

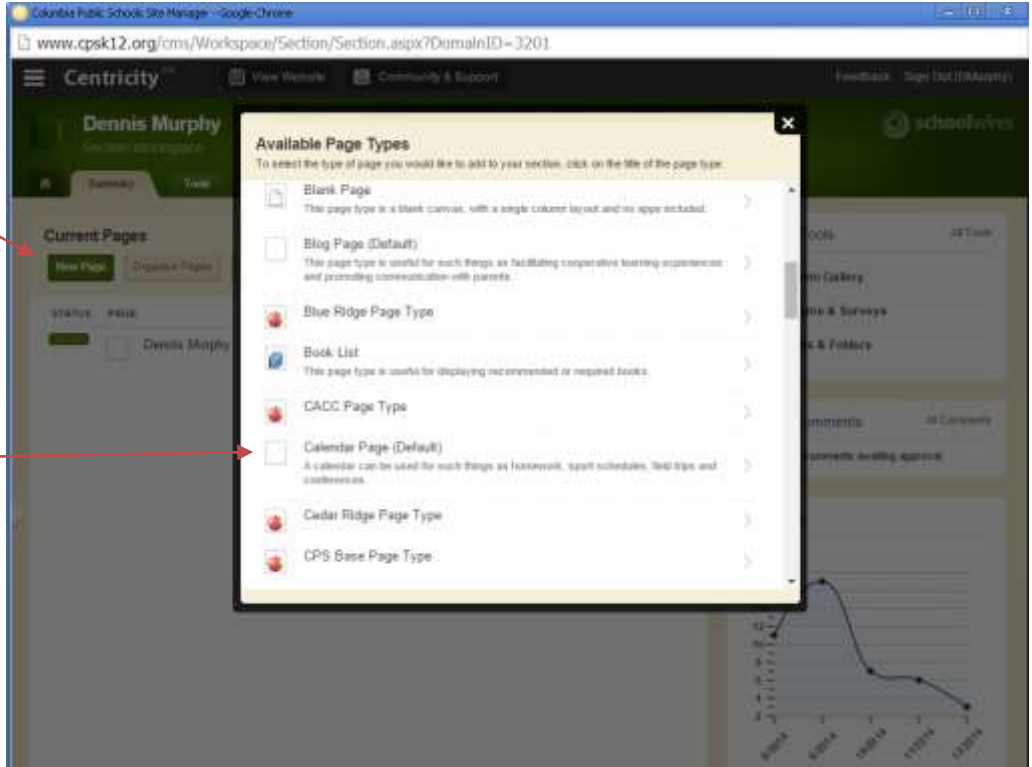


Schoolwires: Calendar app

This explains how to post to calendar and link to assignments.

Click *New Page*

Scroll down and click *Calendar Page*



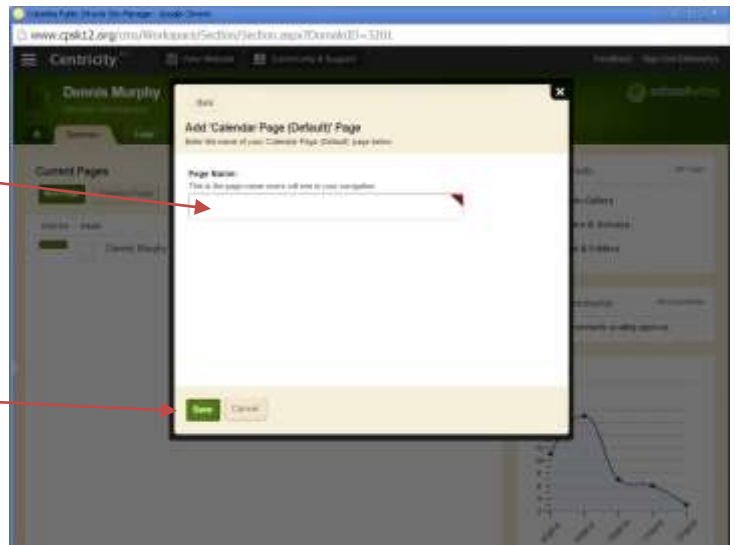
Give your page a name.

Use the class name: *Media Center 1st block*

You can create a calendar for each class.

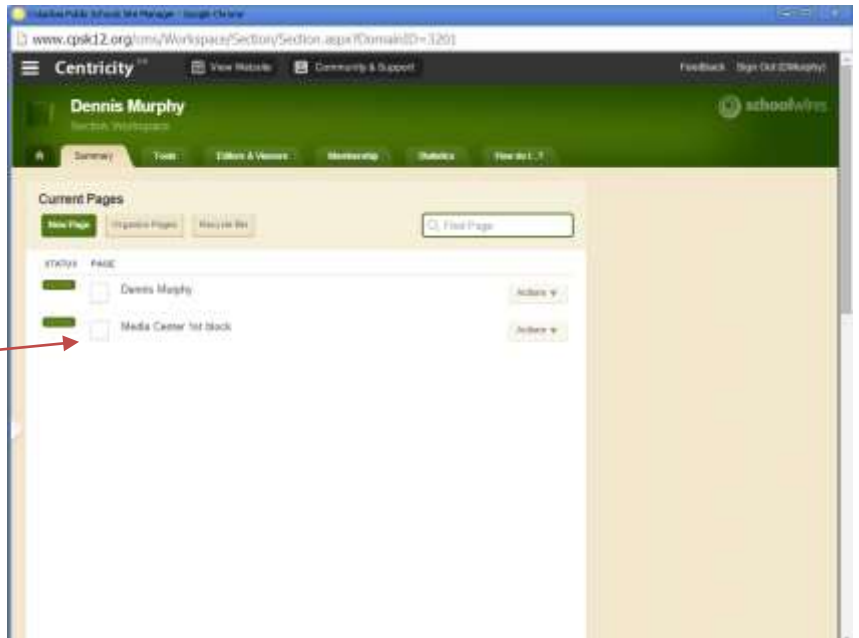
Click Save.

Remember: When creating anything for the web never use symbols such as : , ; “ and so forth. Bill Gates did not like them and the web doesn't either!

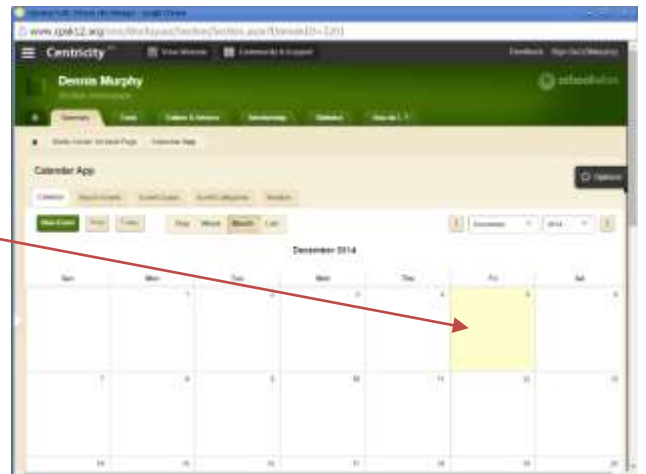


Your new page is now under Current Pages.

Double-click on it and you can begin to add assignments, notices, etc.



Choose the day you want and double-click on it.

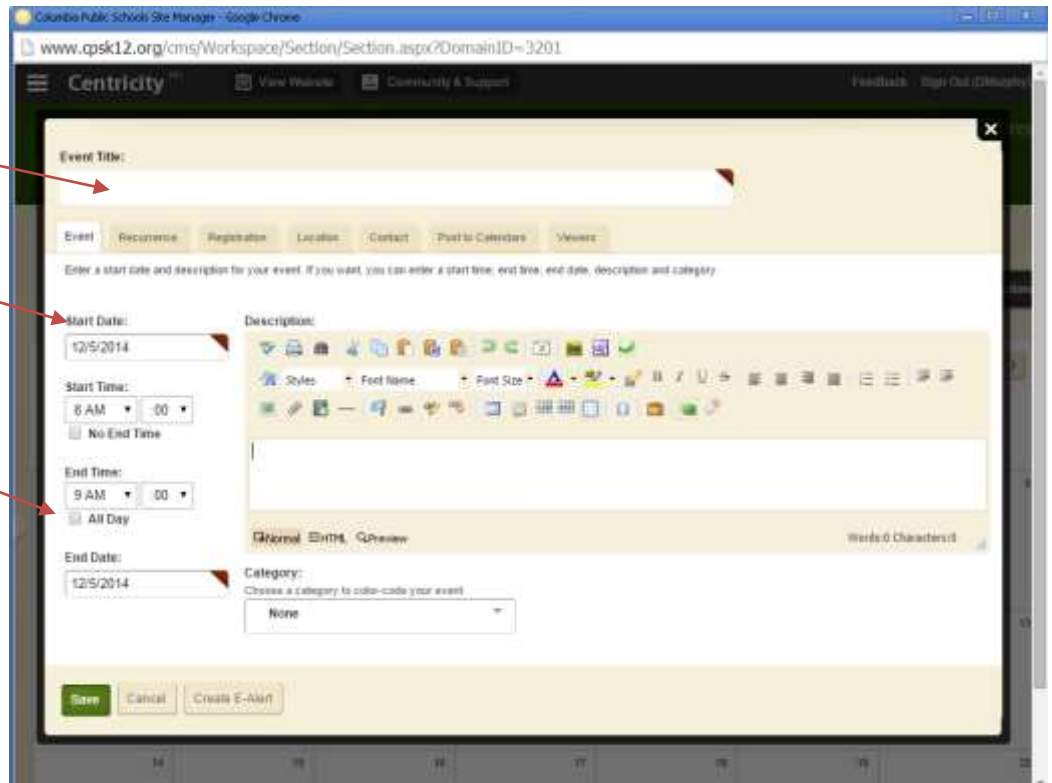


Create an *Event Title*
Ex. Lesson 1

Choose a *Start Date*

All Day is a good idea for most postings.

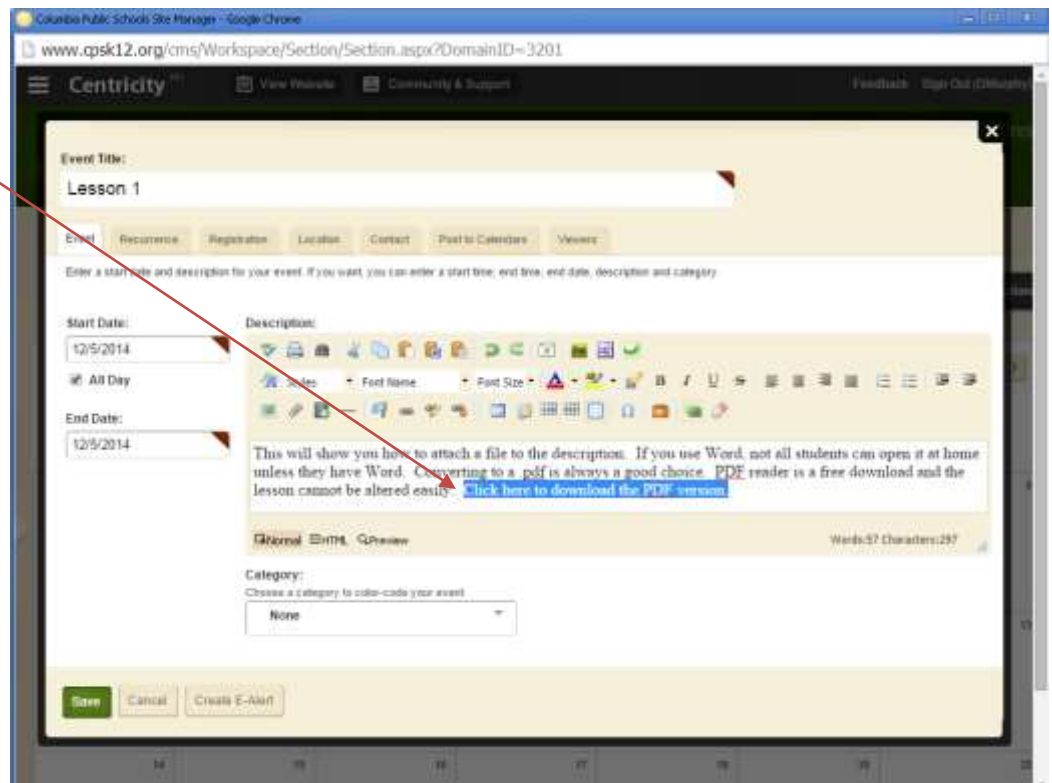
You will explain the assignment in the *Description*.
(You don't have to add description if not needed.)



To attach a file highlight text.

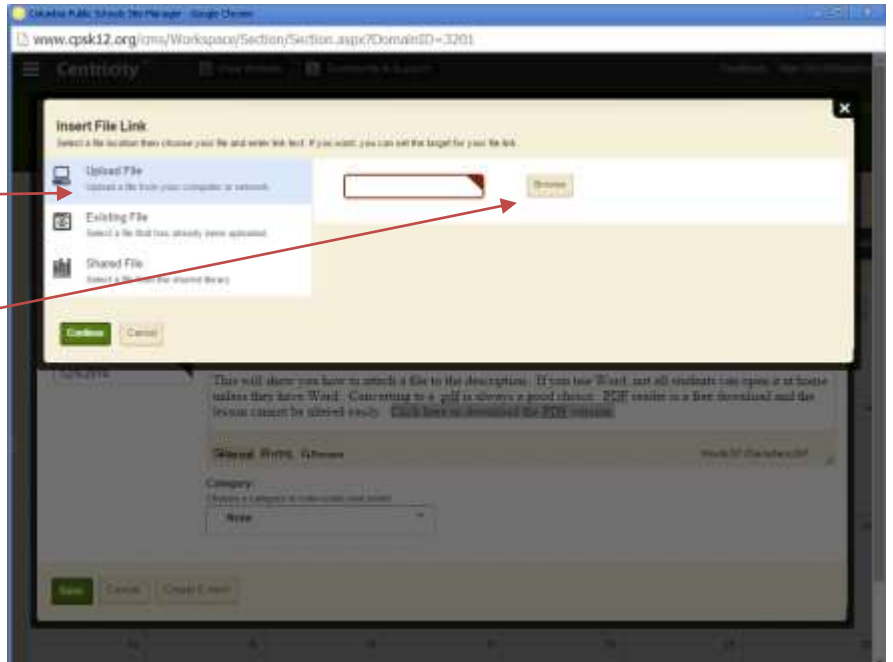
(OK, so this is ugly and weird.)
When you click the paperclip to attach the file...you will rename it all over again and end up deleting the text you just typed. When you do it you will understand.

I still don't know why it does it and have written it off as one of those you know whats...

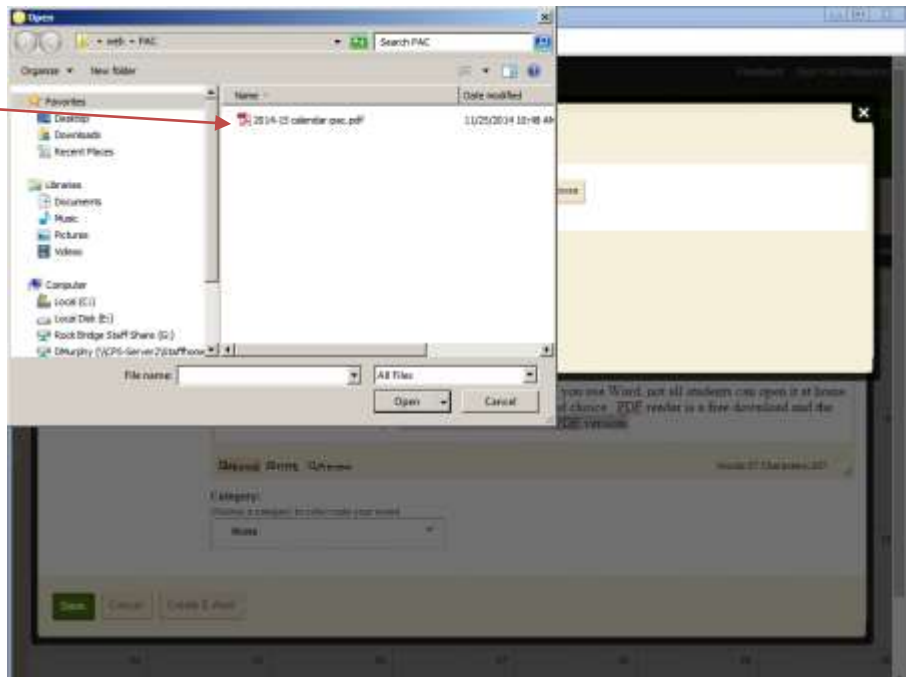


Click *Upload File*

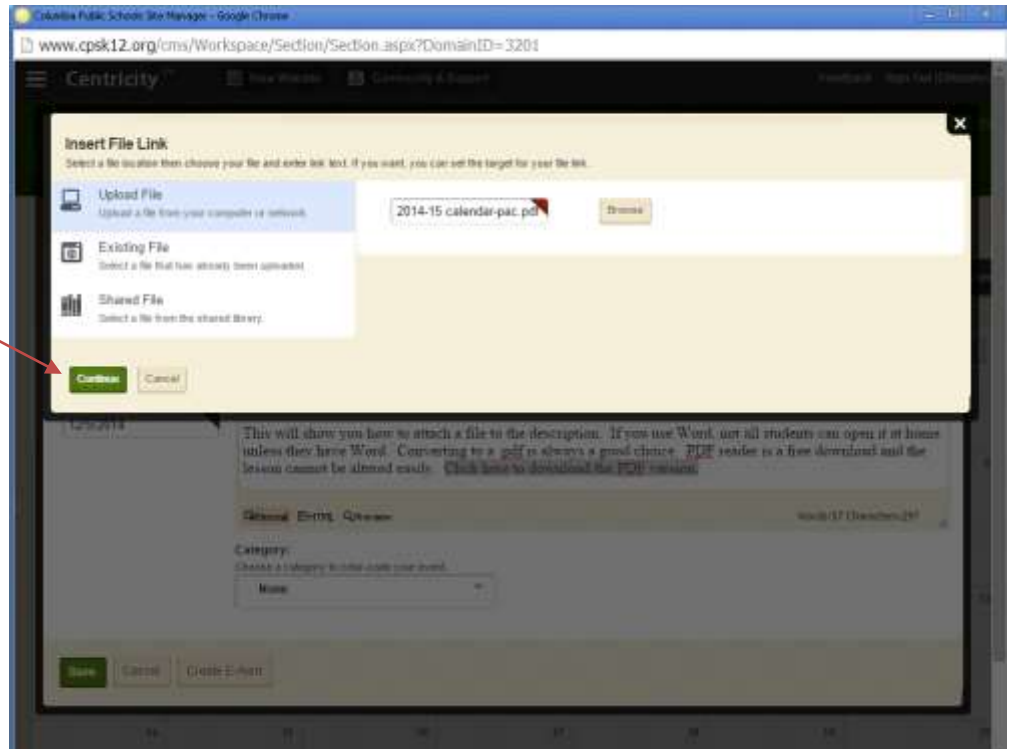
Choose *Browse* and find your file.



Double-click on your file.



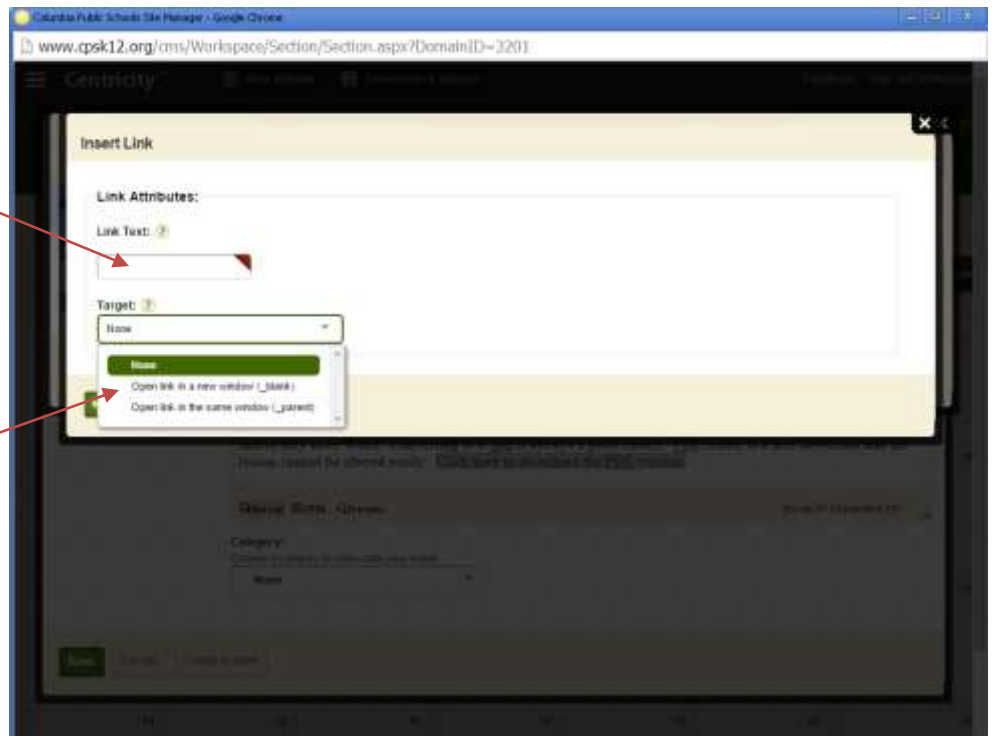
Click *Continue*....



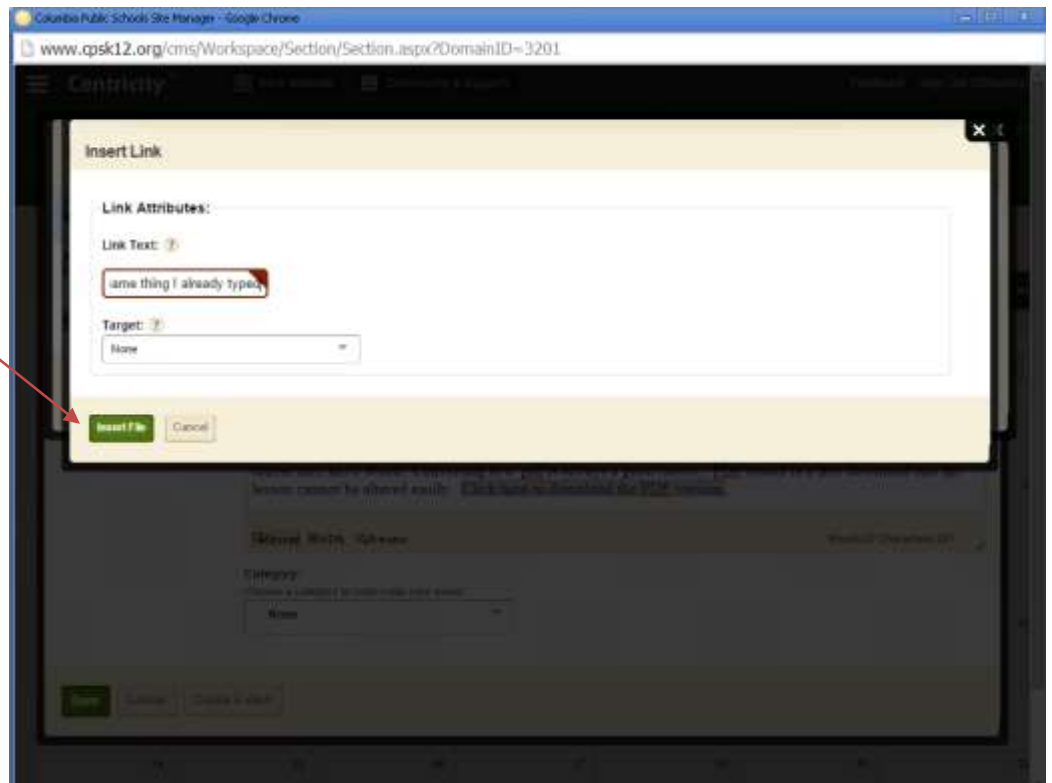
And here comes the weirdness!

Put in your *Link Text*....ie. the same thing you usually just highlighted to link to in the first place!

I like to *Open link in a new window*. This way the student is still on your page.



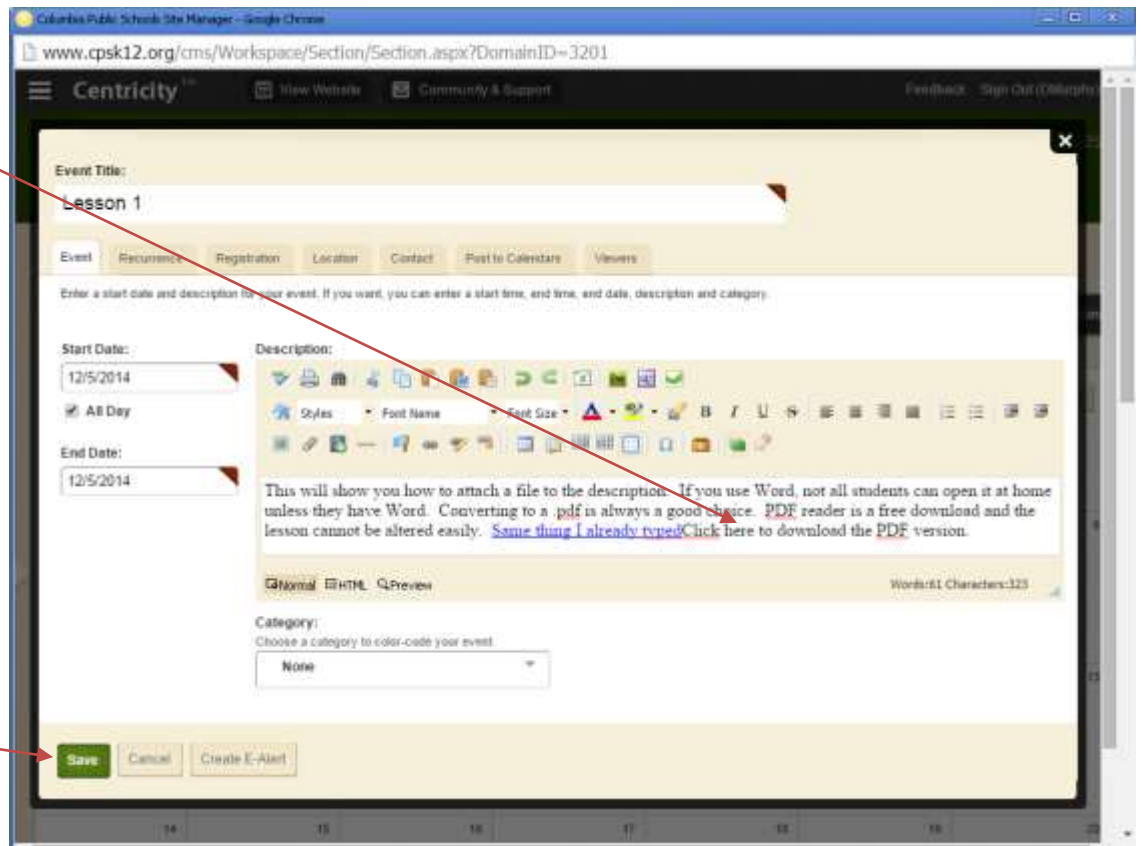
Click *Insert File*.



Now you can delete the original text that you highlighted to link and leave the underlined (linked) text.

So, I just type one letter, highlight it, and link it...then delete the one letter....all the while pondering the mysteries of the Internet.

Click save and you are done!



Try to find each other and we shall all survive.