

Calendar Module Guide



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Introduction to the Calendar Module

The Foxbright Calendar Module allows you to keep parents and community aware of events throughout the year and it works seamlessly with your Foxbright for Schools website. This module allows you to create different calendars for different groups, such as schools in your district or the athletic or music departments. Additionally, the module allows you to create a District Calendar to house the main events of the District.

It is helpful to understand two key terms as they are going to be used in the context of the Foxbright for Schools Calendar Module: “Events” and “Calendars”. All the activities that you would like to appear on the calendars are added as “Events”. The details about the activity such as start date, end date, time, cost, and location are specified when you create the event.

“Calendars” should be thought of as a group of events that pertain to or are important to a specific group in your school or district. When events are created they belong to a single “primary calendar”, however an event can be shared across as many calendars as necessary. For example, the athletics department often has a group of events that pertain to their specific activities. If, however, there is an important event in the athletics department, the district calendar administrator may want the whole district to know about the event and decide to share that event on the district calendar as well.

Calendars, once created and associated with events, are easy to add to your Foxbright for Schools web site. You can display all the events in a given month or show just the “upcoming events” of the next few days. Calendars can be displayed as a list or in a standard calendar grid format. Events from multiple calendars’ can be viewed on one web page.

The Calendar Module Guide covers the following calendar responsibilities:

- Creating, editing and deleting calendars
- Adding, removing and deleting events
- Sharing Events from one calendar to another
- Adding web pages with calendar content so that the public can view the calendars and events
- Creating specialized calendar views that show only upcoming events
- Managing calendar editors

Managing Calendars

Before you are able to add any events in the calendar module you must first create a calendar. A separate calendar can be created for any group or department that has a set of activities they would like to communicate to the public.

Note: You must be a Web Administrator or have the “Add / Delete Calendars” permission in order to create or modify a calendar.

Once a calendar is created it has editors assigned to it. The calendar editors have rights to add and remove events from their assigned calendars.

Adding Calendars

1. Select the **Calendars** tab from the CMS administrative panel.

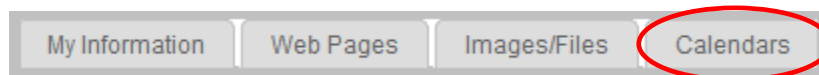


Figure CA- 1

2. Click the **Edit Calendars** link.

Note: Only people with rights to add calendars see the *Edit Calendars* link.

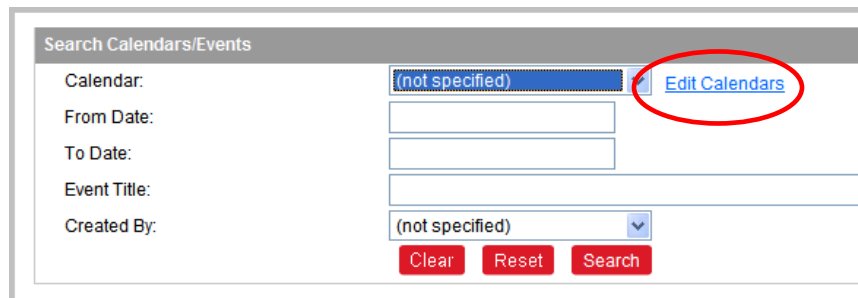
A search form titled 'Search Calendars/Events'. It contains several input fields: 'Calendar:' with a dropdown menu showing '(not specified)', 'From Date:', 'To Date:', 'Event Title:', and 'Created By:' with a dropdown menu showing '(not specified)'. To the right of the 'Calendar:' dropdown is a blue link labeled 'Edit Calendars', which is circled in red. At the bottom of the form are three red buttons: 'Clear', 'Reset', and 'Search'.

Figure CA- 2

3. Click **Add Calendar**.

Calendars Page

Add Calendar

Search Calendars

Calendar Name:

Created By: (not specified)

Calendar Name	Created By	
District Calendar	Ettinger, Catherine	Edit / Delete
Shoreline Elementary Calendar	Ettinger, Catherine	Edit / Delete

Calendars Per Page: 10

Figure CA- 3

4. Type in the **Calendar Name** you want associated with this calendar.
5. Assign Editors by selecting users from the Available Editors list and clicking **Add** to move them to the **Selected Editor** area.

Note: Only Selected Editors can add events to or delete events from this calendar. These editors are the only people who are able to permanently delete events that were first added to this calendar. Once an event is deleted, it does not appear on any calendar.

Add Calendar

* Calendar Name: Churchill Elementary Calendar

Permissions

Available Editors:

- Dzwonkowski, Steve E
- Goosen, Tammy L
- Hall, Doree S
- Kolbe, Julie M
- Robbins, Jane M
- Rutz, Stacey L
- Ryder, Teresa J
- Stebelton, Jay P
- Steudle, Kathy K
- Westerlund, Brett D

Selected Editors:

- Bowman, Sarah
- Brallier, Patti Ann
- Calendar, CalendarA

Figure CA- 4

6. Click **Save**.

Note: The calendar does not appear until a web page is created with a Section Processor set to Calendar Content. Creating a page with calendar content is covered later in this document.

Adding or Removing Editors from a Calendar

You may want to change who has rights to add events to and delete events from a calendar.

1. Select the **Calendars** tab from the CMS administrative panel.
2. Click the **Edit Calendars** link.

The screenshot shows a search form titled "Search Calendars/Events". It includes fields for "Calendar:" (a dropdown menu currently showing "(not specified)"), "From Date:", "To Date:", "Event Title:", and "Created By:" (a dropdown menu currently showing "(not specified)"). Below these fields are three buttons: "Clear", "Reset", and "Search". A red circle highlights the "Edit Calendars" link located to the right of the "Calendar:" dropdown menu.

Figure CA- 5

3. In the list provided, **find the calendar** you want to modify. If the calendar does not appear in the list, use the Search Calendars fields to find it.

The screenshot shows the "Calendars Page" interface. At the top left, there is a green heading "Calendars Page" and a red "Add Calendar" button. Below this is a search form titled "Search Calendars/Events" with fields for "Calendar Name:", "Created By:" (a dropdown menu showing "(not specified)"), and buttons for "Clear", "Reset", and "Search". A red circle highlights this search form. Below the search form is a table with two columns: "Calendar Name" and "Created By". The table lists three calendars: "Churchill Elementary Calendar", "District Calendar", and "Shoreline Elementary Calendar", all created by "Ettinger, Catherine". Each row has a blue "Edit / Delete" link to its right. At the bottom of the page, there is a "Calendars Per Page:" dropdown menu set to "10" and a red "Return to Events List" button.

Figure CA- 6

4. Click **Edit** to the far right of the calendar name.

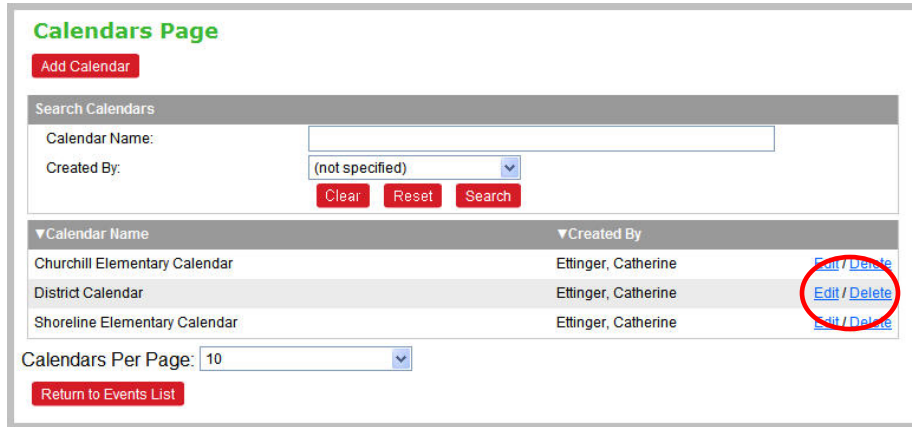


Figure CA- 7

5. **Add or Remove** people from the **Selected Editors** area.

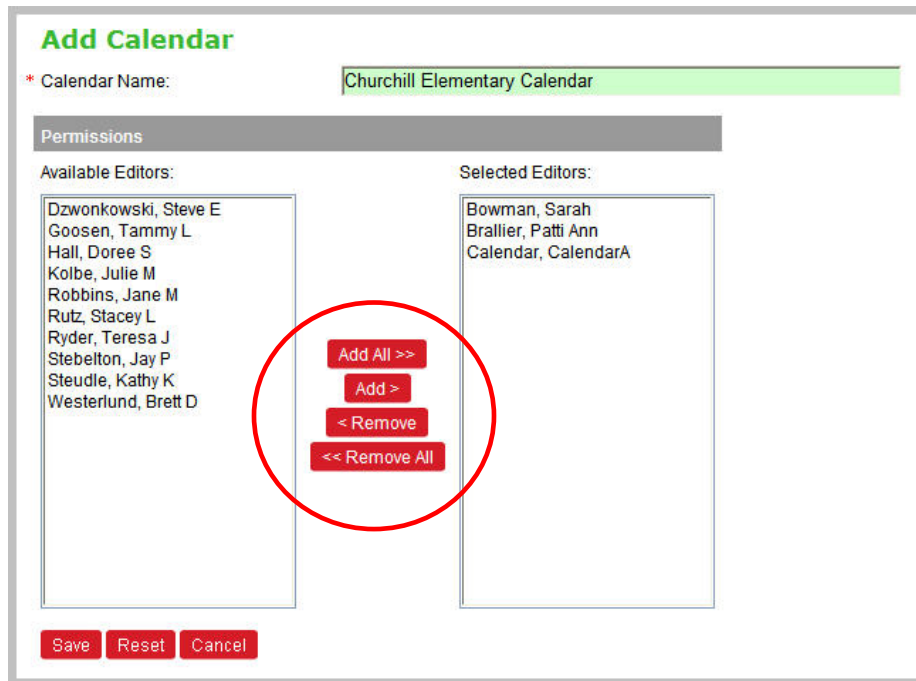


Figure CA- 8

6. Click **OK**. The Selected Editors can now add and delete events from this calendar. The Selected Editors that were removed no longer have these rights.

Deleting Calendars

Prior to deleting a calendar, be sure that no pages contain its content. If a calendar is deleted and a web page shows the calendar's content, the area on the web page will be blank.

Note: You can only delete calendars that do not have events associated with them.

1. Select the **Calendars** tab from the CMS administrative panel.
2. Click the **Edit Calendars** link.
3. In the list provided, **find the calendar** you want to delete. If the calendar does not appear in the list, use the Search Calendars fields to find it.
4. Click the **Delete** option to the far right of the calendar name.

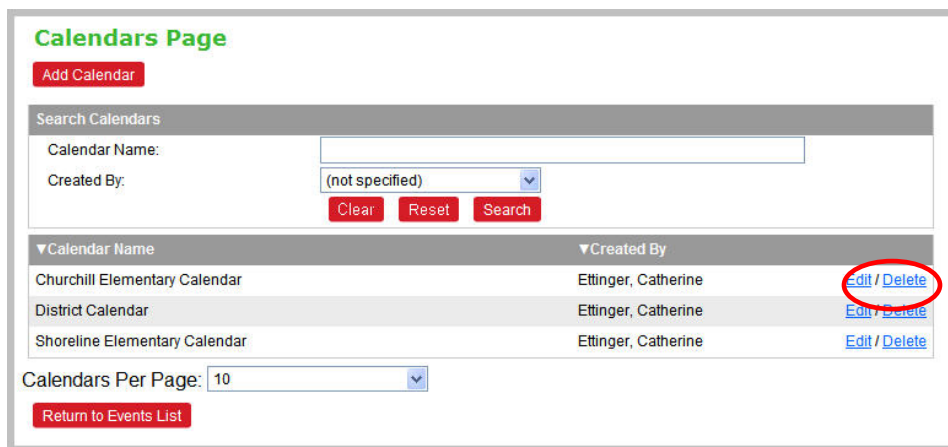


Figure CA- 9

Note: If your calendar has events associated with it, you will receive a message telling you that you must remove or delete them before you can delete the calendar. Removing and deleting events is covered in the **Managing Events** section of this document.

5. **Select OK** when asked "Do you really wish to delete this calendar." The calendar is now deleted from the CMS software.

Managing Events

Before you can add an event to a calendar, the calendar must be created. Events that are added to a calendar can be either new events that you create or events that have been created by other people for other calendars that you choose to display on your calendar as well.

Adding a New Event – Required Fields

There are several fields associated with each Event. Some are required, some are optional. These fields allow you to customize various options such as the date of the event, the cost associated with attending the event, the location of the event, etc.

In this section, we lead you through the creation of a new Event using only the ‘required’ fields. These fields must be populated before you can save the Event. Following this section, we identify and explain the use of the ‘optional’ fields associated with Events.

Note: An asterisk (*) next to the field name indicates that it is a required field and must have content.

1. Select the **Calendars** tab from the CMS administrative panel.
2. Click **Add Event** to add an event.

Note: You must be an Editor of the calendar to add an event.

The screenshot shows the 'Calendar/Events Page' interface. At the top left, there is a red button labeled 'Add Event' which is circled in red. Below this is a search bar for 'Calendars/Events' with a dropdown menu set to '(not specified)' and a link to 'Edit Calendars'. There are input fields for 'From Date:', 'To Date:', and 'Event Title:'. Below these is another dropdown menu for 'Created By:' set to '(not specified)'. At the bottom of the search section are 'Clear', 'Reset', and 'Search' buttons. To the right of the search section is a 'Select/Deselect All' checkbox. Below the search section is a table with the following data:

▲ Date	▼ Event Title	Primary Calendar	▼ Created By	Select
05/04/2007	Field Day	Shoreline Elementary Calendar	Ettinger, Catherine	Edit / Delete <input type="checkbox"/>
05/21/2007	5th Grade Camp	Shoreline Elementary Calendar	Ettinger, Catherine	Edit / Delete <input type="checkbox"/>
05/22/2007	Book Sale	Shoreline Elementary Calendar	Ettinger, Catherine	Edit / Delete <input type="checkbox"/>

At the bottom of the page, there are two more sections: 'Add Events to:' with a dropdown menu set to '(not specified)' and an 'Add' button; and 'Events Per Page:' with a dropdown menu set to '10', 'Remove Events from:' with a dropdown menu set to '(not specified)', and a 'Remove' button.

Figure CA- 10

3. In the **Primary Calendar*** field, select the calendar from the dropdown menu to the right of the field that you want to add the event to.

Note: Only those calendars that you are assigned to edit will appear in this list.

The screenshot shows the 'Edit Event' form within the DynaCal application. The form has a navigation bar at the top with tabs for DynaCal, Surveys, My Information, Users, Web Pages, Images/Files, Calendars, News, Protected Zones, Configuration, and Log Off. The form fields are as follows:

- Primary Calendar:** A dropdown menu with '(Select One)' selected.
- Event Title:** A text input field.
- Start Date:** A date picker with a calendar icon and the format '(mm/dd/yyyy)'.
- End Date:** A date picker with a calendar icon and the format '(mm/dd/yyyy)'.
- Time:** A text input field.
- Cost:** A text input field.
- Location:** A text input field with a 'Browse...' button next to it.
- More Information:** A text input field.
- Description:** A rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color.
- Path:** A text input field.

At the bottom of the form are three buttons: 'Save', 'Reset', and 'Cancel'.

Figure CA- 11

4. In the **Event Title*** field, enter a descriptive title for the event as this is displayed on the calendar.
5. In the **Start Date*** field, enter the date the event is schedule to start.
6. Click **Save**. If this calendar has already been added as content to a published page, the public now sees the event.

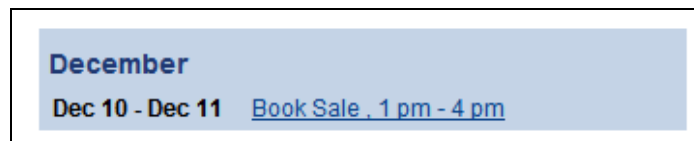
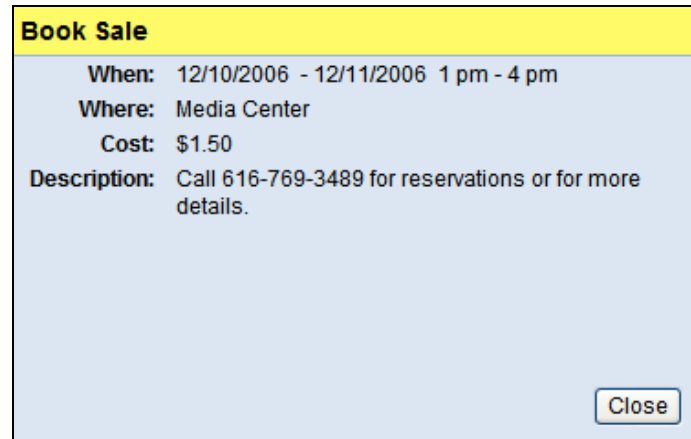


Figure CA- 12

Note: Clicking the event title on the published calendar opens a detailed description of the event as displayed below.



Book Sale

When: 12/10/2006 - 12/11/2006 1 pm - 4 pm

Where: Media Center

Cost: \$1.50

Description: Call 616-769-3489 for reservations or for more details.

Close

Figure CA- 13

Adding a New Event – Optional Fields

There are several 'optional' fields available that enhance the functionality / display of the Event listing. In this section, we list the optional fields and explain how they are used. These fields can be populated when the Event is created or at a later time using the Edit functionality.

- **End Date:** If the event spans multiple days, enter the End Date. The end date is **displayed on the calendar webpage** following the start date.

Note: The End Date must be later than the Start Date.

- **Time:** Enter the time for the event. You can enter the start and stop time. This field is **displayed on the calendar webpage** after the event title.
- **Cost:** Enter the cost associated with the event. This field is not displayed on the calendar webpage, but can be **viewed by clicking on the event and viewing the details.**
- **Location:** Enter the location at which the event takes place. This field is not displayed on the calendar webpage, but can be **viewed by clicking on the event and viewing the details.**
- **More information:** This field allows you to attach a file to the event. The document could include a detailed schedule for the event or directions to the event. The visitor can **view this document from the event details listing by clicking on 'click here for more information.'**

- Description:** This text box allows you to manually add or paste additional information about the event. You have full use of the editor functionality which allows you to format your text, link to images, etc. This field is not displayed on the calendar webpage, but can be **viewed by clicking on the event and viewing the details.**

Sharing an Event

Events can be ‘shared’ (added) by multiple calendars. In this section you will learn how to add an event from another calendar to your calendar. You can only add events from calendars you have permissions to.

Note: You must be an Editor of the calendar before you can add an event to it.

- Select the **Calendar** tab from the CMS administrative panel.
- Find the event from the list of events displayed or use the search fields (at the top of the screen) to find your event.

Note: You can change the number of events displayed by selecting a number from the Events Per Page dropdown box at the bottom of the screen.

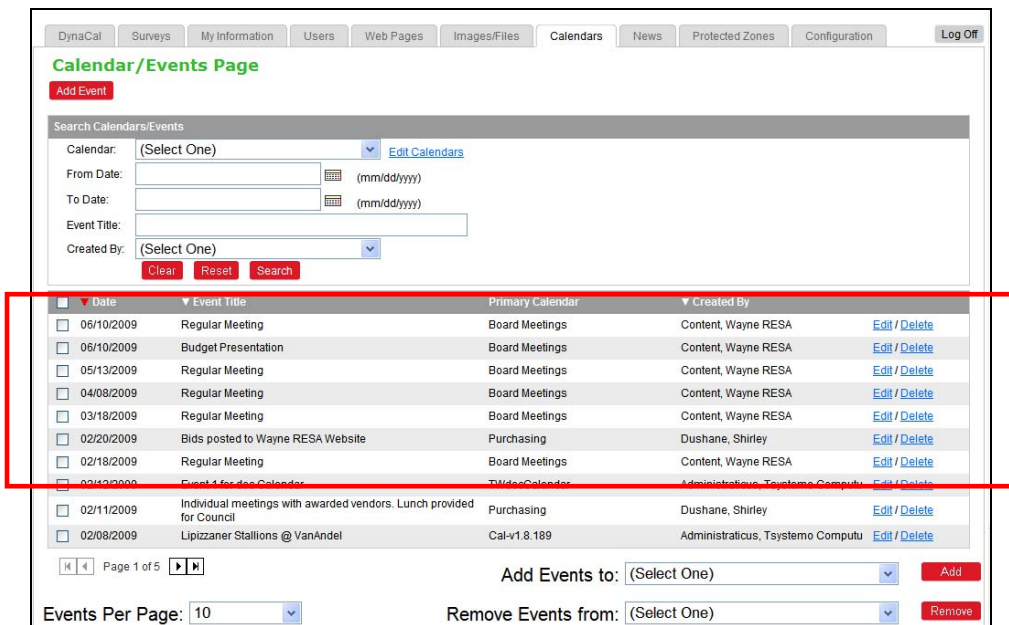


Figure CA- 14

3. Select the event by clicking the Select box to the left of the event date.

Note: To add multiple events to your calendar, click on the Select box for each event you want to add.

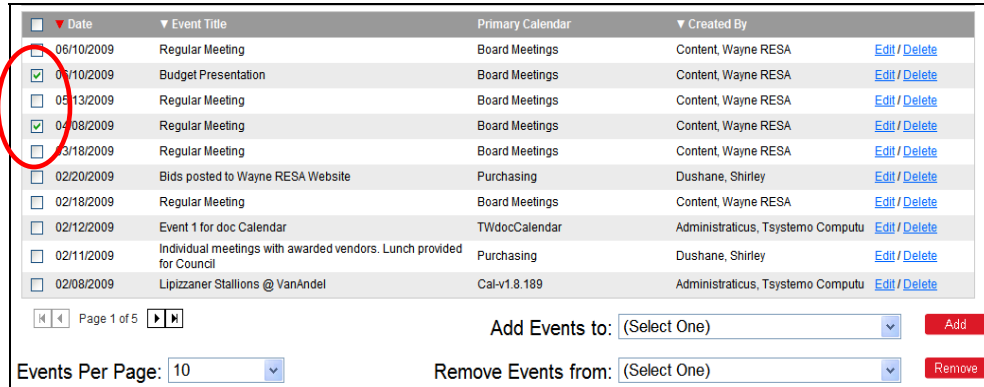


Figure CA- 15

4. From the **Add Events to** dropdown menu, select the calendar that you want the event(s) to appear on.

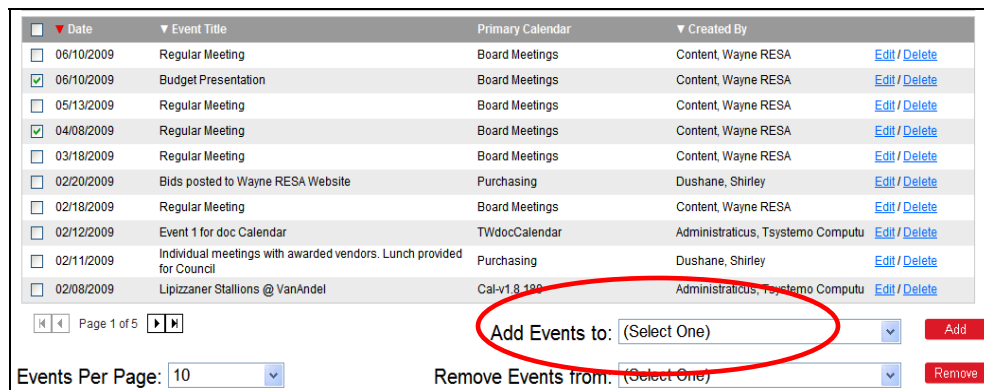


Figure CA- 16

Note: Web Administrators have a calendar option called **Show on All Calendars**. This is very useful for adding District Calendar events on all calendars.

5. Click **Add**. The event is now added to your calendar. If the calendar is already added as content to a published page, the public now sees the event.

Removing an Event from a Calendar

Note: You must be an editor of a calendar before you can remove an event from it. Removing an Event from a calendar does not delete the event from the CMS.

1. Select the **Calendar** tab from the CMS administrative panel.
2. A list of events appears on the screen. If you do not see the event you want to remove, use the Search fields at the top of the screen to find your event.
3. Select the event by checking the check box to the left of the event date.

Note: To remove multiple events from your calendar, click on the Select box for each event you want to remove.

4. From the **Remove Events from** drop-down menu, select the calendar from which you want to remove this event.

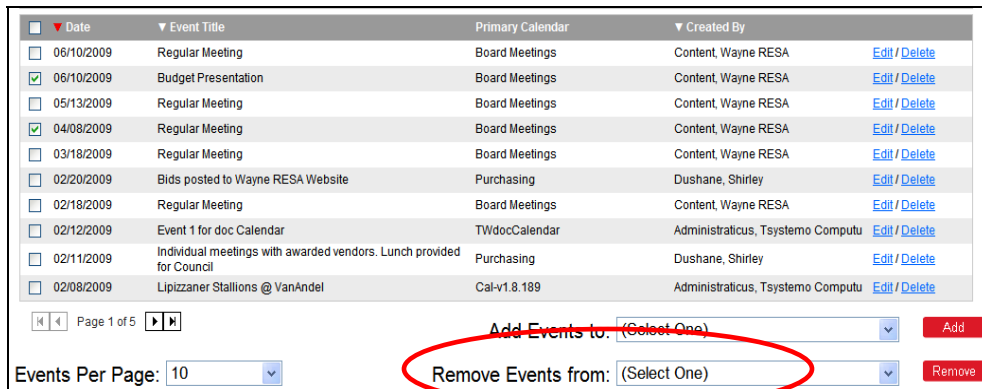


Figure CA- 17

5. Click **Remove**. The event is now removed from the selected calendar. If this calendar is already added as content to a published page, the public no longer sees the event.

Deleting an Event

Caution: Once an event is deleted, it is permanently deleted from the CMS software and no longer appears on any calendar.

Note: To delete an event, you must be an Editor of the events' primary calendar.

1. Select the **Calendar** tab from the CMS administrative panel.
2. A list of events appears on the screen. If you cannot find the event you want to delete, use the search fields at the top of the screen to find your event.
3. Select the **Delete** option to the far right of the Event Title.

The screenshot displays the 'Calendar/Events Page' interface. At the top, there is a navigation bar with tabs for DynaCal, Surveys, My Information, Users, Web Pages, Images/Files, Calendars, News, Protected Zones, Configuration, and Log Off. Below the navigation bar, the page title is 'Calendar/Events Page' with an 'Add Event' button. A search section titled 'Search Calendars/Events' contains several input fields: 'Calendar:' (a dropdown menu), 'From Date:' and 'To Date:' (date pickers), 'Event Title:' (a text input), and 'Created By:' (a dropdown menu). Below these fields are 'Clear', 'Reset', and 'Search' buttons. The main content area is a table of events with the following columns: 'Date', 'Event Title', 'Primary Calendar', and 'Created By'. The table contains several rows of event data. The 'Delete' link for the event '06/10/2009 Budget Presentation' is circled in red. At the bottom of the page, there are controls for 'Add Events to:' (a dropdown menu) and 'Remove Events from:' (a dropdown menu), along with 'Add' and 'Remove' buttons. The page also shows 'Page 1 of 5' and 'Events Per Page: 10'.

Figure CA- 18

4. **Select OK** when asked “Do you really wish to delete this event.” The event is now deleted from the CMS software and the public will no longer see the event.

Editing an Event

You can edit an event that has been added to a calendar. Once the change is made, all calendars immediately show the change.

1. Select the **Calendar** tab from the CMS administrative panel.
2. A list of events will appear on the screen. Use the search fields at the top of the screen to find your event.

3. Select the **Edit** option to the far right of the event.

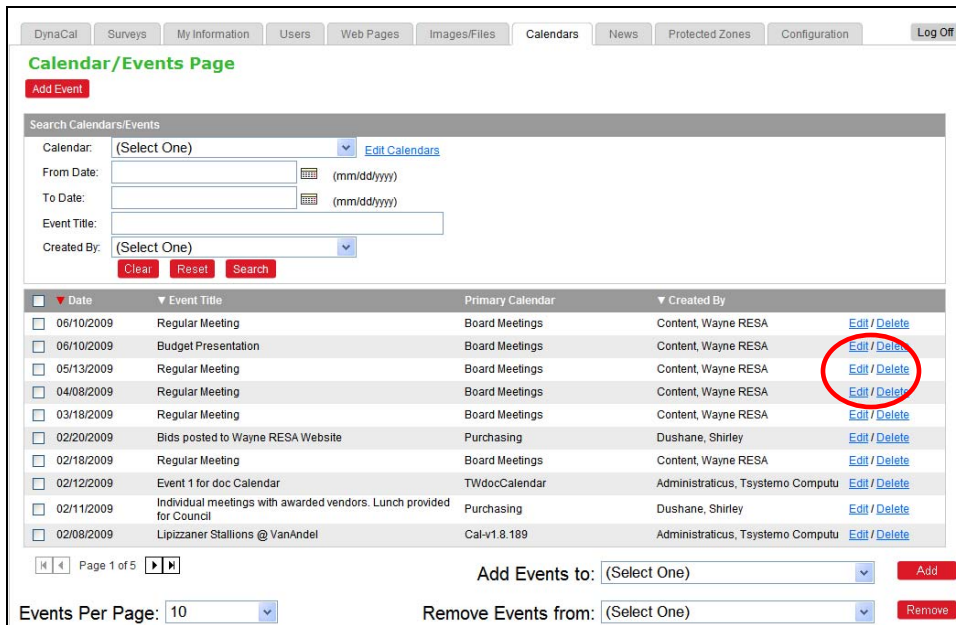


Figure CA- 19

4. In the Edit Event window, make the desired changes to the event.

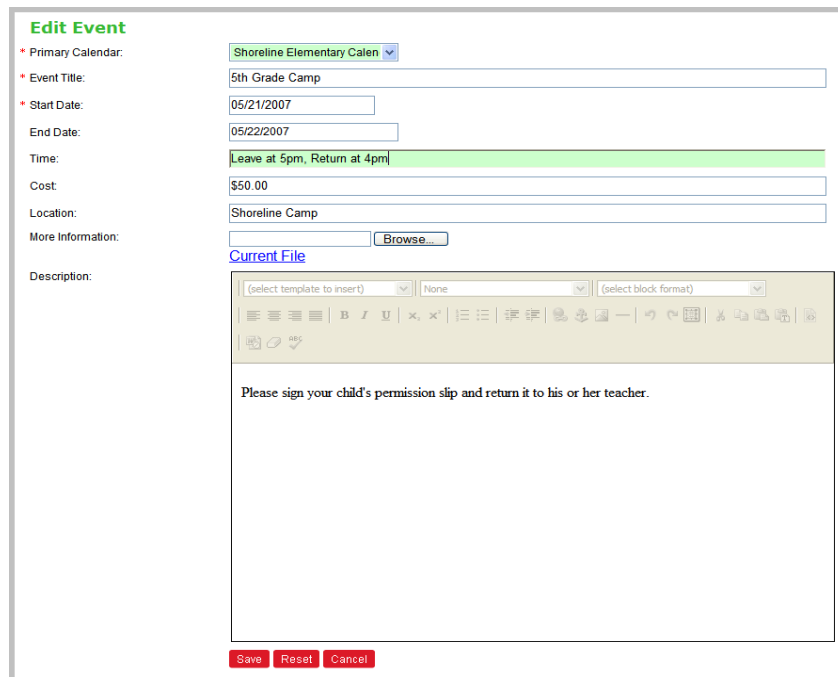


Figure CA- 20

5. Click **Save**. The change now appears on all calendars that have this event listed on them.

Adding a Web Page with Calendar Information

You can create two different types of calendar pages depending on how you want the visitor to view the content. These two types are: Calendar Content and Upcoming Events.

- On a page with [Calendar Content](#), the person creating the page determines which calendar(s) are viewed by the visitor. The visitor simply goes to the page and looks at the calendar. These Calendar Content pages can be displayed as a List or Grid view.
- An [Upcoming Event](#) page shows content from a calendar, but only shows events occurring in a short span of time. The length of this span of time can be set for that calendar and can be different for each upcoming events calendar. This is often used on the Home Page of a district web site.

Creating Pages with Calendar Content

When you create a page with Calendar Content, you select the calendar(s) whose events will show on the page. Calendar Content pages are then shown in either List or Grid view.

1. Select the **Web Pages** tab from the CMS administrative panel.

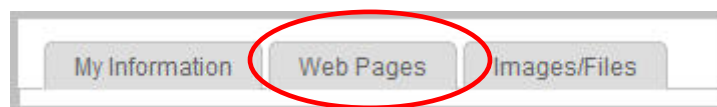


Figure CA- 21

2. Click **Add Page** to add a new page.

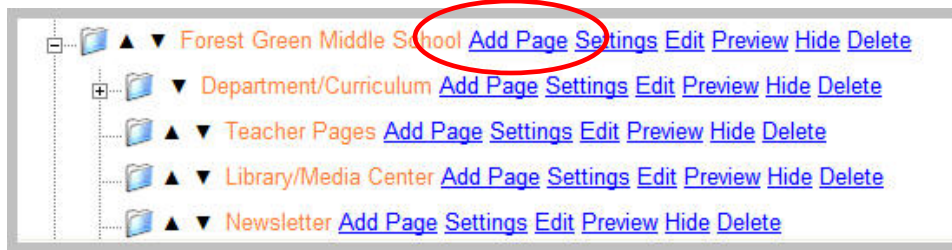


Figure CA- 22

Note: You can also change an existing page's content area to Calendar Content by selecting **Settings** next to the page whose content you would like to change.

3. Enter the **Page/Menu Name**.
4. Select a **Page Layout** format using the dropdown box. In most cases, it is preferable to use a **Two Column** format since it gives the most space for the news articles displayed.
5. Click on **Advanced Settings** to change the content type for the page.

Note: You must change the content type from HTML Content to **Calendar Content** in order for the Events to display.
6. Under Section Processors, use the dropdown menu to the right of the Center Content field to select **Calendar Content**.
7. Click on **Save Page**.
8. Click **Edit** to enter the Content Area of the new page.

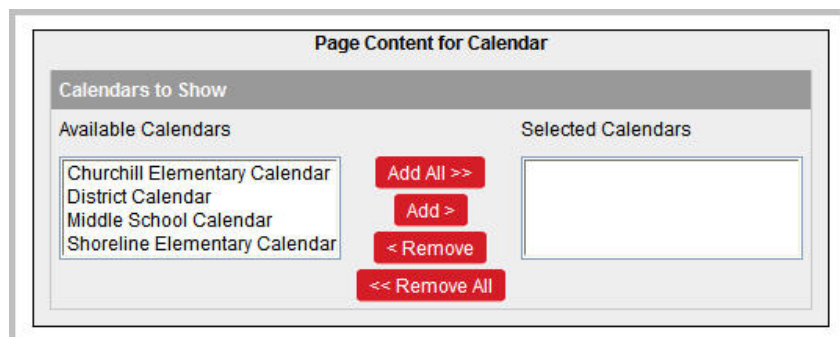


Figure CA- 23

9. A list of available calendars that you have permission to add appears on the left. Select the desired calendar(s) and click **Add** to move them to the **Selected Calendar** list.
10. **Save and Close** the page.
11. **Publish** the newly created page. The calendar(s) and the associated events now appear on the web page and can be viewed by the public.



Figure CA- 24

Creating Upcoming Event Content Page – Required Fields

The Upcoming Events calendar is often used on calendars appearing on the home page. On the Upcoming Events page you select the calendar whose events will show on the page.

There are several fields associated with the Upcoming Events Page. Some are required, some are optional. These fields allow you to customize various options such as grouping the events by date, how many days into the future the calendar looks for these upcoming events, or how many days the events are displayed after they have happened, etc.

In this section, we lead you through the creation of a new Upcoming Events Page using only the 'required' fields. These fields must be populated before you can save the page and display the upcoming events. Following this section, we identify and explain the use of the 'optional' fields associated with an Upcoming Events Page.

Note: An asterisk (*) next to the field name indicates that it is a required field and must have content.

1. Select the **Web Pages** tab from the CMS administrative panel.
2. Click **Add Page** to add a new page.

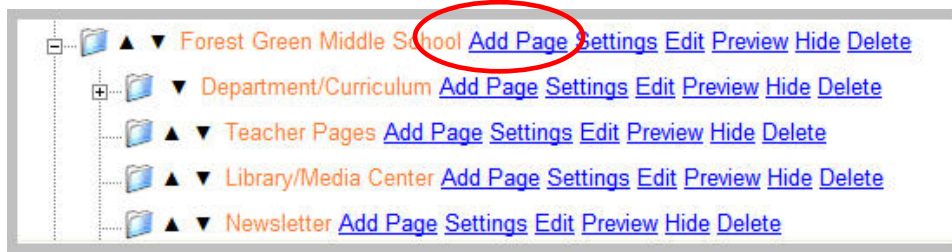


Figure CA- 25

Note: You can also change an existing page's content area to Calendar Content by selecting **Settings** next to the page whose content you would like to change.

3. Enter the **Page/Menu Name**.
4. Click on the **Advanced Settings** bar.
5. Under Section Processors, use the dropdown menu to the right of the Center Content field to select **Upcoming Events**.
6. **Save** the page.
7. Click **Edit** next to enter the Content Area of the page.
8. Enter the **Title** that will be displayed at the top of the page when viewed.
9. In the **Calendar to Show*** field, select the calendar whose event you would like to appear on the page.
10. **Save and Close** the page.
11. **Publish** the page. Below is an example of an upcoming events calendar



Figure CA- 26

Creating Upcoming Event Content Page – Optional Fields

There are several 'optional' fields available that enhance the functionality / display of the Upcoming Events Page. In this section, we list the optional fields and explain how they are used. These fields can be populated when the page is created or at a later time using the Edit functionality.

- **Group By Date:** Default is No. If you want to group your events by date, change this selection to Yes. A 'date' heading will precede the event listing.
- **Calendar Page for More Link:** If you want to provide a link to another Calendar Page, select the Calendar from the dropdown box.
- **More Link Text:** This field is required if you select a Calendar Page for More Link. You should enter **text** to describe the link. **This text displays on the Calendar Web Page.**
- **Show Upcoming Events Scheduled within the next ___ days and previous events that occurred within the last ___ days:** Select the day range of the events that you would like to show on the page. For example, entering 14 in the first box (within the next) and 0 in the second box (within the last) would show only those events that occur in the next two weeks, and would remove the event from the calendar the day after it occurred.

Note: If you leave these fields blank, all calendar events are displayed.

Managing Calendar Permissions

All user roles, other than the Web Administrator, **must be assigned access to specific Calendars** in order to manipulate content. In other words, if a Content Publisher is not 'assigned' a Calendar, they do not have access to and cannot make changes to the content. Below is a brief explanation of each permission.

The screenshot shows a web interface for managing calendar assignments. At the top, there are navigation tabs: Pages, News, Calendars (selected), Images/Files, and Additional Permissions. Below the tabs is a section titled "Calendar Assignments". This section is divided into two main areas: "Available Calendars" and "Selected Calendars".

In the "Available Calendars" section, there is a list of calendar categories: "Beginning Schoc", "Board Meetings", "Early On ICC Me", and "Finance". To the right of this list are four red buttons: "Add All >>", "Add >", "< Remove", and "<< Remove All". The "Selected Calendars" section is currently empty.

Below the "Available Calendars" section is a section titled "Additional Calendar Permissions". It contains two rows of radio button options:

- Can Add and Delete Calendars: Yes No
- Can Manage All Calendars: Yes No

At the bottom of the interface are three red buttons: "Save", "Reset", and "Cancel".

Figure CA- 27

- **Can Add/Delete Calendars** – Grants the user the ability to add and delete calendars. Users with this permission also can edit all calendars and, therefore, change who are Selected Editors of all calendars. Users with this right can view, edit, add and delete events to all calendars. They also have the “Show on All” option which allows them to add events to all calendars at one time.
- **Can Manage All Calendars** – Grants the user the ability to edit all calendars. Users can view, edit, add and delete events to all calendars. They also have the “Show on All” option which allows them to add events to all calendars at one time.

Modifying a Single User’s Assignments/Permissions

1. Select the **Users** tab from the CMS Administrative panel.
2. **Search for the user** whose permissions you would like to modify.
3. Click on the **Permissions** option to the far right of the user name.
4. Select the **Calendars Tab**.
5. In the Calendar Assignments area, **select the calendar(s)** you want to grant the user the right to **add events** to and **click Add**.
6. Optional Permissions:
 - **Can Add and Delete Calendars:** Default is NO. To grant the user the additional right to delete **Calendars**, select YES.

- **Can Manage All Calendars:** Default is NO. To grant the user full access to Add, Edit and Delete **Events** on all Calendars, select YES.

7. Click **Save**.

Modifying Multiple User's Assignments/Permissions

Note: Using this method, you may only grant the users rights to add events to the calendar. If they require additional rights, you must modify each user's individual permissions as noted above.

1. Select the **Calendars** tab from the CMS administrative panel.
2. Click on **Edit Calendars**.
3. **Find the Calendar** to which you would like to grant users the right to modify, and select the **Edit** option to the far right of the screen.
4. **Select the users** from the list of "Available Editors" and click on **Add**.

Note: You may select multiple users by holding the down the control key while selecting the names from the list.

5. Click on **Save**.