

# ***INSTRUCTIONS FOR ON-LINE CALENDAR – The Beginning (settings)***

1. Type <http://calendar.lisd.org/yourcampus/yourcalendarname> and press enter. You will administer your calendar through the Internet browser.
2. Click on Administer this calendar at the bottom of your calendar. **Administer:** [This Calendar](#)
3. You will key in your user name and password.
4. You will now see the Calendar menu

## **Calendar Administration**

**Calendar: equip**

<a href="#">Display Options</a>	Customize how your calendar appears
<a href="#">General Settings</a>	Specify the calendar's language, options and description
<a href="#">Title, Header, Footer</a>	Specify the text for the title, header and footer of the calendar
<a href="#">Month/Day Headings</a>	Change the titles for the days of the week and months
<a href="#">Colors</a>	Change the color of text and backgrounds
<a href="#">Fonts</a>	Change fonts
<a href="#">Event Categories</a>	Specify and activate event categories.
<a href="#">Add-Ins</a>	Specify which pre-defined events to include in the calendar
<a href="#">Include Calendars</a>	Dynamically include data from other calendars.
<a href="#">Security</a>	Specify who can edit your calendar
<a href="#">Delete Month Events</a>	Remove all events on a calendar month.
<a href="#">Publish Calendar</a>	Publish static html calendar files for a given date range.
<a href="#">Data Importing</a>	Import calendar data from text files.
<a href="#">Data Exporting</a>	Export calendar data to a text files.

View/Edit Calendar

5. Click on Display Options and make sure Fill Browser window is selected and choose show or hide weekends depending on your need. Click Save.

- Click on General Settings, type in your title for the calendar, and click Save at the bottom of the page.

Calendar Administration	
General Settings	
Calendar Description:	LHS Technology Equip <small>This is not displayed in administration and selection lists</small>
Language	English <small>Selected for this calendar</small>
Event Time Conflicts:	<input checked="" type="radio"/> Events with overlapping times permitted. <input type="radio"/> Events with overlapping times <b>not</b> permitted. <a href="#">Help</a> to learn about powerful search features!
List Calendar:	<input checked="" type="radio"/> Show Calendar <small>Specify</small> <input type="radio"/> Hide Calendar <small>application</small>
Calendar View Range	<input checked="" type="radio"/> Unlimited Range <small>12</small> <input type="radio"/> Use Date Range <small>12</small>
Required Approval:	<input type="checkbox"/> Events added by unprivileged users will not

Put in the Calendar Description, leave event time conflicts permitted, and in List Calendar, leave Show Calendar selected.

- Click **Title, Header, Footer** and type in your class title and you will copy a .txt file to place in the header footer section that will give individuals the ability to navigate back to your home web page and place a disclaimer that assignments are subject to change.

To retrieve a copy of the .txt file: Dbl click My Computer, Dbl click LISDCOMM, Dbl click LHS, Dbl click Web Page Template, Dbl click calendar.txt. Once the document is open, highlight the text, click Edit, Copy, then click in the Header Text box in the calendar and Edit, Paste. You will need to change the crjones to your login name and Return to Jones Web to your name Web.

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<center>The assignments are subject to change.<br><center><a href="http://newton.lisd.org/~crjones">Return to Jones Web</center>
```

Click Save at the bottom of the dialog box.

Calendar Administration	
Title, Header, Footer	
Title Text:	LHS Technology Equipment
Header Text:	<font face = "arial, helvetica"><center>Digital Camera (1) and Projectors (3) (A & B & C)
Footer Text:	

- Leave Days of the Week as is.
- Click on [Colors](#) and you will see

Colors in your calendar							Other Color Settings	
<u>Title</u>								
Header								
<u>Page Background</u>								
<u>Weekly Headings</u>								
7	Today							
<u>Events</u>	in	the	month					<u>Popup Window Text</u>
<u>Links</u>	in	the	month	.	.	.		<u>Block Prev/Next Months</u>
<u>Footer</u>								
<u>Navigation Bars</u>								

Page Background Image:

Click on any underlined title and select your color options and Click Save at the bottom.  
 REMEMBER: Left side **BACKGROUND** ; Right side is **TEXT**

- Click on [Fonts](#) and change the style and font size if wanted.
- Click on [Security](#). This is where you set your UserID/Password and Click Save.

## Calendar Settings: EQUIP

**Set Security Level**

You can secure your calendar by requiring that a UserID and Password types of access, such as adding new entries, editing entries, or even view more information on filling out this security section, see the **Tips** section

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**Settings:**  Anyone can change **Settings**  
 UserID/Password required to change settings  
 User ID:  Password:

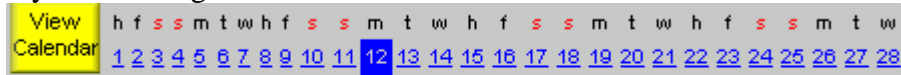
**Editing:**  Anyone can **Edit/Delete** entries  
 UserID/Password required to Edit/Delete entries  
 User ID:  Password:

**Adding:**  Anyone can **Add** entries  
 UserID/Password required to Add entries  
 User ID:  Password:

**Viewing:**  Anyone can **View**  
 UserID/Password required to View  
 User ID:  Password:

- Click on [View/Edit Calendar](#)

13. Click on the day to add assignments or event [12](#)



14. You will see [Create](#) **Daily Events for Monday, February 12, 2001**

15. Click on [Create](#)

16. Type in your event entry in the Calendar Text Box and press Submit.

You may check Border if you want a distinct difference between events on the same day.

17. Click on [Create](#) to add another event.

18. In the Calendar Text box type your next event and press submit. The calendar box will grow with entries.

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

a. Follow steps 1 – 4 from the previous page. Click on [Duration](#) located on the right hand



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.

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 page:

- 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 popup for added information:

- a. Type your calendar text
- b. In the popup Text or URL link box, type in the added information
- c. Press Submit

To put a link back to your home page at the top of the Calendar

- a. Click on Headers & Footers
- b. In your header window, type  
<font face = "arial, helvetica"><center>  
<a href = "http://newton.lisd.org/~yourloginname">Your name Home Page</a>  
</center>