



CALENDAR

# LP+365

HELP GUIDE  
VERSION 2.0

## 1. Overview

The **Calendar** tile is located on the **Class/Subject Dashboard** and allows users to create events relevant to the class.

The tile displays the latest calendar event with date and time stamp and calendar title and can be added by both student and teacher who are permissioned to the **Class/Subject Dashboard**.

## 2. Adding a Calendar Event

1. Navigate to the Class/Subject dashboard from where you wish to create an event.

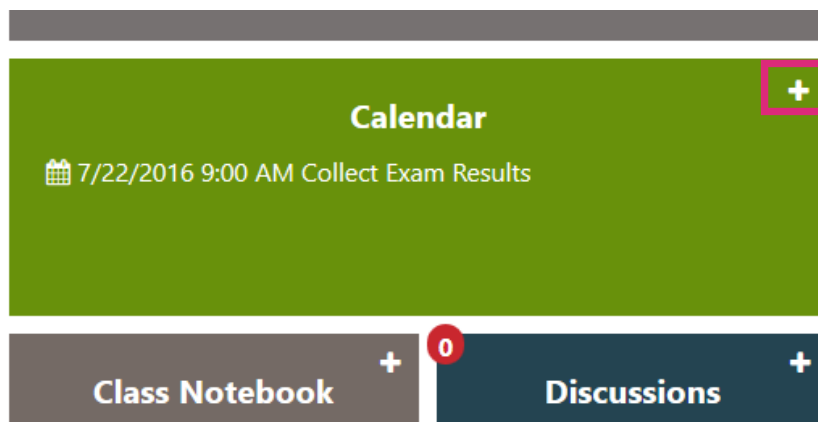


FIGURE 1. THE CALENDAR TILE ON CLASS DASHBOARD

2. On the Calendar tile click on the plus **+** symbol as shown in Figure 1 in order to launch a pop up window: **Add a Calendar Event** as shown in Figure 2.

FIGURE 2. ADD A CALENDAR EVENT

3. Add the following:

- **Title:** this should be the title you want displayed on the Calendar tile. This is a required field.
- **Location:** if you wish to expand on your event, then this field should contain the location of your event.
- **Description:** if you wish to expand on your event, then this field should contain the main body of text for your event.
- **Start Time:** this should be a start date and time for your event. This is a required field
- **End Time:** this should be an end date and time for your event. This is a required field
- **Category:** if you wish to set a category for your event; then you should choose a category for your event here. The categories can be customised from within your corresponding SharePoint Online site.
- **Or Specify your own value:** if you wish to specify your own value for the category of your event; then you should choose that value for the category of your event here.
- **All Day Event:** if you wish to make this event an all-day event that does not start or end at a specific hour: these can be specified here.
- **Recurrence:** if you wish to make this a recurring event then check this box to define how often the event will recur; its pattern and the date range.
- **Save button:** will save and display the calendar event on the dashboard tile.

### 3. Viewing Event details.

Once an event has been created; click on the event to view its details as shown in Figure 3. Clicking on **Open in Calendar** launches a new browser tab to display the same calendar event detail which can be edited or deleted.

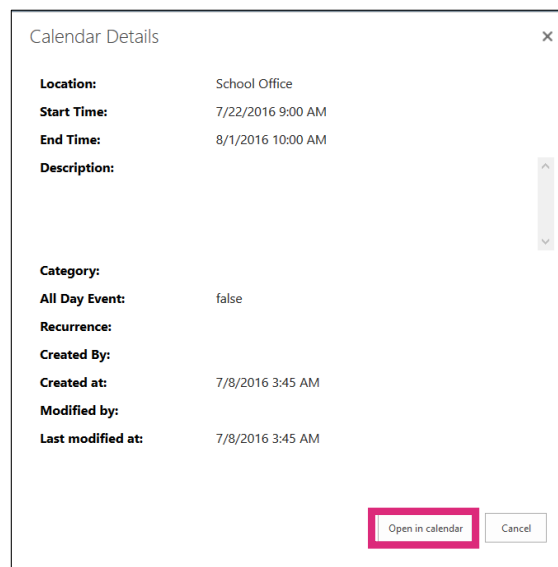


FIGURE 3. VIEW A CALENDAR EVENT

## 4. Viewing Calendar Events.

Clicking on the title of the **Calendar** tile will launch a new browser tab to display a weekly view of the calendar as shown in Figure 4.

You can add an event, edit or manage the event items from this view and the changes will appear on the **Calendar** tile on your **Class/Subject Dashboard**.

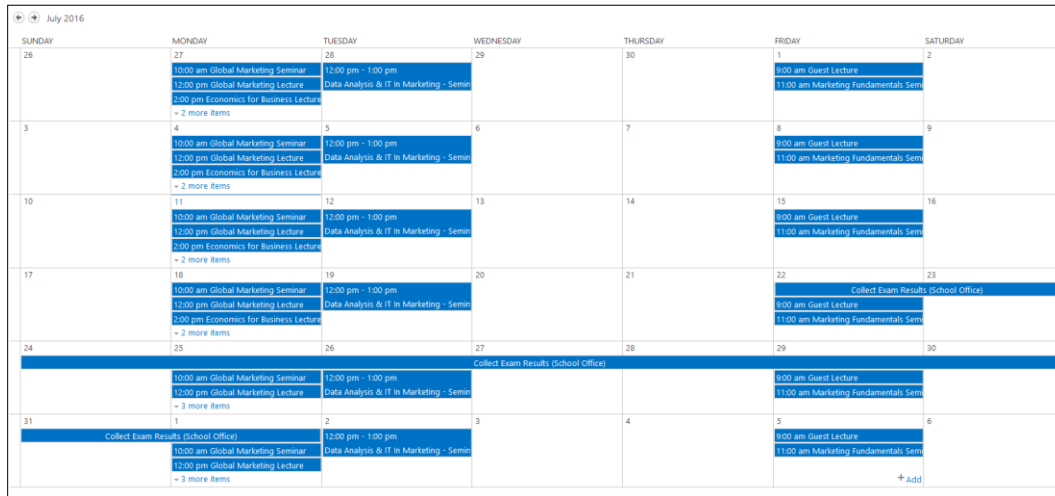


FIGURE 4. CALENDAR VIEW

### 4.1 Deleting Events

Events can be deleted from the same Calendar view.

1. Select the event(s) that you wish to delete. You can do this by selecting the background of the event title, and in the top global navigation under the **Events** tab select **Delete Event**. This is illustrated in Figure 5.

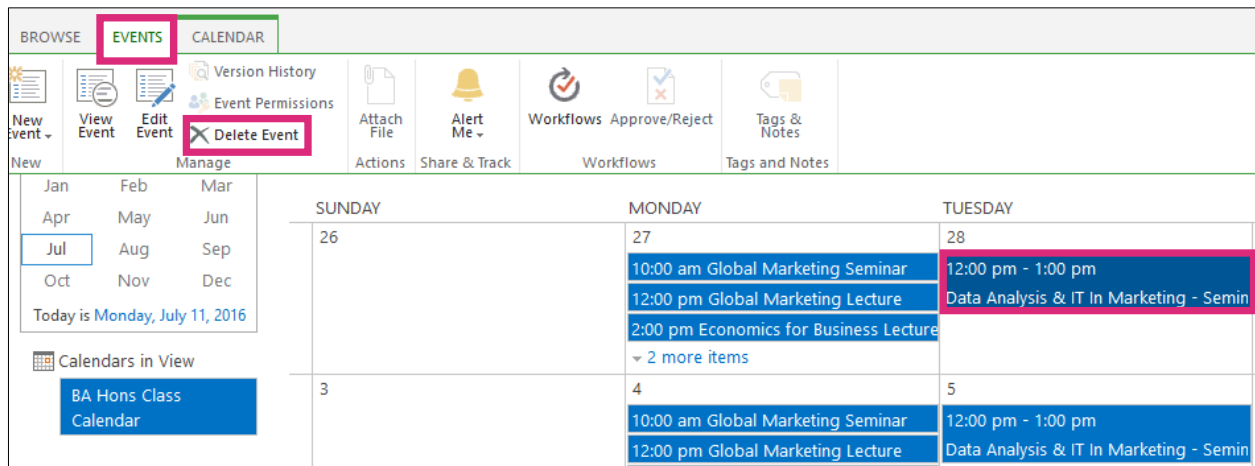


FIGURE 5. DELETING EVENTS

2. A new popup window will appear, asking you to confirm that you want to delete the announcement. Click on OK if you are sure that you wish to delete this announcement as shown in Figure 6. The item can be restored from the Recycle Bin by the site administrator.

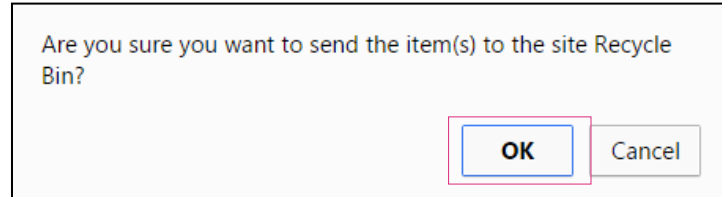


FIGURE 6. CONFIRMATION MESSAGE

## 5. Additional Guides.

For more information, please see below online tutorials from Microsoft:

- [Calendar Basics](#)
- [Take calendars to the next level](#)
- [Share or publish your Office 365 calendar](#)

**Purchased Support? Log a call** <https://tigeronline.lpplus.net>

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