

Summary: This document gives step by step instructions for adding a personal calendar to your eSchoolView webpage. A Personal Calendar is different from an Event Calendar, which can pull event information from your school and/or district. A Personal Calendar is created by the user and is tied solely to the user account.

Prerequisites

Not an available component to Site Master users

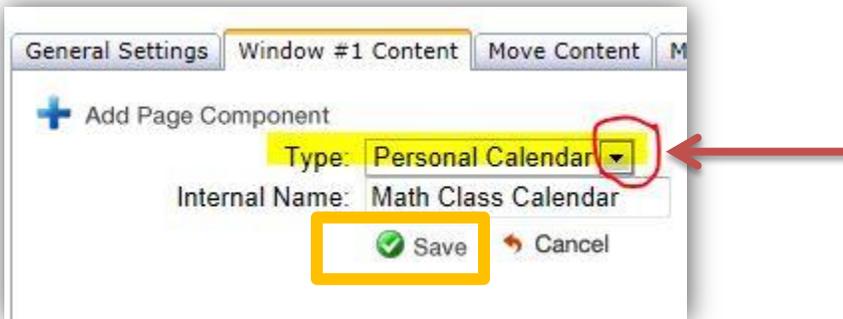
Steps:

Add a page Component



Choose Personal Calendar from Type: dropdown

Click Save



Click Edit This Component



Fill in the **required fields**: Event Title, Start Time and End Time

(If you don't fill in the Start/End Times you will see this error message and it will clear out the form)

The screenshot shows a form for creating an event. The fields are: Event Title (empty), Event Description (empty), Event Location (empty), Start Time (3:30 PM), and End Time (3:30 PM). A red error message "Both dates are required" is displayed in a yellow box over the Start Time and End Time fields. Below the form are "Save" and "Cancel" buttons. The text "Event List" is centered below the buttons.

After the required fields are completed, click Save

The screenshot shows a blue banner with the following text: "To ADD an new event, please enter all information in the fields below and click Save. Your list of events will be displayed below the form in which you can Edit and Delete them. To add an Attachment, please EDIT your event." Below the banner, the form is filled out: Event Title: "Mondays Homework", Event Description: "Please hand in before class Tues", Event Location: (empty), Start Time: "09/30/2013 3:30 PM", and End Time: "09/30/2013 3:30 PM". A red error message "Both dates are required" is still present in a yellow box, but a red arrow points to the "Save" button. The "Save" and "Cancel" buttons are at the bottom.

If you want to add attachments, click to Edit the event in the Event List

The screenshot shows the "Event List" section. It contains one event entry: "Event Title: **Mondays Homework**" and "Date: 9/30/2013". To the right of the event title is a yellow box containing an "Edit" button (pencil icon) and a "Delete" button (red X icon).

- Give the attachment a Title
- Browse for the file
- Click Add
- To add more, repeat this process
- When complete, click Save

Event Title: Mondays Homework

Event Description: Please hand in before class Tues

Event Location:

Start Time: 9/30/2013 3:30 PM

End Time: 9/30/2013 4:00 PM

Event Attachments:

Add Attachment:

Title: Monday Math Help Doc

File URL:

Existing Attachments:

| | |
|--|--------|
| Monday Math Homework [Document 1.docx] | Delete |
| Monday Math Help Doc [Document 2.docx] | Delete |

When complete, the Personal Calendar Events will display on your page

The Homework page!

Here you will find homework weeks ahead.

Click on daily assignment

Homework Schedule

- Mondays Homework**
Mon Sep 30 2013
- Tuedays Math Homework**
Tue Oct 1 2013
- Wed Homework**
Wed Oct 2 2013
- Thursday NO Homework!**
Thu Oct 3 2013

When an event is clicked on, it will open in a new window that shows any details or attachments

The screenshot shows a window with a title bar containing 'Print', 'Export to Outlook' with a calendar icon, and 'Close This Window'. The main content area has a title 'Mondays Homework' in bold. Below the title, a red arrow points to the text 'Starting 9/30/2013 at 8:00 AM and ending on 9/30/2013 at 3:00 PM'. Another red arrow points to the 'Event Description:' section, which contains the text 'Please hand in before class Tues'. A third red arrow points to the 'Attachments/Downloads Available:' section, which lists 'Monday Math Homework' and 'Monday Math Help Doc'. At the bottom left, there is a 'ShareThis' logo.

Print

Export to Outlook 

Close This Window

Mondays Homework

→ Starting 9/30/2013 at 8:00 AM and ending on 9/30/2013 at 3:00 PM

→ *Event Description:*
Please hand in before class Tues

Attachments/Downloads Available:

→ Monday Math Homework
Monday Math Help Doc

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