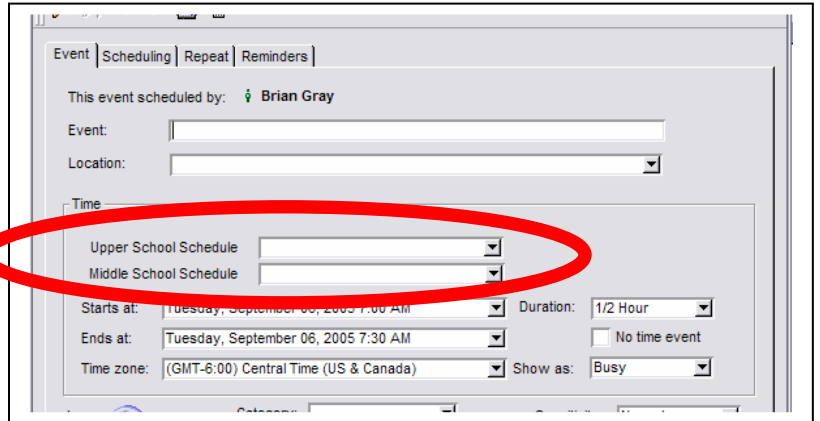


On-Line Test Calendar

On-Line Travel Calendar

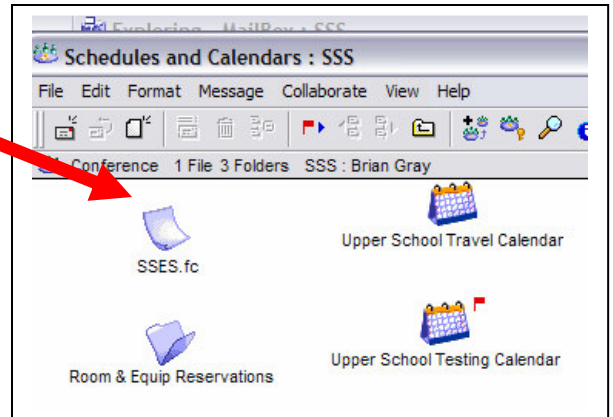
1. Log into FirstClass email.
2. Open the "Schedules and Calendars" folder on the desktop.
3. Double click on the "Testing Calendar" or "Travel Calendar" icon.
4. Display the date for which you want to schedule a test or event. Double click on open space in that date's box on the calendar.

5. The SSES version of the "New Calendar Event" form should be displayed. To verify that you have the correct version, look for the "Upper School Schedule" and "Lower School Schedule" fields.



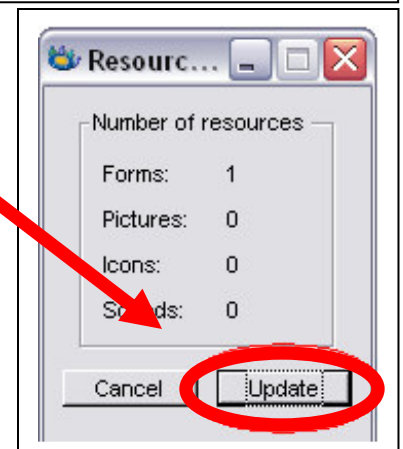
6. If the SSES version of the form is NOT shown, double-click on the "SSES.fc" icon in the "Schedules and Calendars" folder.

Click on the "Update" button.



This must be done only once on each computer.

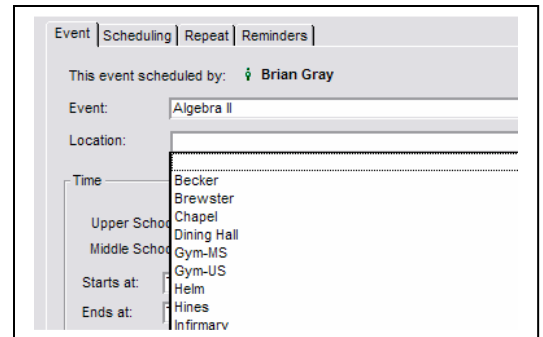
This form will be used to schedule events on any FirstClass calendar, including your personal calendar.



To Schedule a Test on the Testing Calendar

1. Double click on the Testing Calendar in the “Schedules and Calendars” folder.
2. Double click on the date for which you want to schedule an event.
3. In the “Event” field, enter the name of the class.

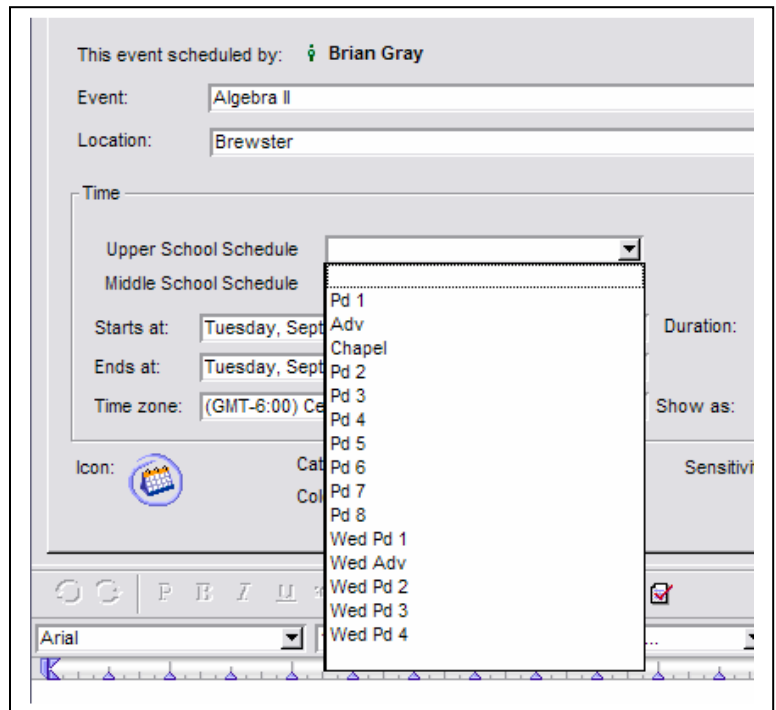
4. Click on the arrow at the far right of the “Location” field to select the building in which the test will be given. (If the location is not in the list, just type it into the field.)



This screenshot shows the event scheduling form with the location dropdown menu open. The menu lists various buildings: Becker, Brewster, Chapel, Dining Hall, Gym-MS, Gym-US, Helm, Hines, and Infirmary. The event name is 'Algebra II' and the location is currently blank.

5. Click on the arrow at the far right of the “Upper School Schedule” field. Select the class period for the test. If the test is scheduled for a Wednesday, be sure to use the entries for Wednesdays. The calendar will **NOT** check this.

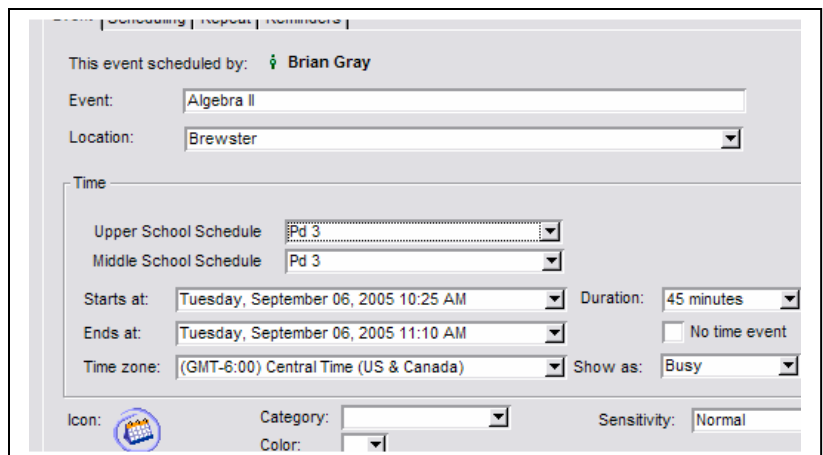
6. The start and end times for the selected period will automatically be entered in the date & time fields.



This screenshot shows the event scheduling form with the upper school schedule dropdown menu open. The menu lists various periods: Pd 1, Adv, Chapel, Pd 2, Pd 3, Pd 4, Pd 5, Pd 6, Pd 7, Pd 8, Wed Pd 1, Wed Adv, Wed Pd 2, Wed Pd 3, and Wed Pd 4. The event name is 'Algebra II' and the location is 'Brewster'. The start and end times are set to 'Tuesday, Sept'.

7. To make adjustments to the dates or times, click on the arrows at the far right of the “Start at” or “End at” fields.

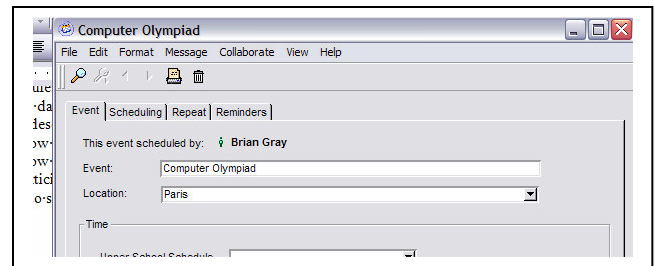
8. Close the form to add the event to the calendar.



This screenshot shows the event scheduling form with the final event details. The event name is 'Algebra II' and the location is 'Brewster'. The upper school schedule is 'Pd 3' and the middle school schedule is 'Pd 3'. The start time is 'Tuesday, September 06, 2005 10:25 AM' and the end time is 'Tuesday, September 06, 2005 11:10 AM'. The duration is '45 minutes'. The time zone is '(GMT-6:00) Central Time (US & Canada)'. The show as option is 'Busy'. The icon is a calendar icon, the category is blank, and the sensitivity is 'Normal'.

To Schedule a Travel Event

1. Open the Schedules and Calendars folder from the desktop. Open the "Travel Calendar".
2. Display the first day of the event. Double click on the date to open the "New Calendar Event" form.
3. Type the event description and location.



Computer Olympiad

File Edit Format Message Collaborate View Help

Event | Scheduling | Repeat | Reminders |

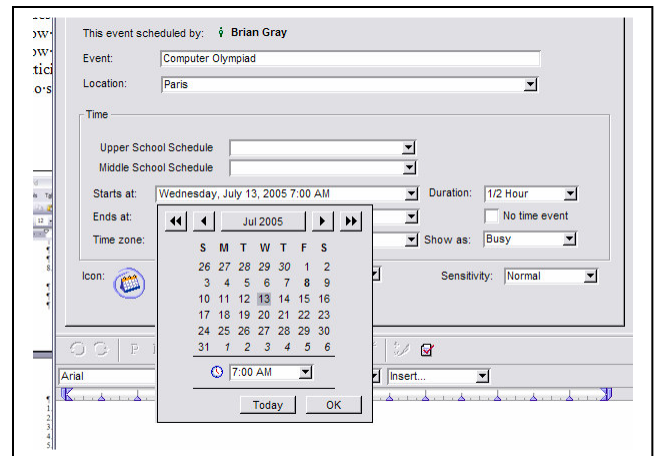
This event scheduled by: Brian Gray

Event: Computer Olympiad

Location: Paris

Time:

4. Click on the arrow at the far right of the "Starts at" field. Enter the starting time at the bottom of the dialog.



This event scheduled by: Brian Gray

Event: Computer Olympiad

Location: Paris

Time:

Upper School Schedule

Middle School Schedule

Starts at: Wednesday, July 13, 2005 7:00 AM

Ends at: Jul 2005

Time zone:

Duration: 1/2 Hour

No time event

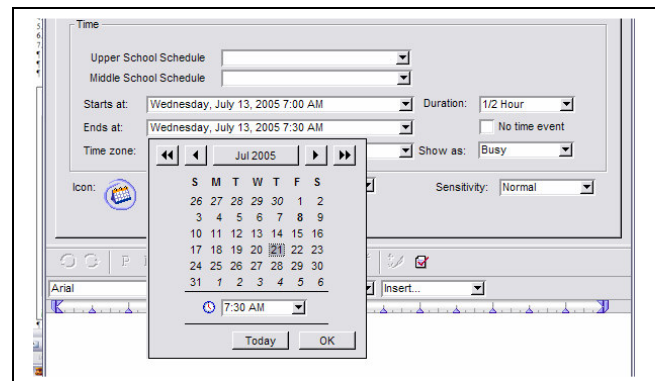
Show as: Busy

Sensitivity: Normal

Icon:

Today OK

5. Click on the arrow at the far right of the "Ends at" field. Enter the ending date and time.



Time:

Upper School Schedule

Middle School Schedule

Starts at: Wednesday, July 13, 2005 7:00 AM

Ends at: Wednesday, July 13, 2005 7:30 AM

Time zone:

Duration: 1/2 Hour

No time event

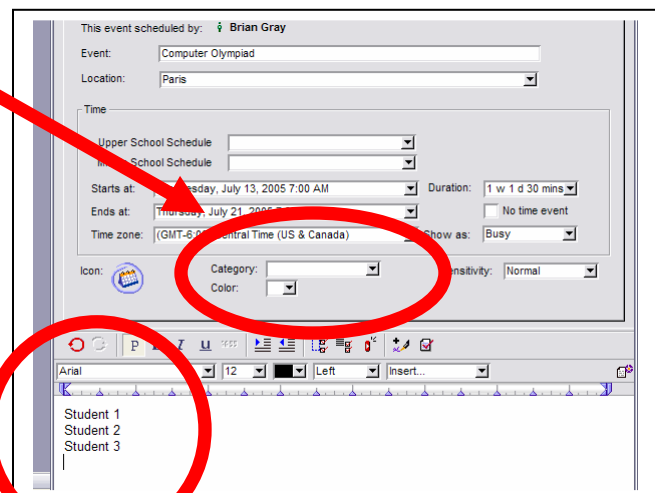
Show as: Busy

Sensitivity: Normal

Icon:

Today OK

6. Select a category for the travel. Click on the arrow at the far right of the Category field. The first three entries in the list are "Academics", "Athletics", and "Fine Arts"



This event scheduled by: Brian Gray

Event: Computer Olympiad

Location: Paris

Time:

Upper School Schedule

Middle School Schedule

Starts at: Wednesday, July 13, 2005 7:00 AM

Ends at: Wednesday, July 21, 2005

Time zone: (GMT-6) Central Time (US & Canada)

Duration: 1 w 1 d 30 mins

No time event

Show as: Busy

Sensitivity: Normal

Icon:

Category: Academics

Color:

Student 1

Student 2

Student 3

7. Add a list of participating students in the space at the bottom of the form.

8. Close the form to add the event to the calendar.