

# District Online Calendar Information for Staff

The District Online Calendar is a database of events that can be filtered or searched. In most instances, the calendar is filtered to show events for a school or a group. Users can create custom filters and searches.

The District Online Calendar can be accessed by:

- Your school web site calendar link
- <http://calendar.bham.wednet.edu>
- <http://www.bham.wednet.edu/calendar.htm>
- A shortcut on your desktop!

There are three basic types of calendar users:

- Public users without a login, this includes anyone on the Internet
- Public users with a login (e.g. parents, students), they can see public events, can create a custom calendar and have access to features such as notification of event changes and reminders
- Private users (only district staff), they have access to the same features as public users with a login, but they can also view private (staff only) events such as staff and committee meetings.

To create a calendar account, click on “Sign In” and then click on “Sign Up for a free account” (Use your district email address and district password). The administrator will grant you private access within 24 hrs.

Every school has at least 2 calendar editors (one is usually the principal’s secretary). Email a school calendar editor when you want to have an event posted—sport or social activity, field trip, PTA or staff meeting, etc. Be sure to tell them *all the information*: event title, description, date, time, location, what group is involved with the event, and whether it is a public or a private (staff-only) event.

You can view a 7 minute introductory tutorial about the online calendar by clicking on the Help icon in the calendar and choosing Tutorials > Public User Tutorial.

All public and staff events should be included in the online calendar. Outlook 2007 should still be used for *personal* appointments, but schools should NOT be using Outlook 2007 for scheduling school events; this requires double entry and is unnecessary because the online calendar serves that purpose.

If you use the Outlook calendar for keeping track of your personal appointments, a short tutorial is available that shows how to import online calendar events into your Outlook calendar:

[http://help.intand.com/index.php?section=add\\_to\\_my\\_calendar\\_outlook\\_2007](http://help.intand.com/index.php?section=add_to_my_calendar_outlook_2007)

When you are logged into the online calendar, some of the feature options available include:

- Email Me Updates: You are notified by email of event changes
- Set Reminder: Emails you a reminder at a specified time before an event

When logging in, check the “Remember Me” box so you do not need to log into the calendar the next time you visit it. If you do this, do not log out of the calendar when you are finished using it.

*Remember that if you are not logged in you will only see public events; to see staff-only (private) events, you must be logged in.*