Adding a Calendar Event

Events can be added to any calendar on Edline. The permission to add these Calendar events is available to super users in charge of web pages. Here are some examples:

- District calendars can include school district meetings and educational conferences (added at the district level by the district super user).

- School calendars can include parent-teacher conferences, open house events, and student after-school programs (added at the school level by the school super user). Many schools appoint someone other than the school super user to be responsible for updating a particular calendar. This option will require enabling editing permissions in the **Calendar** section for the designated employee to be able to add events. Instructions on changing the permissions for a member of a folder can be found in the Permission Overview section.

- Class calendars can include homework assignments, tests, and upcoming field trips (added at the class page level by the teacher).

- Sport calendars can include games, practices, and award ceremonies (added at the sport page level by the coach).

To Add Events to a Calendar

Open the web page or folder for the calendar where you want to add an event.

There are several ways to add events to a calendar. It is highly recommended that for most items that are part of other sections such as news, or tests and assignments, you first open the folder for that section, create the document, and then add a date to the document. However, if you have events that are not grouped in a folder, you can add the event directly to the calendar by completing the following steps.

1. From the Edline menu bar, click **Edit This Page** to access the edit mode.

2. Click the **Add an item to this box** ⊕ icon in the **Calendar** section.

3. Type the name of the event in the **Event Title** field. This title will appear on the Calendar.

4. Click the **Create Now** button access the Create Document page.

5. Select a category for the event from the **Category/Folder** field. For example, if you are a teacher and you are setting the date of a test that you did not create in the Tests folder, you can select the **Test** category now to place it in the folder as well as on the calendar. Categories allow users viewing the calendar to highlight specific types of events. Every folder you create in the **Contents** section of your web page will be available in this field.

    Important: Organizing events using the **Category/Folder** classification is important because it enables your students and parents to highlight specific types of events in their own Combined Calendar. For example, a parent can highlight all homework assignments from all teachers on their child's Combined Calendar if teachers have placed all the homework in the **Assignments** folder on their own class web page.

6. Type a brief summary for the event in the **Document Summary** field. The summary appears in the **Calendar** section on the web page, and as a pop-up description on the Calendar page if a user hovers over the event.

7. Type or select the date for the event in the **Calendar Date** field. If you are creating an event that is recurring, click the **Event Recurrence** button.

   Tip: You can add a start and stop date to a recurring event using the **Document Visibility** section on the page. It is not advisable to add a stop date to an event you plan to use again next year (see the To Rollover a Calendar Event topic).

8. Click **Save and Return** to add the event.

9. Click **Done** to exit the edit mode.

Tip: Use the **Save and Add Another** button to quickly add multiple events in a single session.

Related Links:

- To Set an Event as Recurring

- To Add Additional Content to a Calendar Event

- To Add the Event to More Than One Group (School, Class, Sport, Activity)

- To Restrict the Visibility of a Calendar Event