



Calendar Resource

Introduction to Series

Welcome to the SchoolSpeak Resource guides series. Each guide within this series will concentrate on one resource within the SchoolSpeak application. The goal of this series of guides is to introduce SchoolSpeak members to one of the resources – including how to add the resource, set member permissions, and the options that are available when using that resource. Each guide will also include a practical use section which will highlight some of potential uses for that resource in your school, as well as common questions and Quick Start sheets that will guide you quickly through the steps.

As you walk through the guide, if you have any questions please contact our SchoolSpeak Support group. We will be happy to provide additional assistance.

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Welcome

Welcome to the Calendar Resource guide. This resource guide will provide an overall understanding of SchoolSpeak's calendar resource that is one of the most commonly used resources within SchoolSpeak.

Introduction

The calendar resource enables schools to easily share important events with their school families and faculty. Teachers, group coordinators and administrators may use calendars to share information with members of their classes, groups or the entire school. Many schools replace their common "weekly" email reminders with SchoolSpeak's online calendar resource functionality. And if used in conjunction with SchoolSpeak's summary email utility, the application will email event reminders to the parents.

When a person logs into SchoolSpeak, calendar event reminders are often the first items that they see. Parents may access calendars based on their group membership. As an administrator, you may opt to provide extra access as needed.

A key feature of the calendar resource is the ability to provide other members of your school permission to edit and create events in the calendar. SchoolSpeak Administrators generally have many responsibilities within their school, maintaining calendars for many groups can be time consuming. You may identify a person or group of people who can modify the calendar allowing you to spend your time elsewhere. In a typical school, the administrator may give the school office administrator or other support staff calendar access.

Resource Features

- Able to post events for the school, classroom(s) and clubs/groups
- Share event location and event details
- Add recurring events
- Synch with a personal calendar or google calendar
- Display entries from multiple calendars

Using the Calendar Resource

1. Locate your calendar resource in the **Quick Links** section of a group. (Typically you will find a calendar resource in the School group and each grade group.
2. Click on the **Calendar** link.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Book Club Association 5:00 PM in the Memorial Meeting Hall	3
4	5 2:30 AM - Arts Exhibition In the Memorial Meeting Hall ▶	6 10 - 11 AM - Math Test ▶	7 Arts Exhibition In the Memorial Meeting Hall ▶	8 12:30 - 1:30 AM - Drama Club Get Together ▶	9 Arts Exhibition In the Memorial Meeting Hall ▶	10
11	12 Arts Exhibition In the Memorial Meeting Hall ▶	13 Arts Exhibition In the Memorial Meeting Hall ▶	14 Arts Exhibition In the Memorial Meeting Hall ▶	15 Arts Exhibition In the Memorial Meeting Hall ▶	16 Startup meeting at 2:30 PM ▶	17
18	19 9 AM - 3 PM - Fieldtrip to Museum Inn ▶	20	21 Parent Teacher Association Meeting 6:30 PM in the Cafeteria	22	23 Book Club Association 5:00 PM in the Memorial Meeting Hall	24
25	26	27	28 Parent Teacher Association Meeting 6:30 PM in the Cafeteria	29	30 Book Club Association 5:00 PM in the Memorial Meeting Hall	31

Figure 1: 4th Grade Calendar for the month of January

Navigating your calendar

The Calendar Window

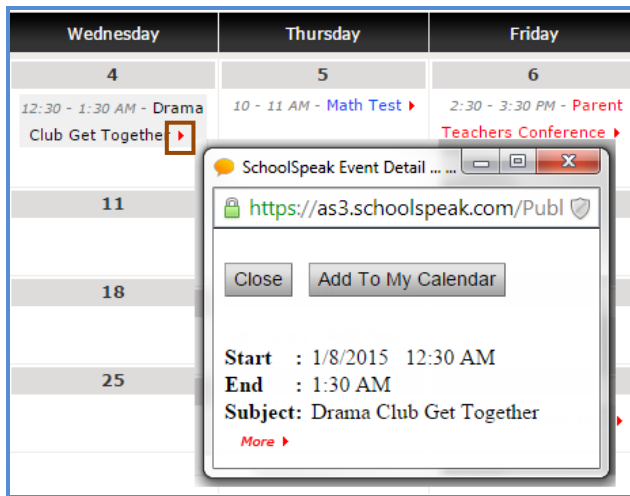
By default, SchoolSpeak will display the current calendar month.

- a. To change the month in view – click on the Month drop-down list at the top of the calendar and choose the month. Click **Go**
- b. To change the year in view – click on the Year drop-down list field at the top of the calendar and choose the year. Click **Go**

Events are displayed based on the date noted when they were entered into the calendar interface. Each event may optionally display the time, location and event details.

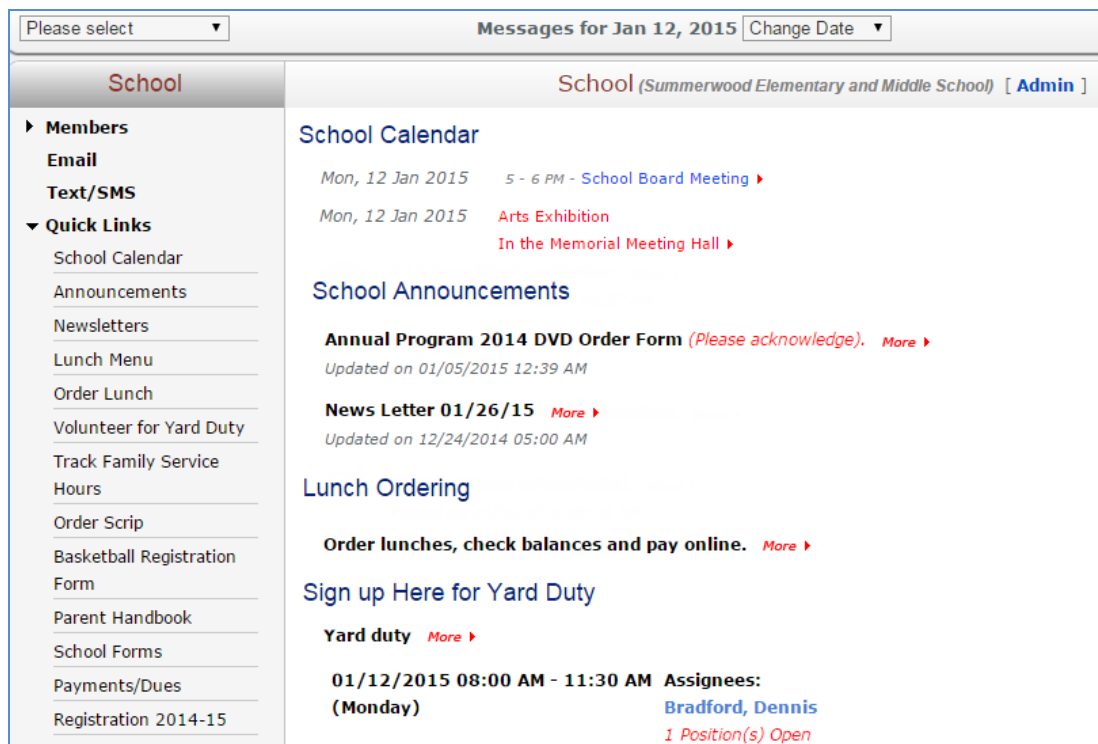
To view event specific details:

1. Click on the Red Arrow next to each event to view details for each event.



Calendar Reminders

- c. SchoolSpeak will post calendar event reminders on the group Home page. Reminders may also be included within the daily/weekly summary email to parents. SchoolSpeak will include reminders for the next 9 days in weekly summary emails and the next day for daily summary emails.



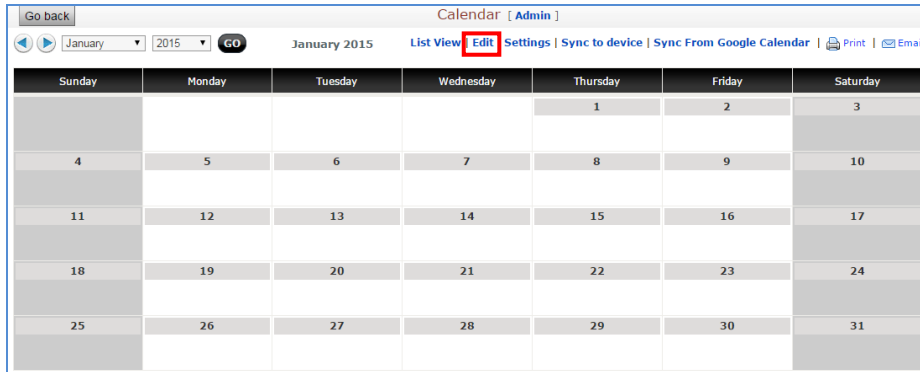
Adding Events to the Calendar

Adding new events to the calendar takes just a few steps. The added events will display to any member or group listed within the VIEW permission box under the resource Admin page. Let's use this example:

- Event – Science Exhibition
- Date – 01/02/2015
- Time – 11:30 am – 3:30 PM
- Location (*Optional*) – The gym
- Detail (*Optional*) – Invitation to parents

To add events to the calendar

1. Click the calendar resource name under the Quick Link section of the group. The calendar is displayed.



2. Click the **Edit** link above the calendar window to add a new event.

The screenshot shows the 'Add a new message' form. It includes the following fields and options:

- Start Date:** 01/02/2015 (MM/DD/YYYY)
- End Date:** 01/06/2015 (MM/DD/YYYY)
- Start Time:** 11:30 (hh:mm PM)
- End Time:** 3:30 (hh:mm PM)
- Subject:** Science Exhibition
- Is this message accessible without login:** As per resource configuration (dropdown menu)
- Buttons:** [+]
More Options..., Add, Clear

- a. Set the date(s) range for the event– 01/09/2015
 - b. Enter the subject of the event. – *Science Exhibition*
 - c. Add the start and end time (the end time is *Optional*) -10:00 AM and 3:30 PM respectively
 - d. To add additional information such as event location and event details (*optional*)
3. Click **More Options...** link to add the event location, details and associated webpage links.
 4. Click **Add** to save the information.

Location Meeting Hall

B *I* U [List Icons] [Color Picker] [Font Size] [ABC] [Undo] [Redo] [Default Font] [Size] [ABC]

Details

Welcome you all to the Science Show!

The participants are requested to take well care of the requirements in advance.

Normal HTML Preview <div> Words:20 Characters:117

URL

Override <= Check to show message in red. Common messages for the day will not be shown.

Add Clear

Delete/Edit Previously Created Events

You may delete an event or edit the details of previously added events within the Edit Messages section.

1. Click the **Edit** link at the top right corner of the calendar to see the list of calendar events.
2. Scroll to the **Edit Messages Section** and locate the message that you would like to work on.

Edit Messages:

Messages for Jan 06 - Feb 28, 2015 Change Date

Start Date	End Date	Message	Override?	
1/7/2015 12:00 PM	1/7/2015 12:00 PM	Dismissal	<input checked="" type="checkbox"/>	Edit Delete
1/7/2015 5:00 PM	1/7/2015 6:00 PM	HSA Meeting	<input type="checkbox"/>	Edit Delete
1/12/2015 5:00 PM	1/12/2015 6:00 PM	School Board Meeting	<input type="checkbox"/>	Edit Delete
1/13/2015	1/13/2015	8th Grade Graduation Pictures	<input type="checkbox"/>	Edit Delete

3. To Delete an event – click **Delete** to the right of the message.
4. To Edit an event – click **Edit** to the right of the message.
5. Make any modifications necessary to the event
6. Click **Update** to save the changes.

Set Recurring Events

Some school or classroom events occur each week. These events often occur at the same time and place every week, and usually do not require detailed support information.

To add recurring events

1. Click **Edit** link at the top of the Calendar.

[List View](#) | [Edit](#) | [Settings](#) | [Sync to device](#) | [Sync From Google Calendar](#) | Print | Email

2. Scroll to the bottom of the page and click the link that says, **[+] Edit common messages for each week day, footer:**

[+] Edit common messages for each week day, footer:

3. In the text box next to the appropriate day of the week, enter the event details

Edit common messages for each week day, footer:

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Footer:

4. Click **Update**.

The recurring event will display on the calendar for that day of the week until it is removed or it is overridden.

It will display on the calendar as shown below.

4th Grade Calendar (Calendar) [Admin]						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 12:30 - 1:30 AM - Drama Club Get Together ▶	3
4	5	6 10 - 11 AM - Math Test ▶	7 Parent Teacher Association 6:30 PM in the Cafeteria	8	9	10
11	12	13	14 Parent Teacher Association 6:30 PM in the Cafeteria	15	16 4 - 5 PM - Football Match ▶	17
18	19	20	21 Parent Teacher Association 6:30 PM in the Cafeteria	22	23	24
25	26	27	28 Parent Teacher Association 6:30 PM in the Cafeteria	29	30	31

Override a Recurring Event

Sometimes, a recurring event may need to be excluded from a particular day on the calendar due to a special occasion or scheduling conflict. This is referred to as overriding the common message. You may override the recurring event for that day when you add the new event or by adding another event to the calendar. This is helpful when scheduling a one-time event at the same time as a recurring items or a vacation week.

Note: When entering vacation days or weeks, use the *Override* feature to hide a recurring events from the calendar.

To add a new event and use the override feature

The following steps assume that a recurring event is already created using SchoolSpeak’s common message functionality.

1. Click **Edit** at the top of the Calendar.

[List View](#) | [Edit](#) | [Settings](#) | [Sync to device](#) | [Sync From Google Calendar](#) | [Print](#) | [Email](#)

2. Enter the event start date, start time and end time as well as any event details (*optional*)

Add a new message:

Start Date MM/DD/YYYY Start Time hh:mm PM

End Date MM/DD/YYYY End Time hh:mm PM

Subject

3. Click **[+] More Options...**

4. Check the **Override** box.

Override <= Check to show message in red. Common messages for the day will not be shown.

5. Click **Add**.

The event added will appear in red and will overwrite any recurring events that are scheduled with the calendar, as shown below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Vacation ▶	3 Vacation ▶	4 Vacation ▶	5 Vacation ▶	6 Vacation ▶ 2:30 - 3:30 PM - Parent Teachers Conference ▶	7
8	9	10	11 10 - 11 AM - Math Test ▶	12	13	14
15	16	17	18	19 10 - 11 AM - Math Test ▶	20	21
22	23	24	25	26	27 10 - 11 AM - Math Test ▶	28
29	30	31				

Appendices

Adding a New Calendar to a Group

To add a new resource, first locate the group that you would like to work with. To locate a group, you may have a number of options:

- Scroll down the list of groups on your homepage, then click on the group name.
- Use the “please select” box above the top most group on your homepage, locate the group name and click on it.
- Go to your **Admin** utility → Click Edit groups → choose the name of the group in the chart and click on the link.

Now you are ready to add a new resource.

To add a new calendar resource

1. Click **Admin** on the group Home page in the bar to the right of the group name.
2. Scroll down the page and click the link **Click to Add a New Resource**.

Your Add a New Resource window will open.

The screenshot shows a web form titled "Add New Resource". The form contains the following fields and options:

- Name:** School Calendar
- Description:** School Calendar
- Type:** Calendar (dropdown menu)
- Include in Summary Email:**
- Status:** Online Offline
- Link:**
- Content:**
- Accessible without login?:**

At the bottom of the form are three buttons: "Add", "Cancel", and "Go back". A small note next to the Type dropdown reads: "* Types with (beta) next to it are in test mode."

3. Configure your new resource. Add the following:

- i. **Name** – The name of the resource.

This will appear on the quick links list to the right.

- ii. **Description** – Describe the resource.

This will appear in the bar at the top of the resource. You may use the resource name again or add a more descriptive phrase.

- iii. **Type:** Choose Calendar.

- iv. **Include in Summary Email** – Check the box (default).

Newly posted information will be included in the Summary Email. If you prefer not to include this resource in the summary email, uncheck the box. You may always change it later.

- v. **Status** – Online or offline

- *Online is checked, members listed within the View permission may see the resource.*
- *Offline is checked, only members with Edit or Admin or System Administrators may see the resource.*

Often during the creation phase, you may opt to make the resource offline until you are ready to share with your community. Offline resources are noted in the Quick Links section with a red exclamation mark for example ! **Calendar**. You may change the status to Online when you would like to share with the community.

- vi. **Link** - Check the box - When checked the resource name will appear in the Quick Links list of the group.
- vii. **Content** – Check the box - When checked the resource content will be displayed on the home page of the group.
- viii. Accessible without login - Leave unchecked

Some resources may be accessible without logging into SchoolSpeak. Generally, most resources will require login to the application. To allow persons who are not members of your SchoolSpeak community access to this resource, click on the box.

4. Click **Add**. The new resource is added to the left-margin under the **Quick Links** section.

School	School (Summerwood Elementary and Middle School) [Admin]
<ul style="list-style-type: none"> ▶ Members Email Text/SMS ▼ Quick Links School Calendar Announcements Newsletters Lunch Menu Order Lunch 	<p>School Calendar Fri, 2 Jan 2015</p> <p>School Announcements</p> <p>News Letter 01/26/15 <i>More ▶</i> <small>Updated on 12/24/2014 05:00 AM</small></p> <p>Weekly Word List - January <i>More ▶</i> <small>Updated on 12/31/2014 03:13 AM</small></p> <p>Library and media centre updates <i>More ▶</i> <small>Updated on 12/24/2014 04:36 AM</small></p>

Resource Permissions – Setting up a new calendar

Setting up view and edit permission for the calendar

Each resource in SchoolSpeak is governed by a set of resource permissions. Permissions refer to the ability of a member to view, edit and manage a resource. As you create a new resource, you have the option to customize who may view, modify and manage the resource. There are three levels of permission.

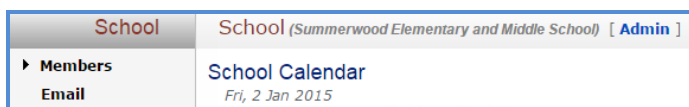
- View - Limit the events to read only mode to the users/groups in the view list.
- Edit - Add members who can post/edit the resource content.
- Admin - Add members who can operate this page, i.e. modify the resource permission list.

When a resource is added, the admin list is usually set to group administrators. By default, system administrators have access to all the resources

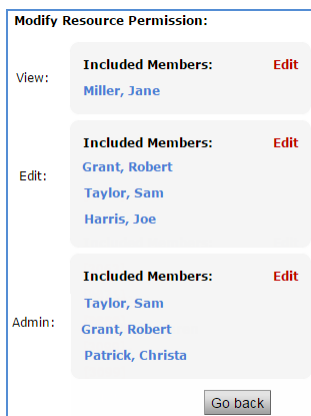
Setting the permission

To enable a member or a group to the view permission

1. Click **Admin** link in the toolbar across from the group name.

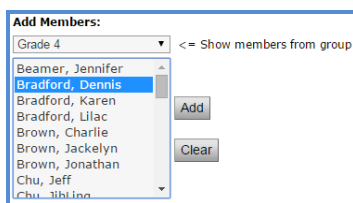


2. Locate **Modify Resource Permission** section to add/modify the permissions.

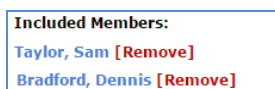


To add or change the list of members who can see the calendar, click **EDIT** in the View Box

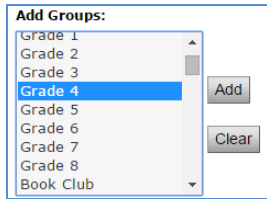
- a. To add an individual member, click the member name in the Add Member box and click **Add**.



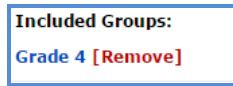
The member(s) will be added to the Included Member list below.



b. To add a group, click the group name in the Add Groups box and click **Add**.



The group(s) is added to the Included Group list below



To Add a member to edit or change the calendar

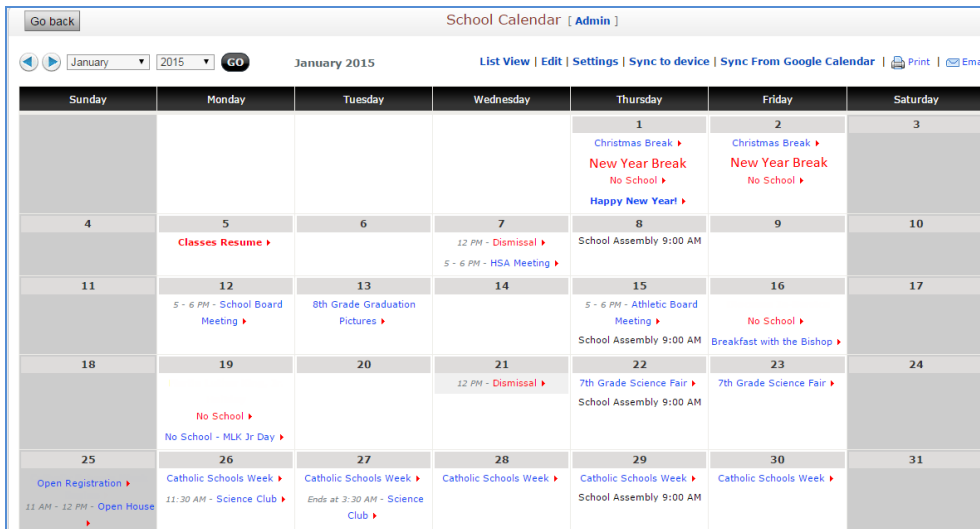
c. Follow the above steps – Except click **Add** in the Edit permission box.

To remove a member or group from the list, locate the member or group name in the Included Members or Included Groups list and click **Remove** next to the member or group name.

Resource Settings – Customizing how the calendar will work in the group

Using the calendar settings link, you may change the way that the calendar works within your group.

1. Click the **Settings** link on the Calendar page.



Display Options:

2. Select the display options as appropriate.

- i. Show Location in the event listing – You may opt to include the location for your entries
- ii. Show entries from included calendars in:
 - a. Home page – Reminder will display on the Home page of the group.
 - b. List Page – Events will display if user selects list view format.
 - c. Calendar View Page – Events will display in calendar view format.
 - d. View My Calendars – Events will display in the member’s overall View My Calendars link.

Display Options

Show location in the event listing? Yes No [?](#)

Show entries from included calendars in: Home Page Calendar View Page

List Page View My Calendars Page

3. Click **Update**.

RSS Feed Options:

4. Enter the RSS Feed options as appropriate.

RSS Feed Options

RSS Feed URL :

Entries to be shown in the Feed

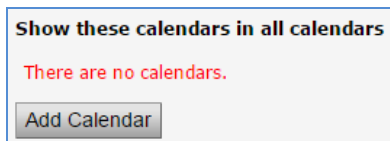
All Entries These # of Days

5. Click **Update**.

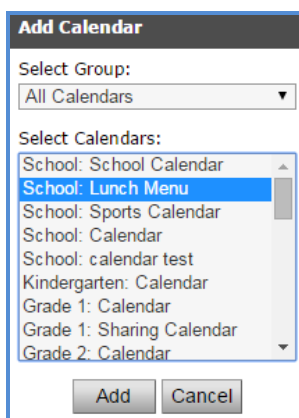
Options to include other calendars:

Some administrators elect to include some events in each calendar from other calendar(s) by default to the school community. For example, perhaps there is a school calendar with the vacation days already indentified. The administrator may set the parameter so that all calendars will include the vacation calendar entries. *(Optional)*

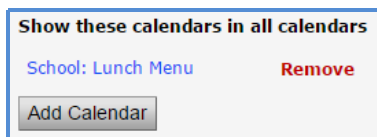
6. Click **Add Calendar**.



7. Select the required calendars.



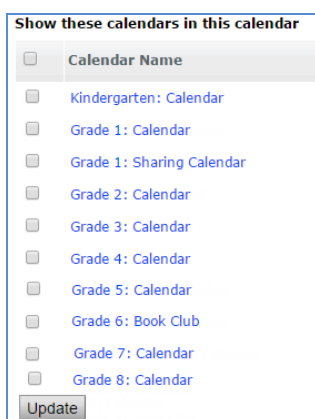
8. Click **Add**. The selected calendars is added to this calendar.



Add Entries from Selected Calendars:

An Administrator may opt to include entries from a particular calendar to this calendar resource. For example, perhaps the vacation calendar should be included in a calendar for the school chorus.

9. Select the calendars from the following section.



10. Click **Update** to add the selected calendars.

You can add the common messages of the days along with a footer using the [Edit common messages for each week day, footer](#) link.

How to Make Your Calendar Available to People Without Logging into SchoolSpeak

Some schools have groups and resources that may be viewed by persons who are not a part of their SchoolSpeak community. Administrators and teachers may opt to allow non-members to view a particular calendar event. This may be helpful especially for outside clubs or messages.

There are three options

- As per resource Configuration – SchoolSpeak will use the options that you chose when you created the new resource (default option)

- Accessible without login – You may link the URL of this calendar event to a link on another website, usually the school’s website.

Note: This option requires changing the admin setting Access to Some information can be accessed without login

- Login Required for Access – Only active members of your SchoolSpeak community will be able to view this calendar event regardless of the resource settings.



How to Print and Email the Calendar

Print or email the events using the [Print/Email](#) links on the calendar page.

Use the [Edit](#) link to modify the previously created calendar events. Clicking on this link displays the calendar events page in edit mode.

To print the calendar

1. Click the [Print](#) link.

[List View](#) | [Edit](#) | [Settings](#) | [Sync to device](#) | [Sync From Google Calendar](#) |  [Print](#) |  [Email](#)

2. Set the print options as required and click **Print**.

To email the calendar

1. Click the **Email** link.

You can use the **Show CC, options...** link that display CC and BCC fields.

To Preview the message before sending, click **Preview**.

2. Draft the message and click **Send**.

Syncing SchoolSpeak Calendar to Your Device

You may want to sync your SchoolSpeak calendar with one or more of your Android/iPhone device. Events that are in SchoolSpeak Calendars get copied to your devices' calendar.

You can sync your device by the following easy process.

For Android devices

- Generate the calendar feed URL.
- Setup Google account on your Android device.
- Add the SchoolSpeak calendar to the Google account assigned to your Android/iPhone device
- Sync your Google account with SchoolSpeak Exchange server.

For iPhone devices

- Generate the calendar feed URL.
- Add the subscribed SchoolSpeak calendar to your Android/iPhone device

To Sync to a device

For Android device - you need to synch with the Google Calendar associated with the Gmail address that your Android device is using. Before synchronizing, you must first publish and subscribe to your Calendar.


1. Generate the calendar feed URL.
 - a. Click the **Sync to Device** link.
 - b. [List View](#) | [Edit](#) | [Settings](#) | [Sync to device](#) | [Sync From Google Calendar](#) | [Print](#) | [Email](#)
 - c. Click **Generate** to generate a sync URL for the device.

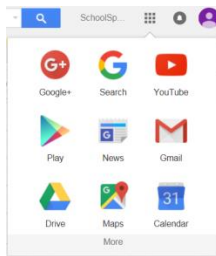
***Note:** User needs to generate separate URL for each device and also need to generate new URL's on change of password.*
2. Select your Google account if you have already setup the Google account on your Android device.
 - a. Open the "Calendar" app on your Android device.
 - b. Select your Google account on the Settings page.
 - c. Tap '**Sync Now**'.



If you have not setup your Google account:

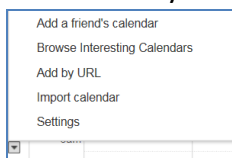
- a. Open the "Calendar" app on your Android device.
 - b. Tap 'ADD ACCOUNT' on the Settings page.
 - c. Select **Google**.
 - d. Enter your account details and tap **OK**.
3. Subscribe to the SchoolSpeak calendar in the Google account assigned to your Android device.

Subscribing to your published Calendar allows you to view it on other devices.

- a. Login to your Google Account using the account assigned to your Android device.
- b. Click the Apps  icon.

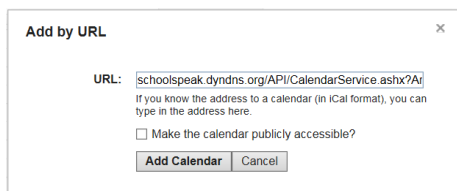


- c. Click the  icon.
- d. On the left side, find "Other calendars" and click the down arrow .
- e. Select Add by URL.




- f. Enter the calendar's address in the URL field provided.

Note: Copy and paste the generated URL from the SchoolSpeak Sync to Device page



- g. Click **Add calendar**. The calendar will appear on the left side under "Other calendars."

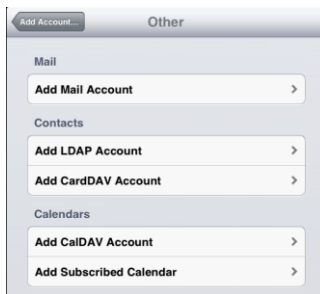
Your SchoolSpeak Calendar is now added to your Google account, and will sync with your Android device.

4. Sync your Google account you have setup in your Android device with SchoolSpeak Exchange server
 - a. Open the "Calendar" app on your Android device.
 - b. Tap the more  icon.
 - c. Select Calendars to display.
 - d. Tap 'CALENDARS TO SYNC'.
 - e. Select your Google account you have setup on the device.
 - f. Tap **OK**.

For iPhone/iPad device

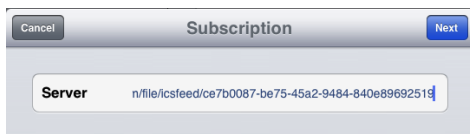
1. Generate the calendar feed URL from the Sync to device page.
2. Subscribe to the SchoolSpeak calendar.
 - a. Tap **Settings** on the Home screen of your iPhone/iPad device.
 - b. Select **Mail, Contacts, Calendars**.
 - c. Tap **Add Account...** under **Accounts**.

- d. Tap **Other** at the bottom in the list of services (iCloud, Exchange, Gmail, etc.)



- e. Tap **Add Subscribed Calendar**.

- f. Enter the generated URL for the calendar feed from the SchoolSpeak Sync to Device page in the **Server** field.



- g. Tap **Next**.



Note: If SSL not enabled for the URL, toggle the **Use SSL** switch to Off.

- h. Tap **Save**.

Syncing Google Calendar to Your SchoolSpeak Calendar

You may want to synch your Google calendar with one or more SchoolSpeak calendars. Events that are in a Google calendar may be copied into your SchoolSpeak calendar. This is helpful for schools that may have already published a google calendar or perhaps you share a calendar with another organization.

There are a couple of considerations to consider before you start your calendar sync.

Changes Summary

- The request to sync from a Google Calendar must be authorized. This is needed for both Public and Private Calendars.
- You will need the Google Calendar Id to sync.

To Sync from a Google Calendar

1. Click the Sync from Google Calendar link.

[List View](#) | [Edit](#) | [Settings](#) | [Sync to device](#) | [Sync From Google Calendar](#) | [Print](#) | [Email](#)

2. Click **Edit Details**.



Please Note: If you have google sync working already in your SchoolSpeak account, by clicking on **Sync** button, it will attempt to the XML Address you have used in the past, which is invalid now due to changes in the Google calendar and it will not work. You will need to enter the Google Calendar Id.

3. Enter the Google calendar ID and choose the best option for your calendar.

Sync Options:

All Events

From:

Last Sync 12/17/2014 12:52:53 AM

Calendar ID:

The Sync Interface to Google Calendar has changed. [Click here for more information](#)

All Events – Considers all the events of one year starting from the date of the sync

From – Considers events from the specified date

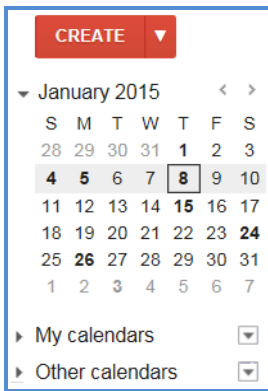
Last Sync – Considers events from the last sync date.

4. To retrieve the Google calendar id, go to your Google Account.

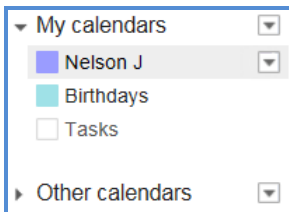
5. Click the Apps  icon.

6. Click the  icon.

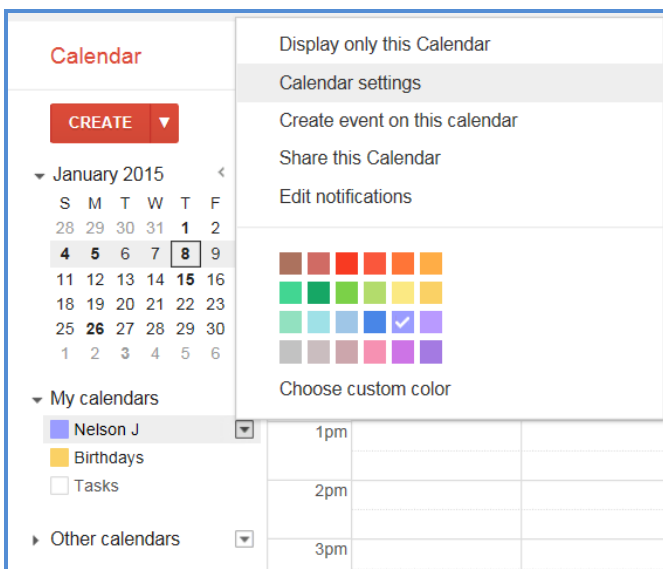
7. Click the calendar folder or the  icon adjacent to the folder where you have your calendar.



8. Click the specific calendar that you want to sync. You will see a drop-down arrow next to the calendar.



9. Click the drop-down arrow next to the calendar and select **Calendar Settings** as in the picture.



10. Copy the Google calendar ID to the Calendar ID field of Sync Options pop-up box of the SchoolSpeak application.

Calendar Name:


Calendar Owner:

Description:

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: This calendar uses your current time zone: (GMT+05:30) India Standard Time [Set my time zone](#)

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

 Paste this code into your website. Customize the color, size, and other options

```
<iframe
src="https://www.google.com/calendar/embed?src=nelsj74%40gmail.com&ctz=Asia/Calcutta"
style="border: 0" width="800"
```

Calendar Address: [XML](#) [iCAL](#) [HTML](#) (Calendar ID: nelsj74@gmail.com)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address: [XML](#) [iCAL](#) [Reset Private URLs](#)
This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

Delete calendar: [Delete all events in this calendar](#)
[Learn more](#) **Delete:** All events in this calendar will be deleted. If any event has guests, it will be removed from guests' calendars as well.

« [Back to calendar](#)

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11. Click **Sync**.

Sync Options:

All Events

From:

Last Sync 8/25/2014 2:06:06 PM

Calendar ID:

The Sync Interface to Google Calendar has changed. Click here for more information

12. Click **Ok** in the warning message dialog box.

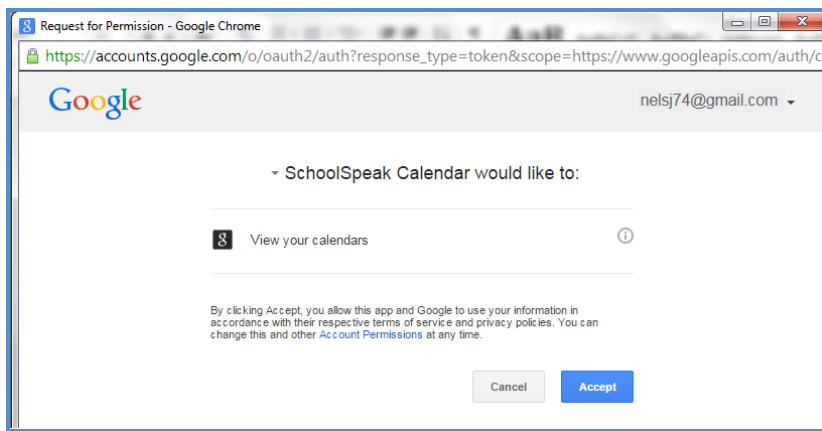
This will import entries from an external Calendar. This may take a few minutes based on the number of entries to import. Click OK to continue or Cancel to Abort

Please Note: If you have not logged into your account in the same browser as that of SchoolSpeak application browser, the system will prompt you to log in to your google account.

You will be asked to login to your Google Account to authorize the request. Select the account you want to login with and enter your credentials.

Once you login, you should see a screen like this so that the SchoolSpeak Calendar will request for a Read-only access to your calendar.

13. Click **Accept**.



The Google Calendar entries get sync'd to SchoolSpeak.

Home 4th Grade Calendar (Calendar) [Admin]

January 2015 List View | Edit | Settings | Sync to device | Sync From Google Calendar | Print | Email

2 entries were added. 0 entries were updated. 0 entries were deleted

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Book Club Association 5:00 PM in the Memorial Meeting Hall	3
4	5 2:30 AM - Arts Exhibition In the Memorial Meeting Hall ▶	6 Arts Exhibition In the Memorial Meeting Hall ▶ 10 - 11 AM - Math Test ▶	7 Arts Exhibition In the Memorial Meeting Hall ▶ 5:30 - 6:30 PM - Startup Meeting at 2:00 PM ▶	8 Arts Exhibition In the Memorial Meeting Hall ▶ 12:30 - 1:30 AM - Drama Club Get Together ▶	9 Arts Exhibition In the Memorial Meeting Hall ▶ 4 - 5 PM - Football Match ▶	10
11	12 Arts Exhibition In the Memorial Meeting Hall ▶	13 Arts Exhibition In the Memorial Meeting Hall ▶	14 Arts Exhibition In the Memorial Meeting Hall ▶ 9 AM - 3 PM - Fieldtrip to Museum Inn ▶	15 Arts Exhibition In the Memorial Meeting Hall ▶	16 Ends at 3:30 AM - Arts Exhibition In the Memorial Meeting Hall ▶	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Expand Use of Resource

Calendars are a great way to share information with groups of people plus you can create multiple calendars within one group. A typical SchoolSpeak setup will include a calendar in the School group as well as in the base homerooms or classes. Schools will use these calendars to schedule vacations, days off, special events and meetings. But this is just the beginning...

Lunch calendar – Display a calendar in the school group with the lunch options detailed each day so that parents may easily find the menu for school lunch.

Show and tell calendar – Create a calendar that identifies the letter of the day or the scheduled days for students to bring in their treasures to share with classmates

Standardized testing calendar – Share a calendar with the test and subject dates so that parents know when to make sure their children have a full night sleep before the testing.

Middle school testing calendar – Use the calendar resource as a one stop guide to all of the tests for a particular grade or subjects so that parents have the tests on their parent radar.

Club, sport or parent organization calendar – Provide a calendar resource to some of the other organizations within your school so that they can communicate important dates to their group members. Consider providing EDIT permission to the organization leaders so that they are responsible for the calendar updates – giving you time to work on your other projects.

Frequently Asked Questions

A teacher cannot edit her calendar, how do I correct this issue? – This is usually a permission issue. Verify that the teacher is included in the EDIT permission for the specific calendar. For more information about permissions, please click [here](#).

A class cannot view their calendar – First verify that the class is listed within the view permission for your calendar. Also, make sure that the calendar is Online (resource admin page) and it is visible to you as the administrator as sometimes the Quick Link setting on the resource admin page may have been changed.

The common message is still visible on a vacation day – Verify that the override checkbox has been set for the new event. For more information, please click [here](#).

Can I push the information from my school calendar to my class and staff calendars? Yes, please go to your calendar settings page and include your school calendar in the class and staff calendars. Make sure you are on the staff or class calendar)

Can multiple groups view the same calendar? Yes, you may opt to add multiple groups to a specific calendar via the View permission. There is one caveat; all of the groups must be able to access the group in which you added the calendar. This is a great idea for middle school testing calendars or classes where the teachers' team teach.

Can I put more than one calendar in a group? Yes, you may add as many calendars as you need to a group. Use unique names and descriptions so that parents can identify the different calendars.

Contact support

Have questions? SchoolSpeak has a number of options available to our System Administrators and teachers.

Online Videos

SchoolSpeak has videos that cover a number of the most common topics – from basic training to resource specific information to the report card process. These videos range in time from a few minutes to more lengthy training. You can watch them at your own pace – start and stop when you need to or fast forward to areas that you are interested in.

Resource Guides

SchoolSpeak has created resource guides that specialize on one or more resources and provide in-depth information as to how to setup the resource, use the resource and how to expand your own use within your school.

Training

SchoolSpeak provides all of our schools with free training including Introduction to SchoolSpeak, Admin Training and Advanced Admin training. You may take advantage of one of our regularly scheduled classes or setup a personal one on one session where you may review specific questions or resources.

Custom Appointments

Sometimes a question is a simple one, and sometimes you may want to discuss your school setup or how to roll out a change, SchoolSpeak offers our schools custom appointments with our training and support staff.

General Support

To contact SchoolSpeak support, email - support@schoolspeak.com and phone 877-773-2513 extension 2.