


# INSTRUCTIONS FOR CALENDAR MAINTENANCE

1. Open your calendar in your browser (<http://calendar.lisd.org/ware/lferguson>) or open your web page (<http://newton.lisd.org/~lferguson>) and click on your calendar link. You can administer your calendar straight through the Internet browser at home or school.

2. Click on the date link to add assignments or events. 

3. You will key in your user name and password. (Same as your e-mail login & password. NO DOTS)



4. You will see [Create](#) **Daily Events for Monday, February 12, 2001**
5. Click on [Create](#) your first event.

6. Type in your event entry in the Calendar Text Box and the press submit. You may check Border if you want a distinct difference between events on the same day

**Create New Calendar Entry**
**Tuesday, February 12, 2002**

**Calendar Text**

**Start Time am/pm**

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**Draw Border**

**Category**

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**When included in other calendars:**

Display Event

**Popup Text or URL link**

**Color Select**

Default

**Background Color**

Default

**Text Color**

Default

**Note:** For the Popup Text or URL Link field, entries like <http://www.domainname.com> or simply [www.domainname.com](http://www.domainname.com) will create www links on the calendar. Other entered text will cause a popup window link to be created.

Submit

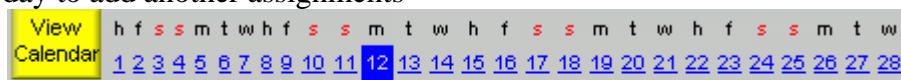
Reset

Cancel

Help

7. Click on [Create](#) again to add another event to the same day.
8. In the Calendar Text box type your next activity and press submit. The calendar box will grow with entries.

9. Click on the day to add another assignments [12](#)



10. You will see [Create](#) **Daily Events for Monday, February 12, 2001** and repeat the process.

**NOTES FOR CALENDAR USE:**

**To create a pop-up for added information:**

- a. In the popup Text area, type your added information
- b. Press Submit

**If you want the text to be a different color:**

- a. Type your calendar text
- b. Click on color select
- c. Pick the background color or the text color or both
- d. Press Submit

**To create a link to another web site:**

- a. Type your calendar text
- b. In the popup Text or URL link box, type in the link ex. <http://www.lisd.org/lhs>
- c. Press Submit

**To create a link to another web page within your own site:**

- a. Type your calendar text
- b. In the popup Text or URL link box, type in the full path [examples --  
<http://newton.lisd.org/~jbinford/handouts/rules.htm> or  
<http://newton.lisd.org/~jbinford/handouts/rules.pdf>  
or <http://newton.lisd.org/~jbinford/handouts/rules.html> (know your extension of your document for the full path)]

You can go to the URL- highlight it – press CTRL + C to copy- Go back to your URL link box and CTRL + V to paste it.

- c. Press Submit

**ANATOMY OF URL AT LISD**

Server                                    /\*Staff Directory /Folder                    /Full file name

<http://newton.lisd.org/~lferguson/handouts/rules.htm>

\*This is your public.www folder in your H: Drive

**To add an event to the calendar that will cover several days in a sequence.**

- a. Click on Duration at the end of your Calendar screen. .



- b. You will see the following screen. Click on Create (this is going to create a duration event.)



- c. You will see the following screen. Type in your text and popup text if any. Choose your starting date and then choose the ending date for the duration event. Click in the box to Skip Weekends.

- d. Press the Submit button.