How-To Add a Personal Calendar

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

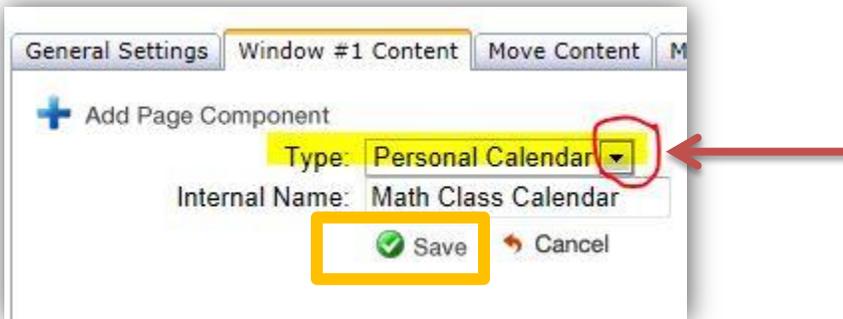Not an available component to Site Master users

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*)

After the required fields are completed, click Save

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

Give the attachment a Title

Browse for the file

Click Add

To add more, repeat this process

When complete, click Save

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

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

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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