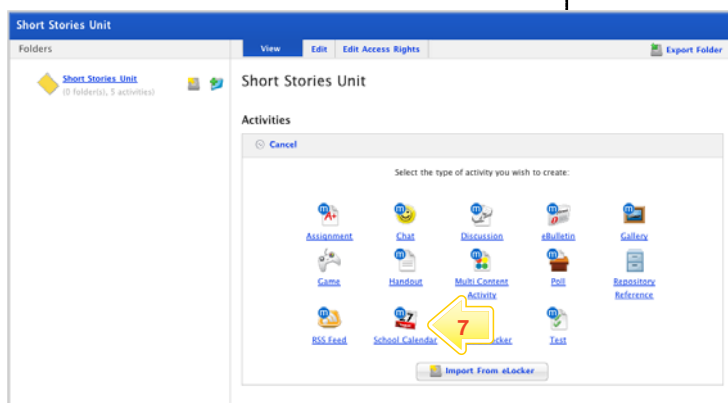
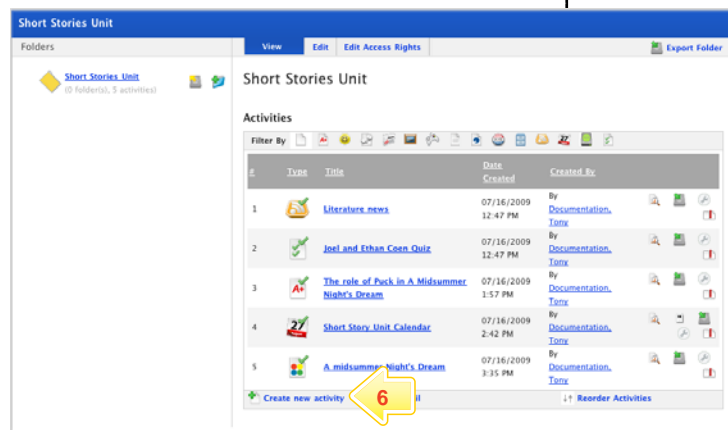
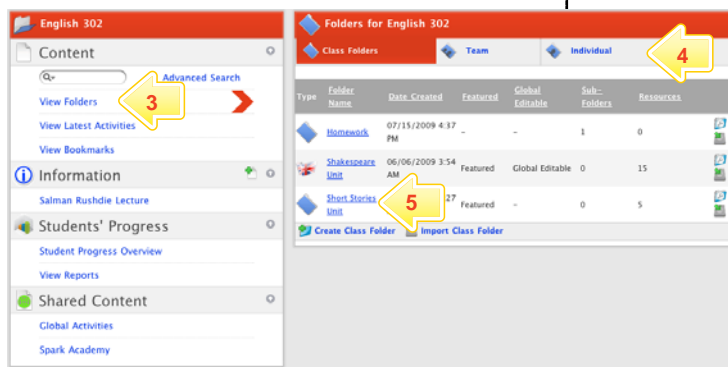
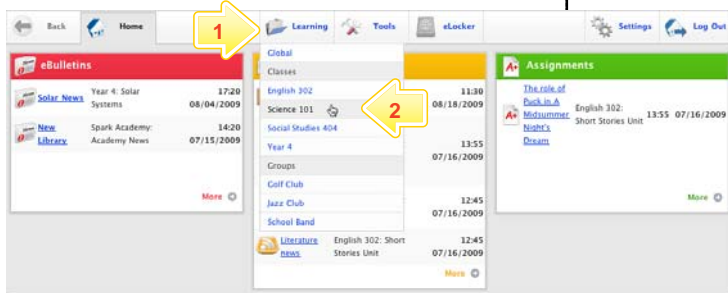


Calendar



Create a Calendar

Calendars can be set up for an individual, a Class, a Group, or the whole school. A calendar set up for a Class, for example, will have specific Class dates, available only to the Class members. This is helpful for reminding students of important Class events such as Test and Assignment dates.



The 'New Calendar' form includes fields for Folder, Created By, Date Created, Allow Global Edit, From, To, School Calendar Title, Short Description, Keywords, Featured Activities, Publish, and a Save button. Numbered callouts point to the From and To date pickers (8), the Short Description field (9), the Featured Activities checkbox (10), the Publish checkbox (11), and the Save button (12).

- 8 In the **From** and **To** fields, set the times and dates between which you want the Calendar to be available.
- 9 Enter a **Calendar Title**, a **Short Description** and some **Keywords**. Separate keywords with spaces or commas.
- 10 To set the Calendar as a featured activity, select the **Featured Activities** checkbox.
- 11 If the Calendar is ready to publish, select the **Publish** checkbox.
- 12 Click **Save**. The Calendar is saved and the **Add Event** button appears.

Create an Event

The 'Edit Calendar' form shows the same fields as the 'New Calendar' form but includes an 'Add Event' button at the bottom. A callout labeled '1' points to this button.

- 1 Click the **Add Event** button.

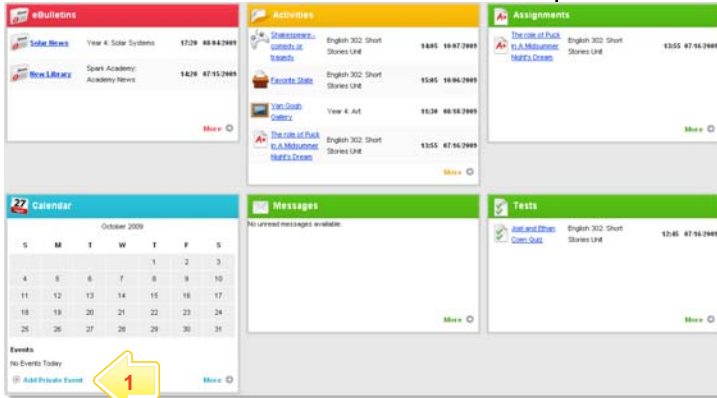
The 'New Event' form includes fields for Event Type, Calendar, All day event, Start, End, Occurrence, Event Title, and Event Description. A Save button is at the bottom. Numbered callouts point to the Start date picker (2), the End date picker (3), the Occurrence dropdown (4), the Event Title field (5), the Event Description field (6), and the Save button (7).

- 2 Set the **Start Time/Date** for the event.
 - 3 Set the **End Time** for the event.
 - 4 From the **Recurrence** drop-down list select **None**, **Daily**, **Weekly**, **Monthly** or **Yearly**.
- If you set an recurrence, the **Expiry Date** fields appear. Set a date for the recurrence to end.
- 5 In the **Event Title** field type the title you want to appear in the Calendar.
 - 6 In the **Event Description** field type the details of the event.
 - 7 Click **Save**.

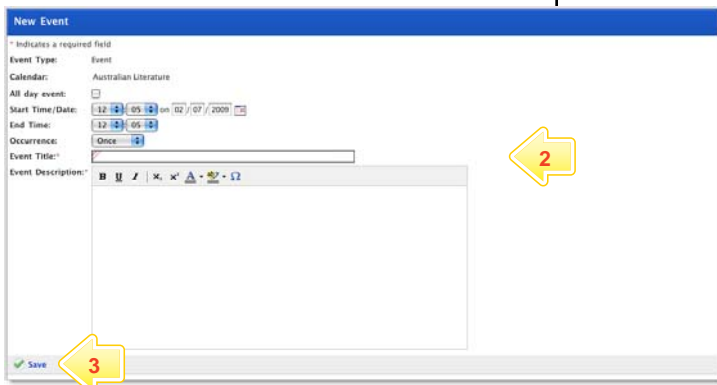
Calendar

Add an Event directly from your Home Page

If the Calendar Events panel is enabled on your home page, you can add a calendar event to your personal calendar directly from there.



- 1 From the Studywiz Spark home page, click **Add Private Event**.



- 2 Complete the Event fields.
- 3 Click **Save**. The new event is added to your personal calendar.

Tips and Hints

- 1 Use the Studywiz Spark Calendar to show students when their work is due or becomes available.
- 2 Remind students that hiding Calendars and Event Types could result in missed dates and deadlines.
- 3 Studywiz Spark allows you to import a Calendar, exported from an iCalendar-compliant calendar application such as iCal, into your Studywiz Spark Calendar. Set up your Calendars in iCal, then import the ones you need for your Classes straight into the Class folder in Studywiz Spark. You can also export the Studywiz Spark Calendar back out. Synchronizing your Calendars like this will save time re-entering events and limit typing mistakes.

If you have any ideas for ways to use Calendars you're invited to share them with other teachers at the Studywiz Global Community – <http://studywizgc.org/>. Log in using the button on your Studywiz deployment.