

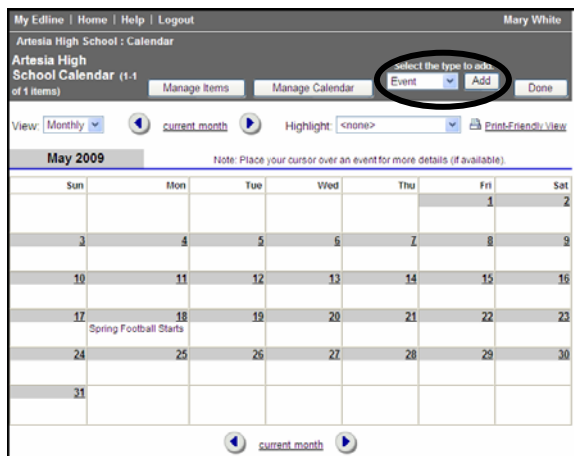
# ABC Unified School District Technology Professional Development Program


## Creating a Calendar Item

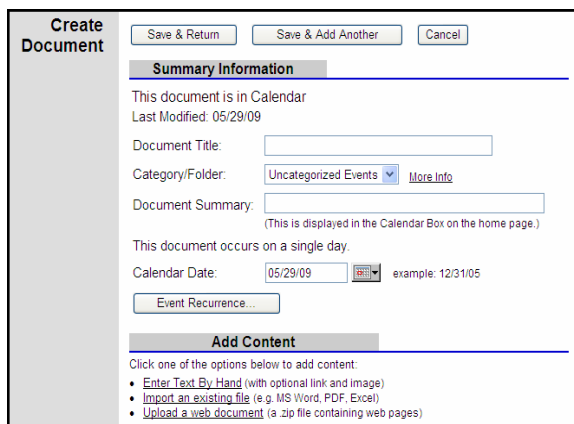
Edline offers an online calendar for each of your classes. You can use this calendar to post class/school events, upcoming tests, or homework assignments.



In the My Classes shortcut box, click the class name to choose a class to update



- Click the “**Edit**” button  in the **Calendar** section.
- From the dropdown, choose what you would like to add (Event, etc).
- Click “**Add**”.



- Enter your **Summary Information**. (Document Title (name of event), and Document Summary).
- **Calendar Date**: You must enter a date in order for this event to appear on the calendar.
- **Add Content** (Optional) If you wish to add additional text for this event click one of the 3 options for adding content.
- Enter and format your text.

**Multiple Posting**

Select one or more groups and use the "Add" and "Remove" buttons.

**Available Groups:**

- ABC Unified School District
- Cerritos High School (33)
- Haskell Middle School (27)
- Juarez Elementary School (12)
- Niemes Elementary School (1)
- Nixon Elementary School (17)
- Ross Middle School (26)
- Wittmann Elementary School

**Additional Posted Groups:**

Buttons: Add >> << Remove

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**Document Visibility**

Everyone (including guest users) can see this document.

Change Visibility

This document can be directly accessed by the following URL:  
[https://www.edline.net/pages/Artesia\\_High\\_School/Calendar/New\\_Edline\\_event\\_White](https://www.edline.net/pages/Artesia_High_School/Calendar/New_Edline_event_White)

Buttons: Save & Return Save & Add Another Cancel

- **Multiple Posting** (Optional) If you want to post this calendar item to several classes, select the classes in the **Available Groups** box and click the **"Add"** button. (To select multiple classes all at once hold down the CTRL key as you select).
- **Document Visibility** (Optional) By default, this calendar item is visible to everyone, including guests, to the site. If you want to limit who should be able to see the event, click **"Change Visibility"**.
- Click **"Save & Return"** OR to add an additional event, click **"Save and Add Another"**. Then repeat the above steps.

Artesia High School - Calendar

Artesia High School Calendar (1.2)

Manage Items Manage Calendar Event Add Done

View: Monthly current month Highlight: <none> Print-Friendly View

May 2009 Note: Place your cursor over an event for more details (if available).

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Spring Football Starts	19	20	21	22	23
24	25	26	27	28	29 Field Trip	30

Once you click Save and Return you will return to the Calendar Management page. You will see a monthly calendar displaying all events for the current month. Use the view dropdown button to change the calendar view (monthly, weekly, daily) and the arrows to move between months.

**Calendar**

05/29/09 Fri **Field Trip**  
Visti to San Juan Capistrano

- Click **"Done"** to return to the Home page.

The date, tile, and summary of your calendar item will display under the Calendar section on your class home page. Up to five calendar events will display at any given time.

Click on the event title to see more details about this event.

## Deleting/Editing a Calendar Item

**Calendar**

05/29/09 Fri **Field Trip**  
Visti to San Juan Capistrano

In the My Classes shortcut box, click the class name to choose a class to update.

Buttons: Done Print Modify Reject Delete

- Click on the event title in the Calendar section. The page that appears will display added content if available. At the bottom of the page are several buttons that enable you to do several things to the selected item.

**Modify Document**

Save Cancel

**Summary Information**

This document is in Calendar  
Last Modified: 05/29/09

Document Title: Field Trip

Category/Folder: Uncategorized Events More Info

Document Summary: Visti to San Juan Capistrano  
(This is displayed in the Calendar Box on the home page.)

This document occurs on a single day.

Calendar Date: 05/29/09 example: 12/31/05

Event Recurrence...

**Add Content**

Click one of the options below to add content:

- Enter Text By Hand (with optional link and image)
- Import an existing file (e.g. MS Word, PDF, Excel)
- Upload a web document (a .zip file containing web pages)

- Click the **"Delete"** button to delete the event.
- Click the **"Modify"** button to modify the event. Make changes and click **"Save"**.
- Click **"Done"** to return to the class home page.