Managing the Homepage and Calendar

Objective: Learn how to use the *Schoolwires*® Calendar and manage the Site/Subsite Homepage
Who should attend? Homepage and Calendar Editors
How long will training last? 1.5 – 2 hours

Session Agenda

Topic 1: **Calendar Overview**
- Where Calendars can appear - Site, Subsite, Channel, Section

Topic 2: **End User perspective**
- Today, Day, Week, Month, List Views; Print; My Events; Export Events
- Customize Calendar (by Calendar and/or Category)
- Print
- Export to iCalendar file (.ics)

Topic 3: **Add New Events**
- New Event Fields (ie; Title, Date, Description, and Category)
- Mandatory Events (District Only)
- Force an event to display in Upcoming Events
- Recurring events
- Registration
- Location
- Contact
- Post to Calendars
- Viewers
- Attachments [appears once you have saved the event]

Topic 4: **Additional Calendar Management**
- Edit/Delete Events
- Import Events
- Maintain Event Queue
- Choose Event Categories
- Rosters
- App Options

Topic 5: **Homepage Overview**
- Review Homepage Elements
- Add/Edit Homepage Apps
  - Photo Gallery, Announcements, Headlines, Shortcuts, & Welcome Text
- Review App Options
  - General
  - Sharing
- Manage Apps and Layout
  - Add Apps
  - Organize Apps

Topic 6: **Social Settings (For C2 Essential Customers Only)**

- Enable Community Editing, explain Community Editing Rights, submit an announcement
- Explain how to approve Community Editing contributions (Tools tab)
- Enable Commenting, explain Commenting Rights
- Enable Ratings
- Enable RSS
- Submit a comment
- Explain how to approve, edit or decline a Comment

Topic 7: **"How do I" tab**

- How to find additional help on topics covered today