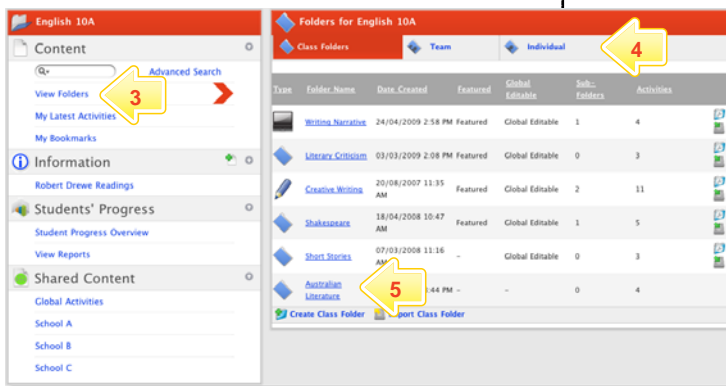# Calendar

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.

1 Roll the mouse pointer over the **Learning** tab. The **Learning** drop-down list appears.
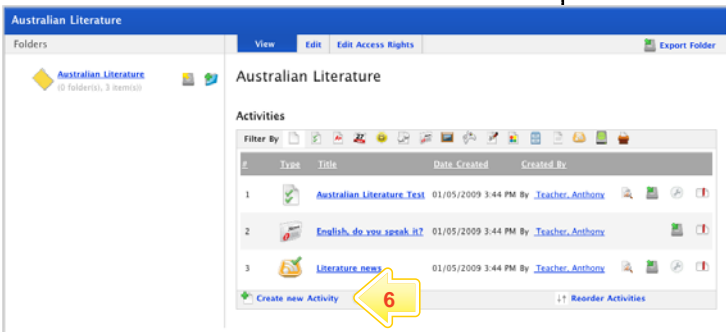
2 From the **Learning** drop-down, select the Class or Group in which you want to save the activity. The Class or Group page appears.
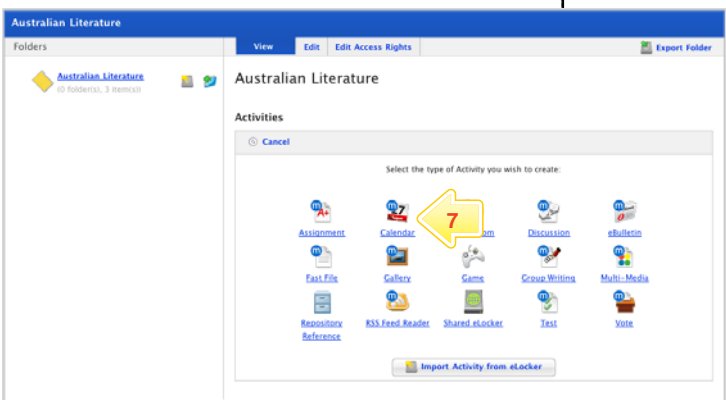

3 Click **View Folders**.

4 If you want to create the activity in a Team folder or an Individual folder, click the appropriate tab.

5 Click the folder in which you want to save the activity.

6 Click **Create new Activity**.

7 Click **Calendar**.

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 Activity** 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

1 Click the **Add Event** button.

2 Set the **Start Time/Date** for the event.

3 Set the **End Time** for the event.

4 From the **Occurrence** drop-down list select **None**, **Daily**, **Weekly**, **Monthly** or **Yearly**.

If you set an occurrence, 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**.

Add an Event directly from your Home Page

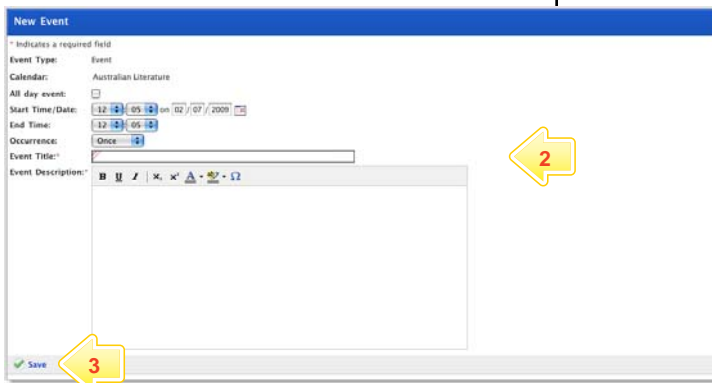If the calendar events panel is enabled on your home page, you can add a calendar event to your personal calendar directly from there.
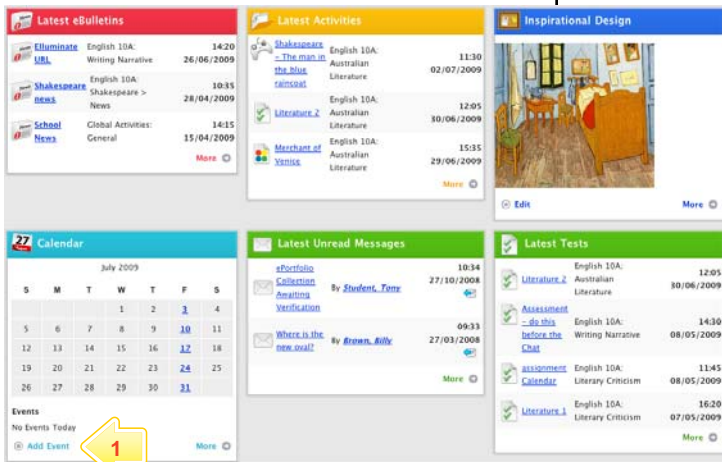
1   From the Studywiz home page, click **Add Event**.

2   Complete the Event fields.

3   Click **Save**. The new event is added to your personal calendar.

Tips and Hints

1   Use the Studywiz 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 allows you to import a Calendar, exported from an iCalendar-compliant calendar application such as iCal, into your Studywiz Calendar. Set up your Calendars in iCal, then import the ones you need for your Classes straight into the Class folder in Studywiz. You can also export the Studywiz 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.