



CALENDAR

LP+365

HELP GUIDE
VERSION 2.1

1. Overview

The **Calendar** tile is located on the **Class/Subject Dashboard** and allows Teachers 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 teachers who are permitted 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.

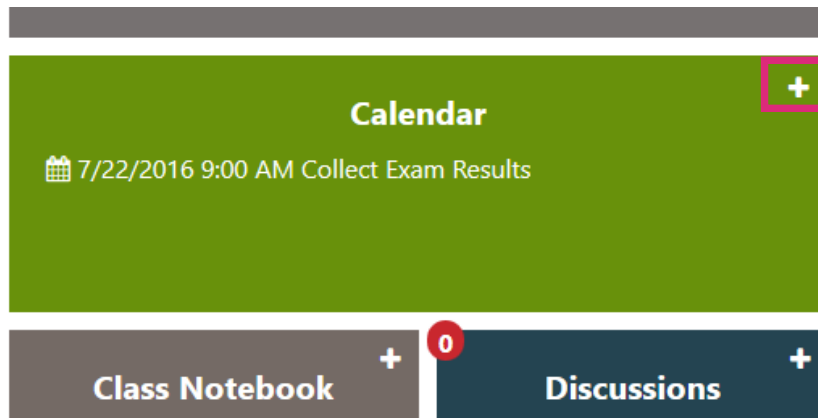


FIGURE 1. THE CALENDAR TILE ON CLASS DASHBOARD

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

Add a Calendar Event ×

Title *

Location

Description

Start Time *

End Time *

Category
 Specify your own value:

All Day Event
 Make this an all-day activity that doesn't start or end at a specific hour.

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.

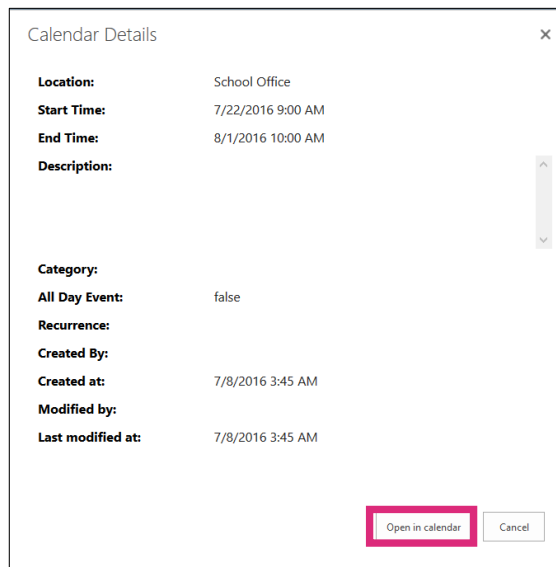


FIGURE 3. VIEW A CALENDAR EVENT

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**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 10:00 am Global Marketing Seminar 12:00 pm Global Marketing Lecture 2:00 pm Economics for Business Lecture + 2 more items	28 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	29	30	31 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	1
3	4 10:00 am Global Marketing Seminar 12:00 pm Global Marketing Lecture 2:00 pm Economics for Business Lecture + 2 more items	5 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	6	7	8 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	9
10	11 10:00 am Global Marketing Seminar 12:00 pm Global Marketing Lecture 2:00 pm Economics for Business Lecture + 2 more items	12 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	13	14	15 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	16
17	18 10:00 am Global Marketing Seminar 12:00 pm Global Marketing Lecture 2:00 pm Economics for Business Lecture + 2 more items	19 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	20	21	22 Collect Exam Results (School Office) 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	23
24	25 10:00 am Global Marketing Seminar 12:00 pm Global Marketing Lecture + 3 more items	26 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	27 Collect Exam Results (School Office)		28 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	29
31	1 Collect Exam Results (School Office)	2 12:00 pm - 1:00 pm Data Analysis & IT In Marketing - Seminar	3	4	5 9:00 am Guest Lecture 11:00 am Marketing Fundamentals Sem	6 + Add

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.

The screenshot shows the top navigation bar with the 'EVENTS' tab selected. Below the navigation bar, a calendar grid is visible for July 2016. The 'Delete Event' option is highlighted in the top navigation bar. The calendar grid shows events for Monday, July 27th and Tuesday, July 28th. The event 'Data Analysis & IT In Marketing - Seminar' on Tuesday, July 28th is highlighted with a red box.

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.

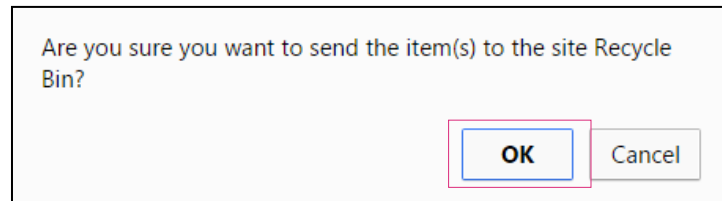


FIGURE 6. CONFIRMATION MESSAGE

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](#)

Free Online Support: <http://lpplus.com/support-home>

Get in touch by email: lp365support@lpplus.com