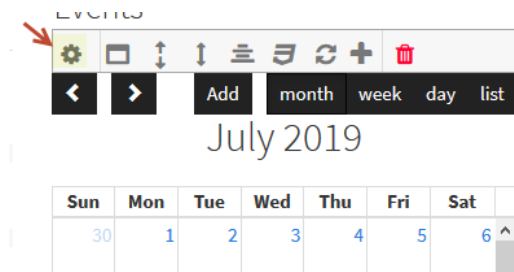


## Connect 6: Calendar

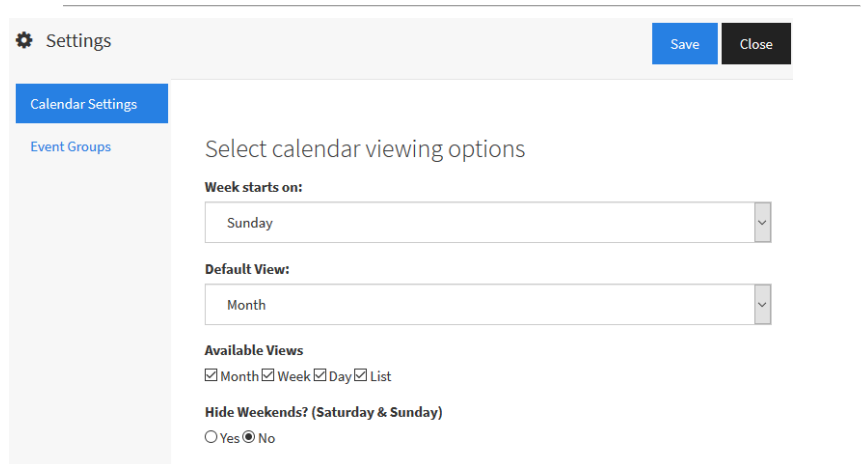
The Calendar app allows you to display your upcoming Calendar events in Month, Week, Day, or List View. Within the app, you are able to select the start day of the week in your display, hide weekends, and create Event Groups and associate them to the calendar. Once Event Groups have been associated to your Calendar app, you are able to create your events from the Create Event link beside your Username in the upper right-hand corner 'or' from the Add button on the calendar on the page as long as you are logged in. This allows you to update multiple calendars at once without having to edit the page.

### To create your Calendar Event groups and associate to your calendar app, you will:

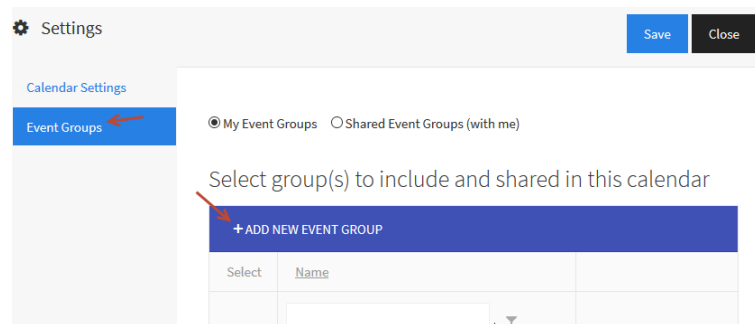
- Hover over the Calendar App.
- Select the Settings icon. This will open the Settings area for the Calendar App.



- You will then select your Calendar Viewing Options:
  - Which day the week starts for the calendar
  - The Default View: Month, Week, Day, or List
  - The list of available views for the viewer to select from
  - If you wish to hide weekends on the calendar



- You will then select Event Groups.
- To create a new Event Group, you will:
  - Select Add New Event Group.



- In the resulting window, type in the Event Group name.
- Select Submit. You will then see your new Event Group listed within the Settings area.

Add New Category

Category Name

Field Trips

Cancel Submit

- You can display Event Groups from the following:
  - My Event Groups: Groups you created
  - Shared Event Groups: Event Groups other users have shared with you

● My Event Groups ○ Shared Event Groups (with me)

Select group(s) to include and shared in this calendar

+ ADD NEW EVENT GROUP		
Select	Name	
<input type="checkbox"/>	Field Trips	SET SECURITY

- To associate an Event Group to the Calendar App, you will select the box beside the respective Event Group.

<input checked="" type="checkbox"/>	Field Trips	SET SECURITY
-------------------------------------	-------------	--------------

Page 1 1 - 1 of 1 items

- If you wish to allow a user or group of users to have access an Event Group that you have created, you will select the Set Security button for that Event Group. You will then select from:
  - Add Users: This allows you select from a list of users from your district.
  - Add Roles: From Security Roles that have been created by your District or School Admin.
  - Add Groups: From your personal Connection Groups that you have created.
  - Then select Done.

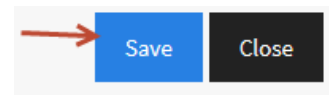


Set Category Security

Access to Events

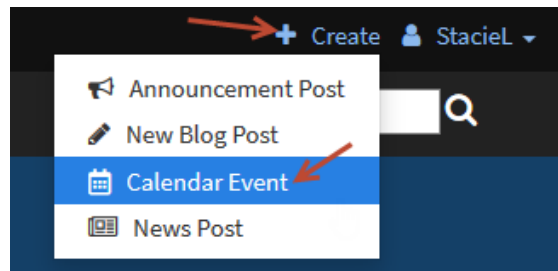
Done Cancel

- Once you have selected your Event Group(s) within the Calendar App, you will then select the Save button to close the Settings window.



**To create a calendar event, you must be logged into the site. Once logged in, you will:**

- Select the Create link in the upper right-hand corner beside your Username. (Note: You can also select the Add button located on the Calendar App on your page to create an event.)



- In the resulting Add New Calendar Event window, you will enter/select the following Event Details:
  - Event Title
  - Select Start Date/Time and End Date/Time 'or' select All Day if an all-day event.
  - Select Repeat event (if applicable)
  - Select Color Style
  - Enter Location
  - Select Show Organizer Name and Phone Number, if desired.
  - Enter an Event URL (if applicable)

Enter the event details

**Event Title**

**Start Date** 07/17/2019 8:30 AM **End Date** 7/17/2019 9:30 AM  All Day

Repeat event?  Yes  No

**Color Style**  
Clean

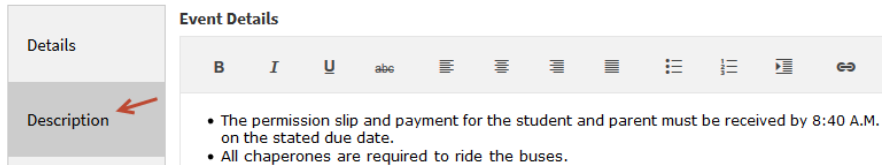
**Location:**

**Organizer Contact Info:**  
 Show Organizer Name  
 Show Phone Number  
 ###-###-####

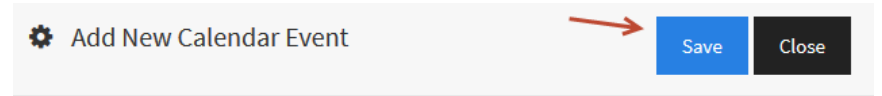
**Event Url: (More info)**

Open link:  On Same Window  On New Window

- Description: Insert specific details and description information of the event.



- Event Groups: You will then select the Event Group(s) that you wish to associate the event with.



- Select Save.

**Note:** Once you select Save, the event will display on any Calendar App that has the selected Event Group(s) associate to them.)

