

MCPS Web Publishing System (Tron) Training

Working with Content – Basics of Calendars

Basics of Calendars

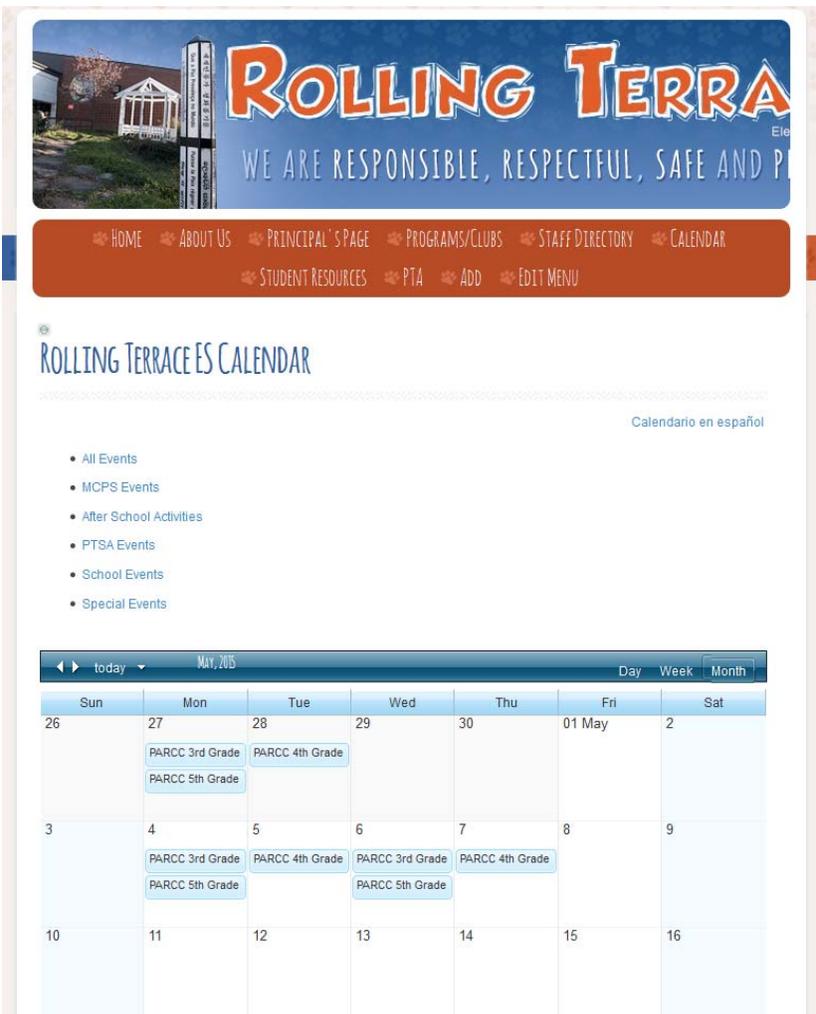
In this document:

1. How calendar information is displayed
2. How do I add an event to my Calendar?
3. How do I update an event in my Calendar?
4. How do I move an event in my Calendar to another date?
5. How do I delete an event from my Calendar?

How calendar information is displayed

One important thing to remember about your school's Tron web calendar is that there is only one calendar and one way to edit your calendar. However, there are many ways to display the information from your calendar.

One way your calendar information is displayed is on your calendar page. This display includes a table calendar and links to specific views of your calendar by event type.



ROLLING TERRACE ES CALENDAR

Calendario en español

- All Events
- MCPS Events
- After School Activities
- PTSA Events
- School Events
- Special Events

| May, 2015 | | | | | | |
|-----------|--|-----------------------|---|----------------------|--------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 26 | 27 PARCC 3rd Grade PARCC 5th Grade | 28 PARCC 4th Grade | 29 | 30 | 01 May | 2 |
| 3 | 4 PARCC 3rd Grade PARCC 5th Grade | 5 PARCC 4th Grade | 6 PARCC 3rd Grade PARCC 5th Grade | 7 PARCC 4th Grade | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |

The other ways to view is the Calendar List on your homepage.

The area outlined in yellow at the lower right is the Calendar List. The Calendar List usually displays all events occurring in the next 28 days.

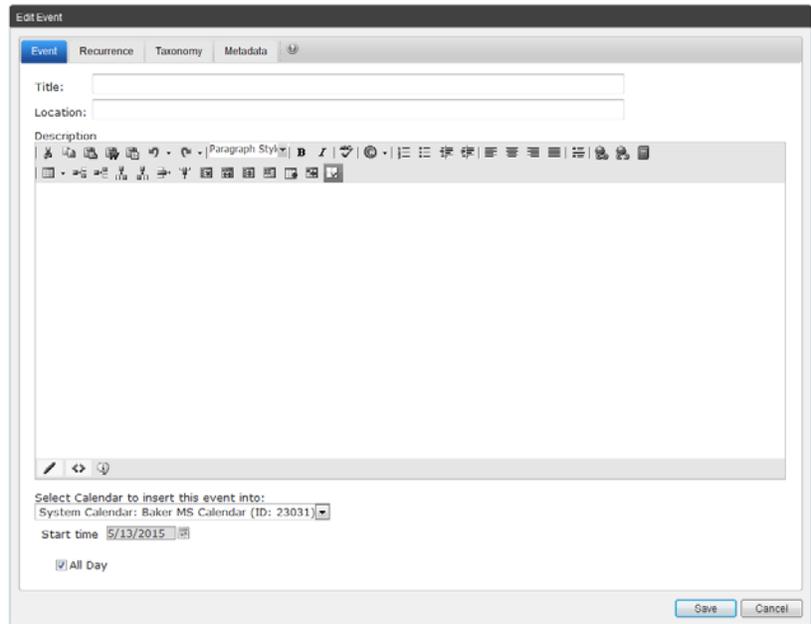
How do I add an event to my Calendar?

1. After logging into Tron, go to the Calendar page on your site.

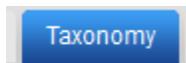
2. Double click *inside the square* of the date on which you want to add an event.

4. The Edit Event window will appear in place of the calendars.

- Type in the Event Title (required) and Location (optional).
- Add a Description (optional).
- Select Start and End Times or All day (required).



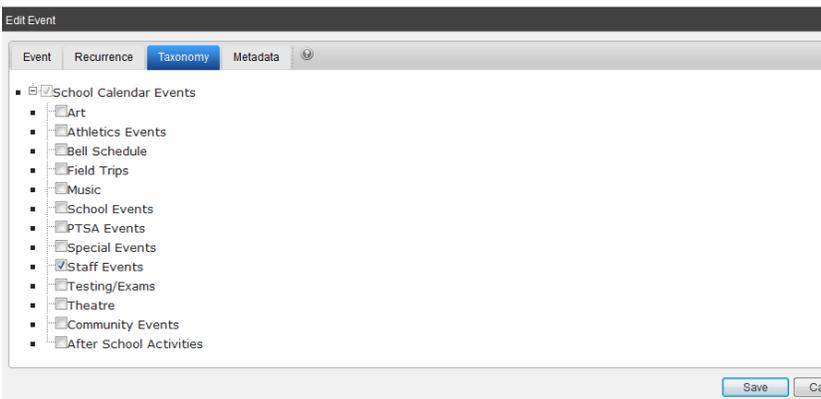
5. Click the Taxonomy tab.



6. Click on the  plus sign to expand the School Calendar Events Taxonomy.

7. Click on the event type that describes the event.

Using the Taxonomy event types allows filtering the view of the calendar. For example, you can view Athletics events only or all events. Selecting an event type “tags” the event.



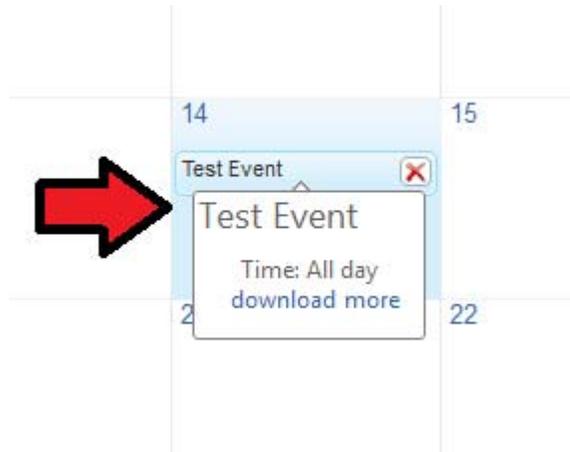
8. Click on Save to save the Calendar event.



9. The event will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed. (See "How calendar information is displayed" at the beginning of this document.)

How do I update an event to my Calendar?

2. Double click on the title of the event.

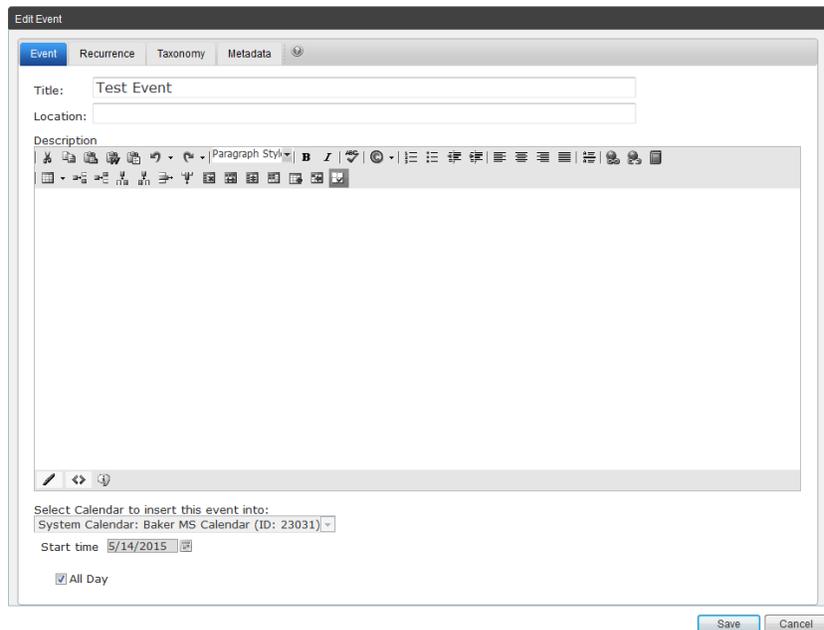


3. Edit the details about the event.

4. Click on Save.

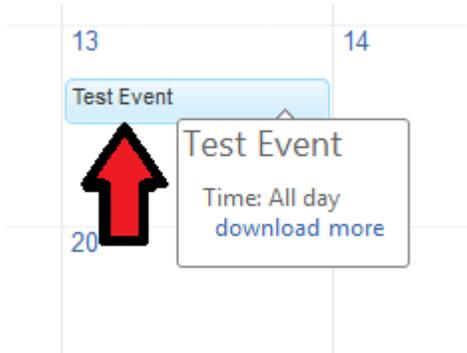


5. The changes will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed. (See "How calendar information is displayed" at the beginning of this document)

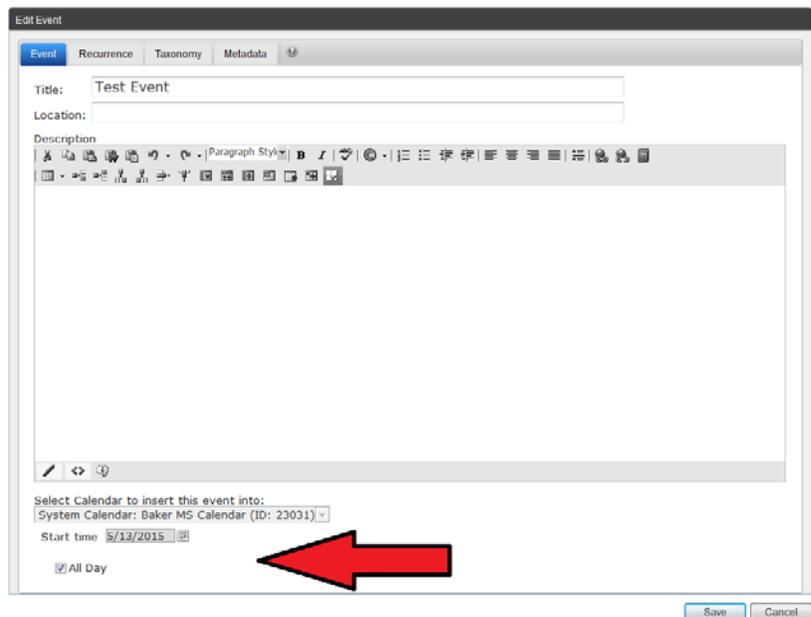
A screenshot of the 'Edit Event' dialog box. The title is 'Test Event'. The location is empty. The description field is empty and has a rich text editor toolbar above it. The start time is '5/14/2015'. The 'All Day' checkbox is checked. The calendar selection is 'System Calendar: Baker MS Calendar (ID: 23031)'. There are 'Save' and 'Cancel' buttons at the bottom right.

How do I move an event in my Calendar to another date?

1. After logging into Tron, go to the Calendar page on your site.
2. Double click on the title of the event.

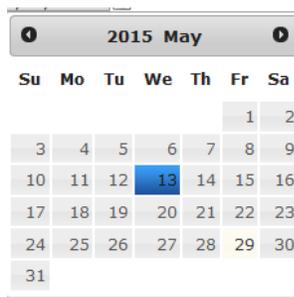


2. Next to the Date, click on the Select Date icon  .



5. The Select Date pop-up window appears.

Click on the date you want (if it's in the same month), or use the arrows to select month and year. Then click on the date you want to select it.



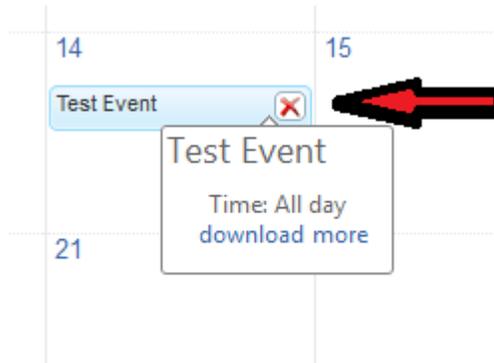
6. The pop-up window closes, and the date changes in the Edit Event window.

7. Click the Save icon. 

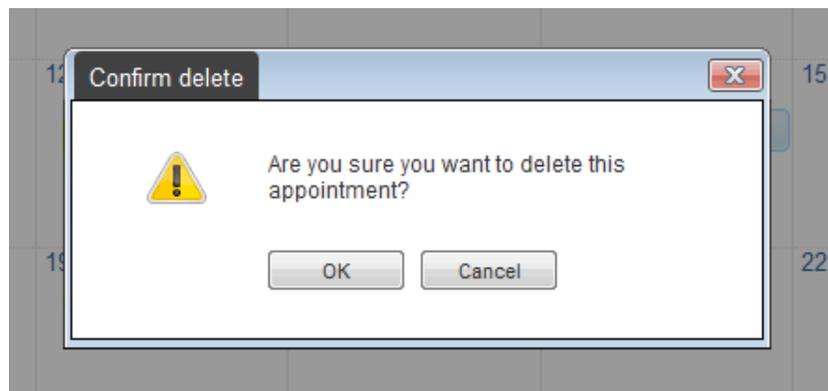
8. The changes will now appear on your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed. (See "How calendar information is displayed" at the beginning of this document.)

How do I delete an event from my Calendar?

1. After logging into Tron, go to the Calendar page on your site.
2. Mouse over the event you want to delete.
3. Click on the red X  to delete the event



4. A warning box pops up. Click OK if you want to delete.



5. The event will be deleted from your calendar. The changes will appear on your school web site wherever calendar information for that date is displayed. (See "How calendar information is displayed" at the beginning of this document.)