

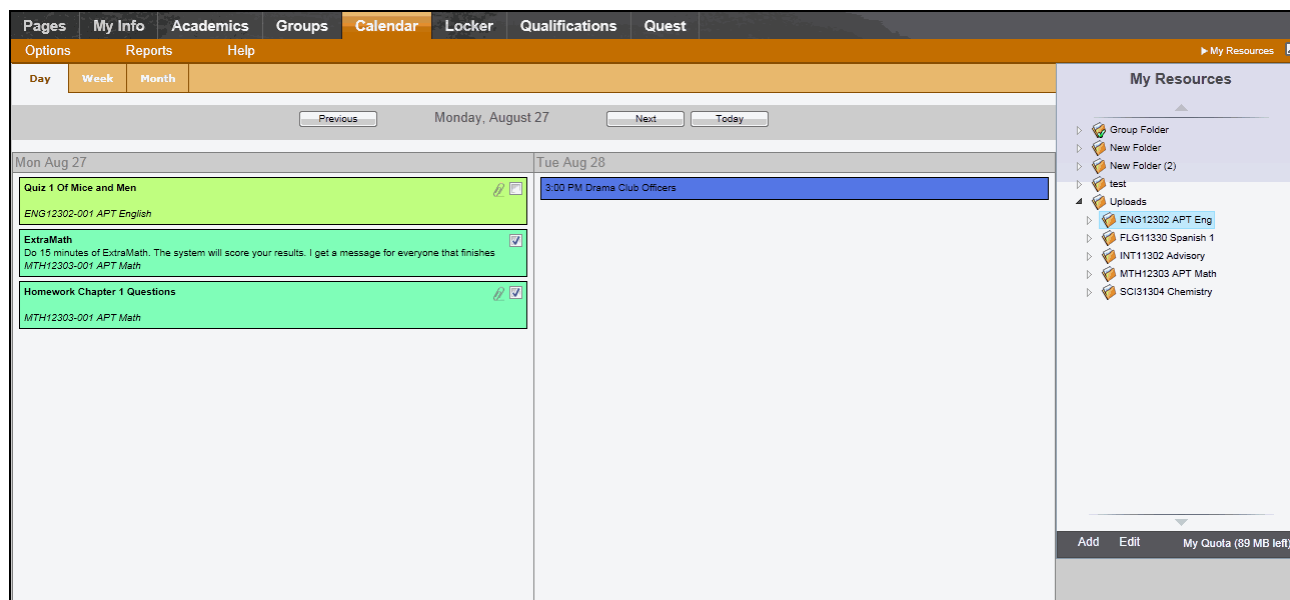


Using the Calendar

Use your **Calendar** tab to manage your assignments and time. To make the calendar most helpful, be sure to [click Calendar Settings on the Options menu to define your calendar settings.](#)

Your calendar can display the following:

- Assignments that your teachers assign.
- [Appointments that you create.](#)
- My Resources that you can use to store your documents.



Determine Which Days to View

Click one of the following:

- **Day** to view assignments and appointments for one day
- **Week** to view assignments and appointments for one week
- **Month** to view assignments and appointments for one month

Note: The **Day** and **Week** tabs display all assignments. The **Month** tab displays only up to three at a time. A drop-down list appears below the third item if there are more than three times on that day. Click the triangle at the bottom to see the day view when there are more than three items.

On either side of the date(s) you are viewing, buttons to move between dates appear:




Do the following to move between dates:

- Click **Previous** to view the day, week, or month previous to the one you are currently viewing.
- Click **Next** to view the day, week, or month after the one you are currently viewing.
- Click **This Week** to view the current week.

Manage Your Assignments

Any assignments due on a specific date appear towards the top of the day. If you select the **Activate Reminders** checkbox in your [calendar settings](#), assignments you should be working on appear at the bottom of the date in a lighter color:




Note: The **Paper Clip**  icon indicates that the assignment has an attachment. You must click the assignment to view the details and access the attachment in the **Resources Provided by the Teacher** field.

Click an assignment to view its details:

The screenshot shows the Aspen software interface with the 'Calendar' tab selected. The main content area displays details for an assignment named 'Homework Chapter 1 Questions'. The details include:

- Category > Description:** Homework
- Assignment name:** Homework Chapter 1 Questions
- Date assigned:** 9/27/2012
- Date due:** 9/27/2012
- Score:** No score / 10.0
- Statistics:** High, Low, Median, Average
- Description:** (Empty field)
- Remark:** (Empty field)
- Resources Provided by the Teacher:** Chapter 1 Homework Questions.doc
- Resources Submitted by the Student:** Your file submission (update closed)

The interface also features a navigation menu at the top with tabs for Pages, My Info, Academics, Groups, Calendar, Locker, Qualifications, and Quest. A 'My Resources' sidebar on the right shows a folder structure including Group Folder, New Folder, New Folder (2), test, and Uploads. At the bottom right, there are buttons for Add, Edit, and My Quota (89 MB left).

In the **Resources Provided by the Teacher** field, you might find documents or quizzes you either need to download, edit, and upload, or complete and submit online. Click the **Document Type** icon (for example, ) to open it.

If you upload your homework document in My Resources, you can click, drag, and drop your file into the **Resources Submitted by the Student** field to submit your homework to your teacher.

Define Your Calendar Settings

Define your calendar settings to determine how your classes appear on your calendar.

To define your calendar settings:

1. Click the **Calendar** tab.
2. On the **Options** menu, click **Calendar Settings**. The Settings page appears:



Settings

Save Cancel

Show weekends

Activate Reminders

Calendars

Name	Color	Options
My Events		
Follett Schools		
Crow Point High School		
DUTY-040 Duty		All categories
INT11302-008 Advisory (High School)		All categories
PREP-031 PREP		All categories
SCI31304-001 Chemistry		All categories
SCI31304-002 Chemistry		All categories
SCI31304-003 Chemistry		All categories
SCI31304-004 Chemistry		All categories
SCI38303-001 Honors Chemistry		All categories

Save Cancel

* Please note that changes to the Planner settings will affect the appearance of the Teacher Classes widget.

3. Use the following table to define your calendar settings:

Field	Description
Show Weekends	Select this checkbox if you want to see Saturdays and Sundays on your calendar.
Activate Reminders	Select this checkbox if you want to display a line on each date you should be working on an assignment. If you do not select this checkbox, the assignment only appears on the date it is due.
Color	Determine the highlighter colors that represent your classes and appointments on your planner. In the Color column, click the color box next to the class. The Color Chooser appears. Click a color, and click OK . Within each class, you can click All Categories to open the Category pick list. Select only the assignment categories you want to appear in the color you selected for the class. Note: The colors for appointments is set by the My Events color.

4. Click **Save**.

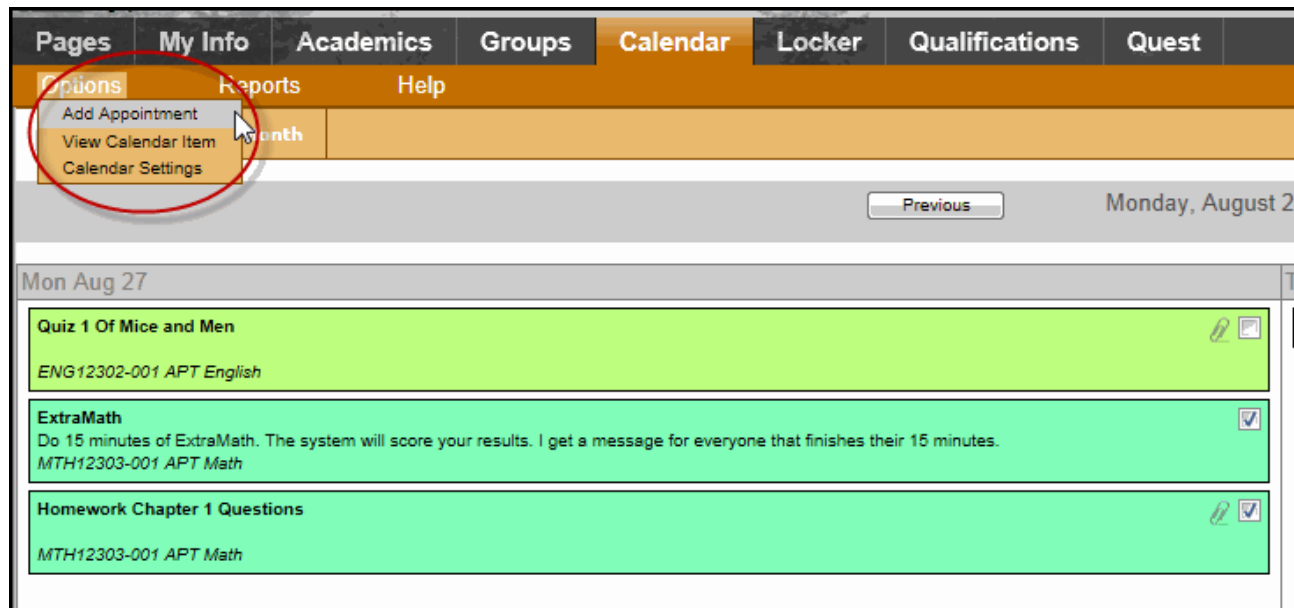
Add Calendar Events


Any events you have created appear on your calendar in the color you defined in your [calendar settings](#).



To add a new event:

1. On the **Options** menu, click **Add Appointment**:



2. Type a **Start date**, or click  to select a date.
3. Type a **Start time**, if applicable.
4. Type a summary of the event (such as *Braces off!*). The summary appears in that day on your calendar.
5. Type a description if desired.
6. Click **Save**.