

# **GroupWise Calendar Training**

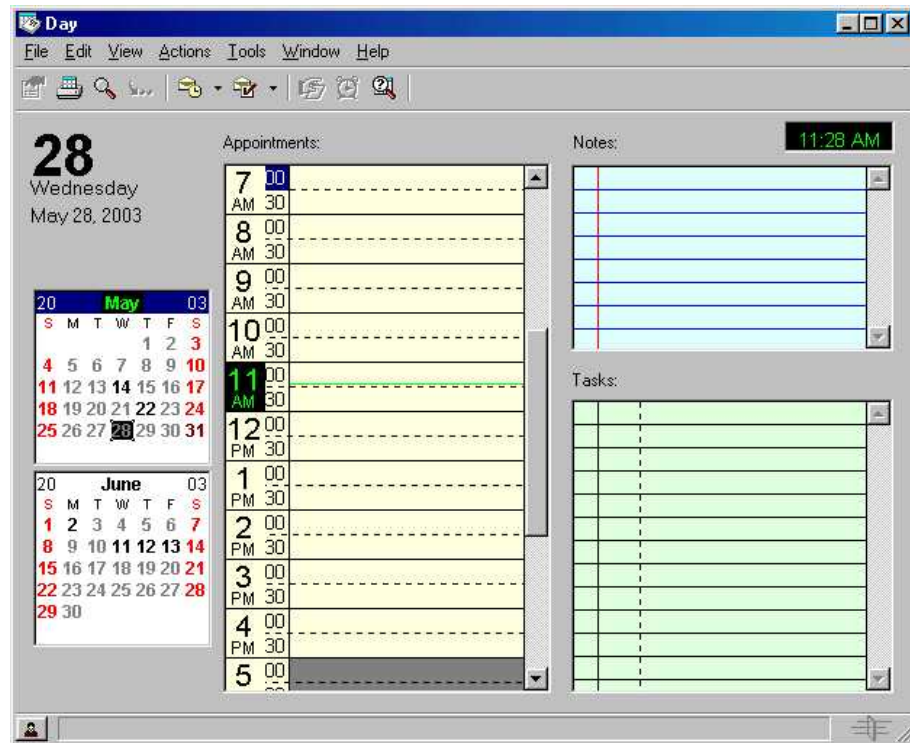
Technology Support  
June 2003

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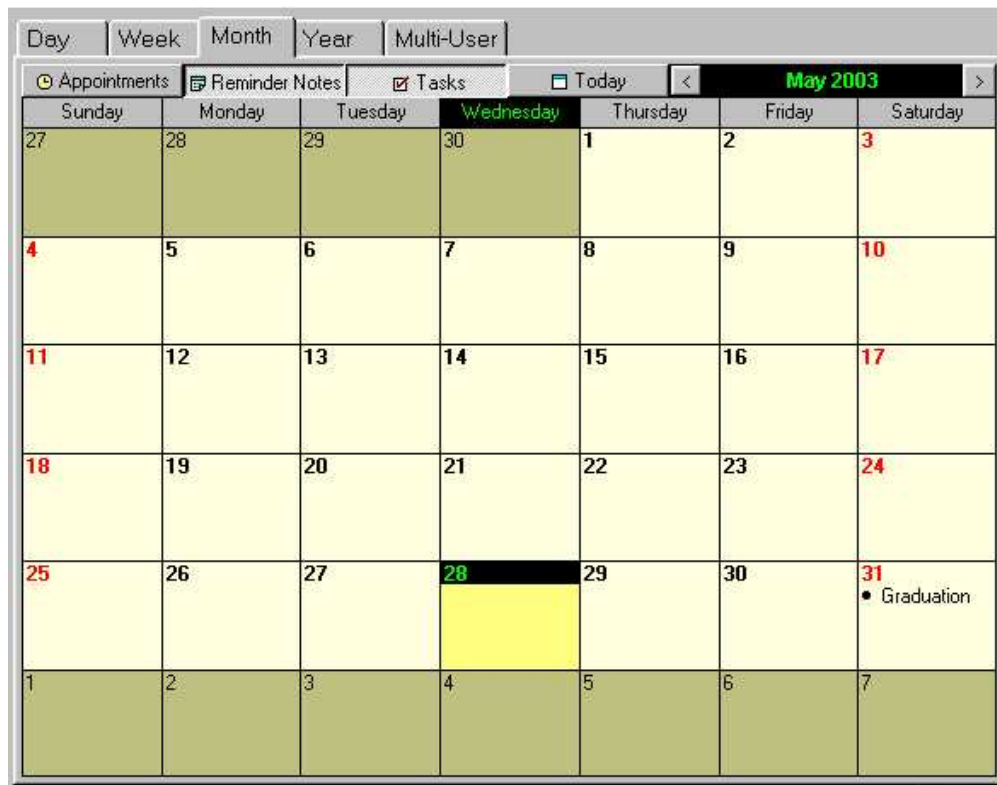
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# GroupWise Calendar

## Day View



## Month View

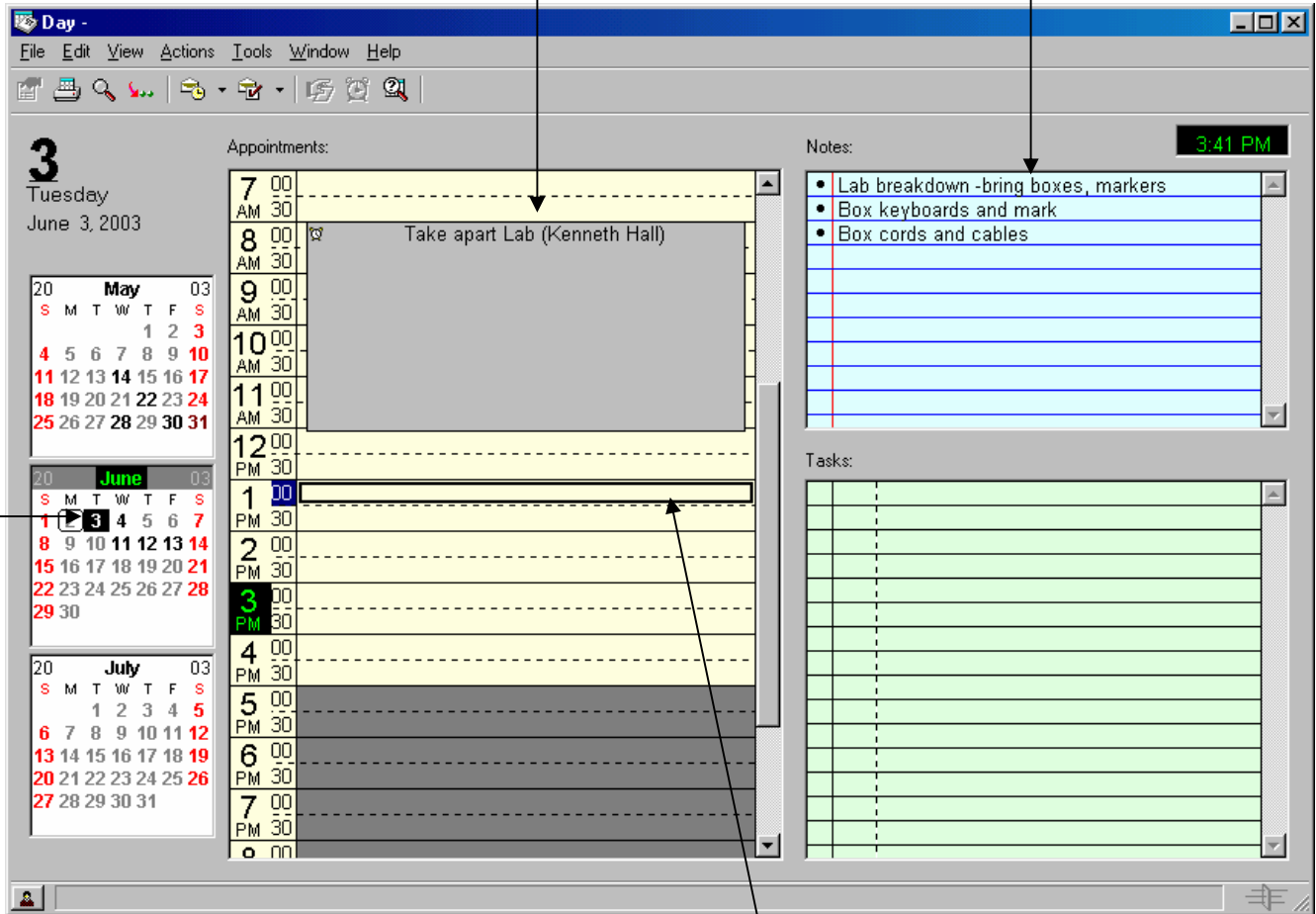


## Calendar Desktop View

Select date to display  
Appointments, Notes,  
and Tasks for that day

Click and drag any  
appointment to a new time  
or date to reschedule

Double click any item to open the  
details for that item.



Right-click any item to perform  
actions such as Accept, Decline, set  
an Alarm.

Double-click any free space to  
schedule a personal  
Appointment, Note, or Task

## Who is doing what?

- Jim Elert: Board approved district calendar including: Vacation days, Conferences, First & Last day of School, Dated of Trimester, testing dates....
- Secretaries: Building information (at building level do not include district events)
- Athletics: All athletic events
- Food Service: Menus -breakfast and lunch
- Mike Steel: Field Trip schedules for high school
- Sharon Gageby: District Building Reservations (fall 2003)

## Calendar Entering Guidelines:

- Guideline sheet for approved abbreviations. (back of handout)
- Clear abbreviations- don't assume all know what we mean (KC = Kids Club not Knights of Columbus)
- An abbreviation key will be built in on final calendar

## Entering Data to Your School Calendar Use the Appointments or Notes

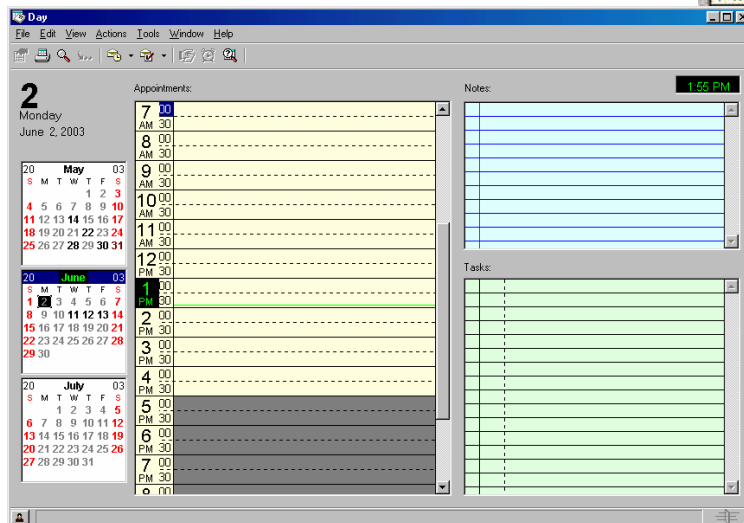
### Entering Data:

#### Appointment Field:

Use this field when an event has a defined start time.

#### Example:

Panther Football Game 6:00 pm Away game  
St. Francis High School



**Notes Field:**

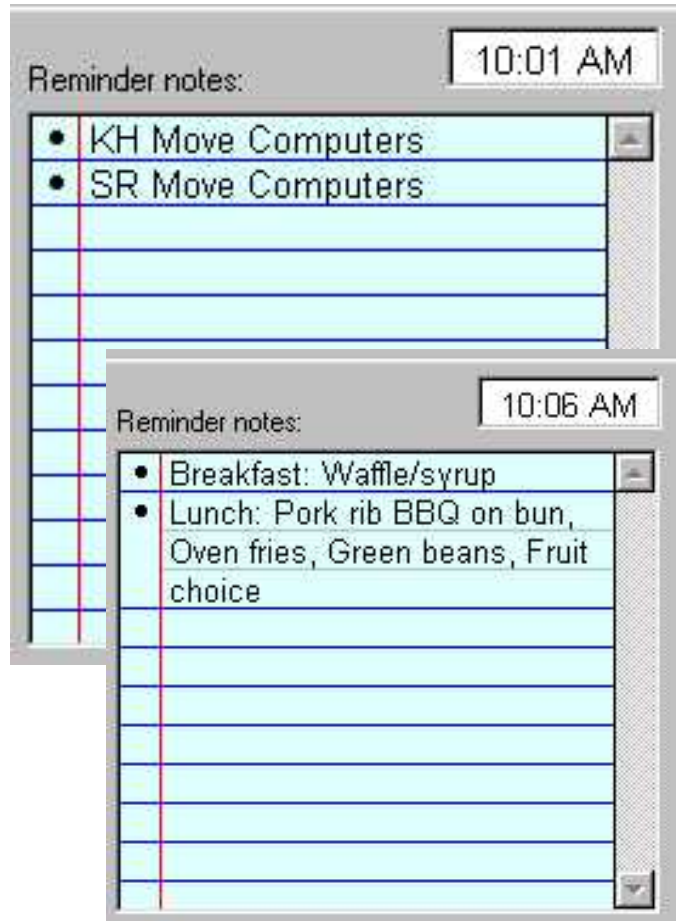
Enter an event in the notes field when it is not time specific.

(The order they are entered is the order they will be viewed on calendar)

Example:

Food Service- Enter breakfast and lunch menus in the notes field. The menu items will be entered by item and separated by a coma.

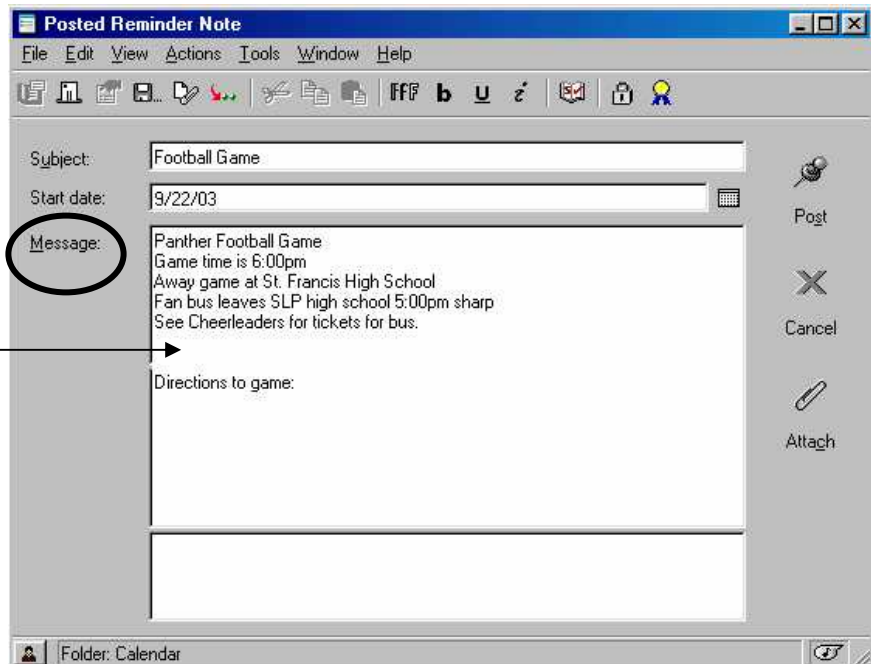
Breakfast- Pancakes, sausage, syrup, butter, fruit, juice, milk



**Message Field:**

Double click on the notes box to see this view.

Post more detailed information about the event. This area gives you more space to give as much information as you can to the calendar viewer.



## Completed September Menu Calendar

The screenshot shows the Novell GroupWise - Calendar application window. The interface includes a menu bar (File, Edit, View, Actions, Tools, Window, Help), a toolbar with various icons, and a left-hand navigation pane with folders like Mailbox, Sent Items, Calendar, Documents, Task List, Work In Progress, Cabinet, and Trash. The main calendar area is set to 'September 2003' and shows a grid of days with menu items listed for each day.

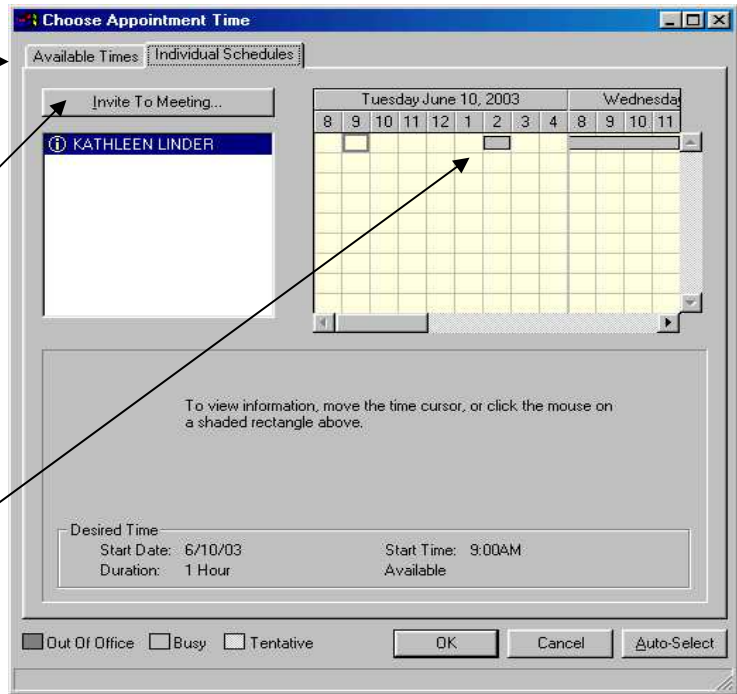
Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2 • Lunch: Stuff Cr • Breakfast: Waff	3 • Lunch: Chicker • Breakfast: Brea	4 • Lunch: Hot dog • Breakfast: Cinn	5 • Lunch: Brea • Breakfast: Cinn	6
7	8 • Lunch: Cheese • Breakfast: Panc	9 • Lunch: Pork rib • Breakfast: Waff	10 • Lunch: Tacos • Breakfast: Brea	11 • Lunch: Sub sar • Breakfast: Cinn	12 • Lunch: Chicker • Breakfast: Cinn	13
14	15 • Lunch: Chicker • Breakfast: Panc	16 • Lunch: Max che • Breakfast: Waff	17 • Lunch: Italian d • Breakfast: Brea	18 • Lunch: French • Breakfast: Cinn	19 • Lunch: Pizza ro • Breakfast: Cinn	20
21	22 • Lunch: Shrimp • Breakfast: Panc	23 • Lunch: Stuff cru • Breakfast: Waff	24 • Lunch: Turkey • Breakfast: Brea	25 • Lunch: Hot han • Breakfast: Cinn	26 • Lunch: Lasagn • Breakfast: Cinn	27
28	29 • Lunch: Teriyaki • Breakfast: Panc	30 • Lunch: Chicker • Breakfast: Waff	1	2	3	4
5	6	7	8	9	10	11

## Scheduling Appointments

**Available Times** displays those time when all selected persons and resources are free

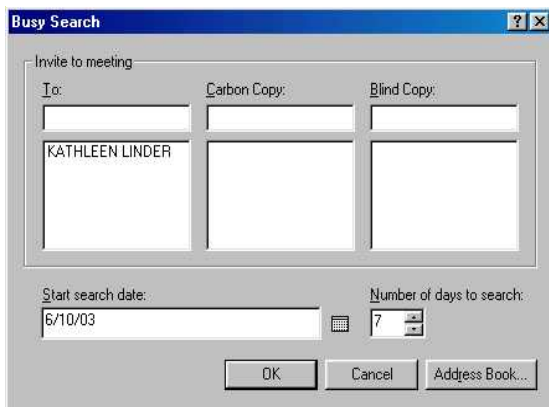
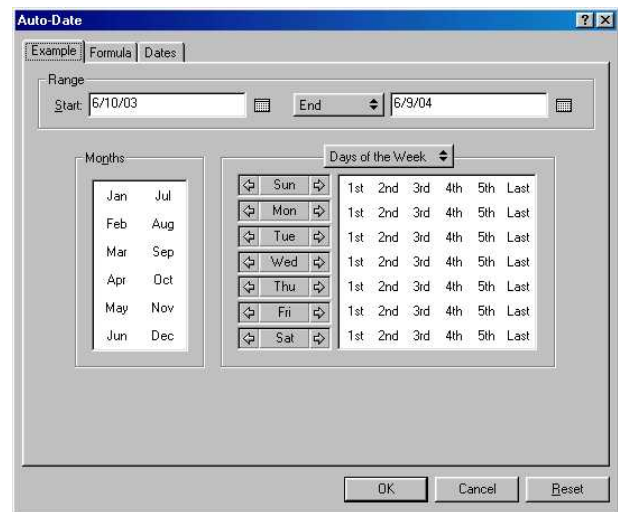
**Invite To Meeting** to add additional users / resources to this appointment

Drag the **Date / Time** selection box to the desired date and time



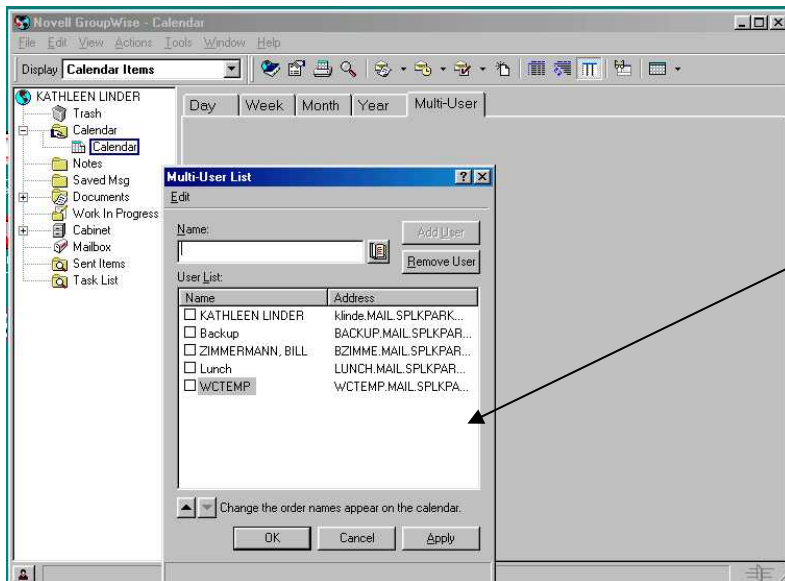
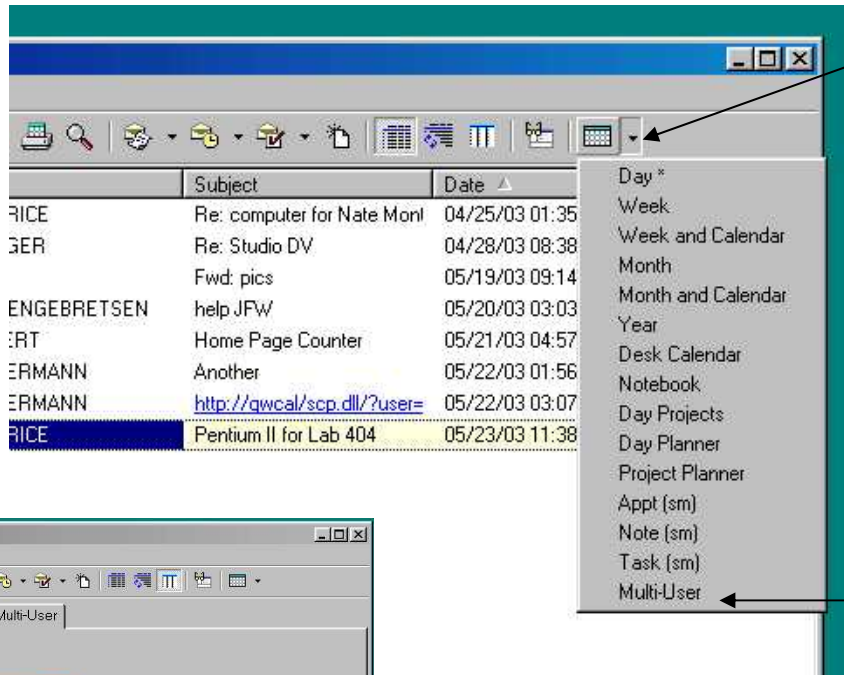
## Auto Date to set recurring Appointments

**Busy Search** to determine available open dates for all appointment invitees



## Multi User Setup

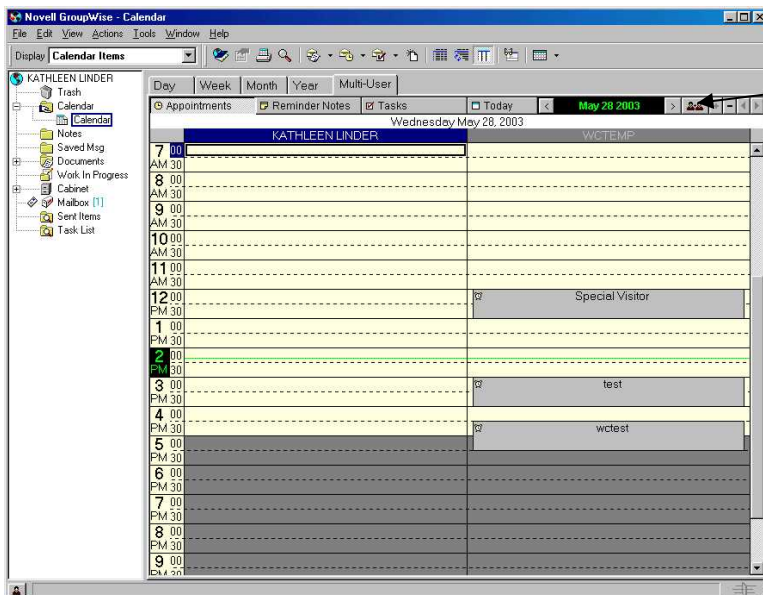
Select from pull-down menu on the tool bar for multi-user



### Selecting the calendars

Check the box of the calendar you need to view.

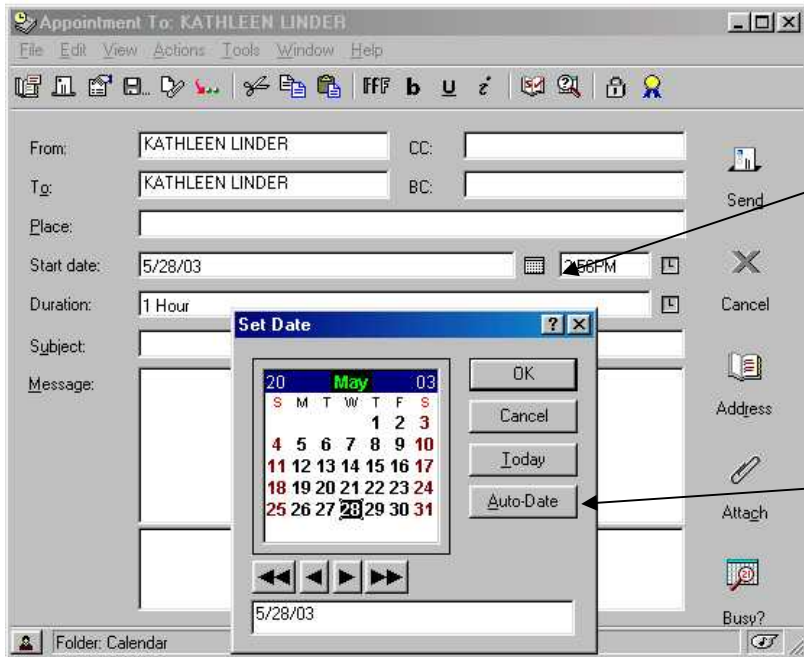
To remove calendars, uncheck the calendar and it will be removed from your view.



Select the button to view the multi-view list, add or remove calendars.

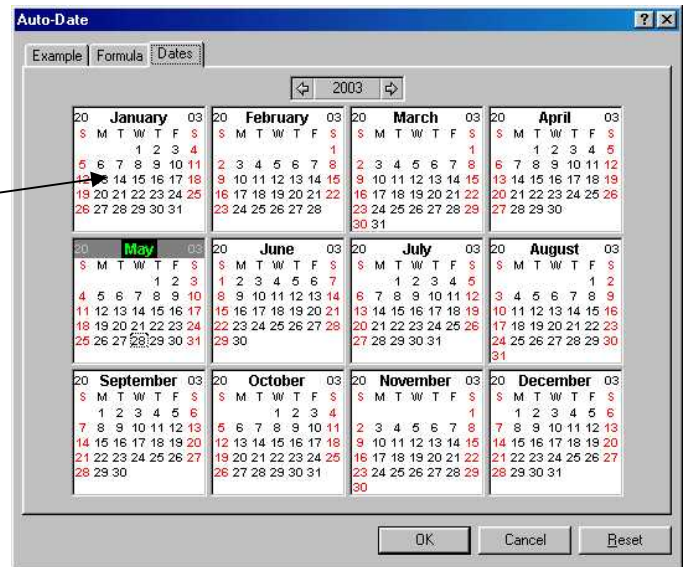
## Multiple Day Events

Events meeting on multiple days

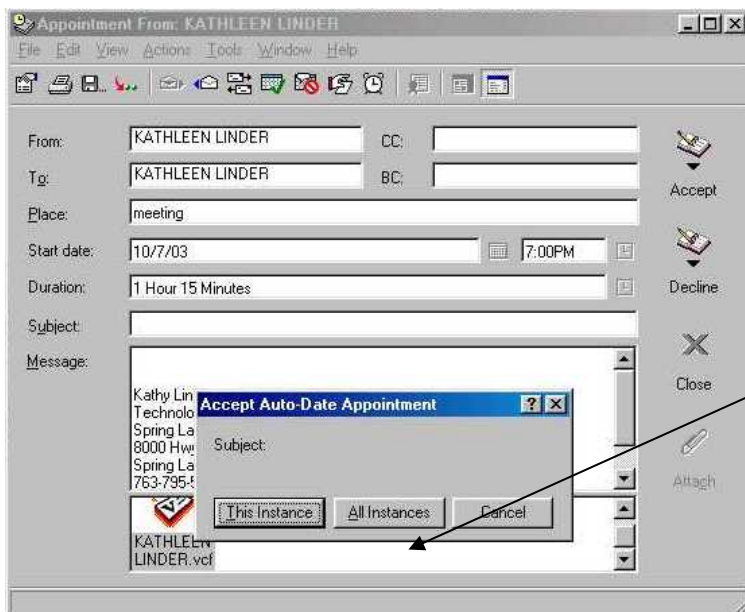


Select the calendar next to start date

Next select the auto date button to view multiple months

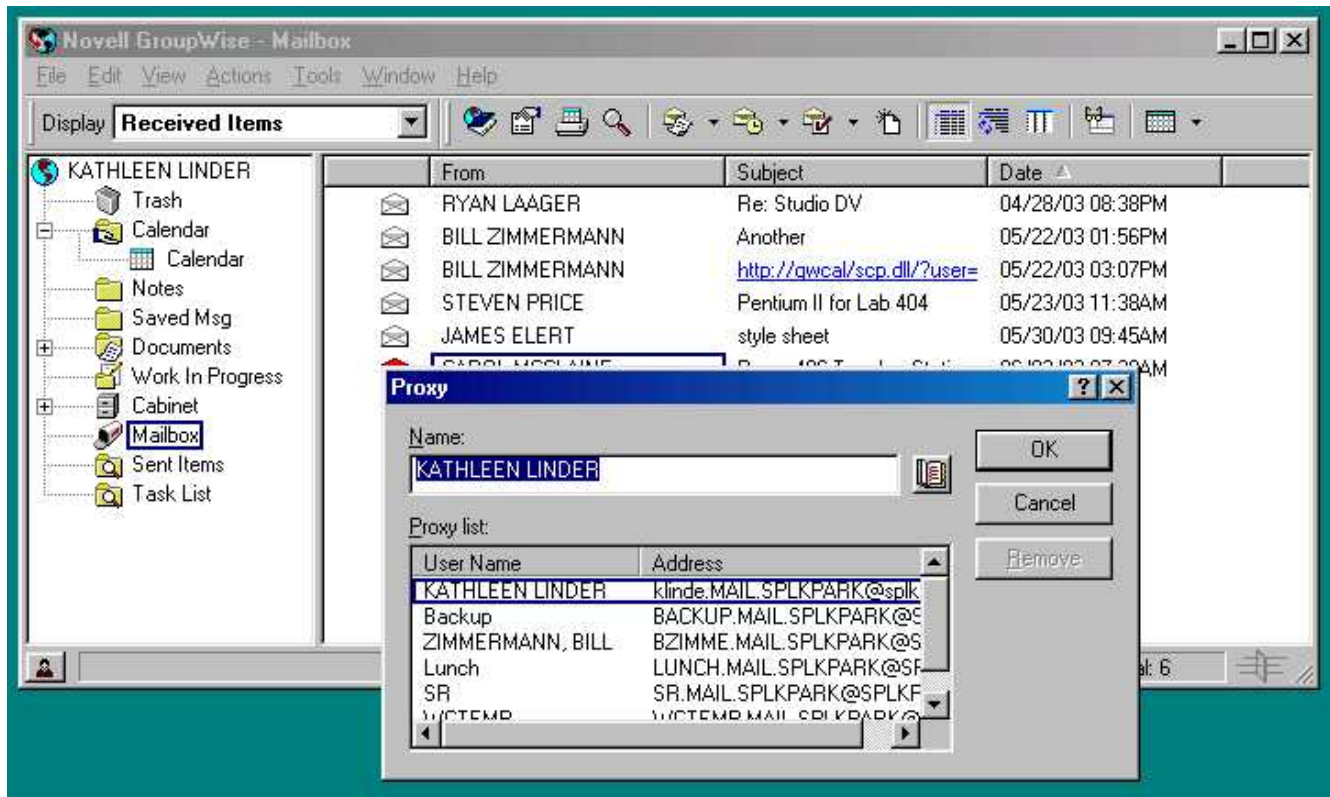


Select the multiple days by holding down the shift key and click with mouse the days that will have this event



Accept all instances will place that event on all dates selected

## Proxy



### Calendar Groups

- Ath Athletics
- Conf Conferences
- HS High School
- KH Kenneth Hall
- LA Learning Alternatives
- Menu Food Service
- MS Middle School
- Music Band & Vocal
- PT Park Terrace
- WC Woodcrest
- WWE Westood Elementary

## Accounts to be built:

Food Service = FS

Enter in Notes field all menus.

\*Breakfast first line

\*Lunch on second line

(All of menu selections on one line, items separated by comas)

Athletics = Ath

Separate Calendar

Scheduled Timed events to be entered in **Appointments**

**Subject:** event, time, and place

**Location:** detailed information about location of event

**Time:** Start and approximate end time

**Message:** driving directions, admission fees, etc.

Schools = WWE, WC, MS, SR, PT, KH, LA,

Music = Band and Vocal

Field Trip Schedule

District Building Reservations

## Posting the Calendar

Final Say:

-District = Jim Elert

-Building Secretary

-Music: Mike S.

-Athletics: Dave/Noreen

## Types of Calendars:

Mike Schleicher = Music for all buildings (band & vocal)

Noreen Johnson = Athletics

Mary Nixon = Food Service

Jim Elert = District board approved calendar

Martha Sinko = Westwood Elementary

Barb Camp = Westwood Middle School

Judy Liser = Senior High School

Julie O'Neil = Park Terrace Elementary

Linda Amendt = Kenneth Hall Elementary

Mary Heierin = Woodcrest Elementary

Maria Norman = Learning Alternatives

Mike Steel = High School Field Trip Dates

Sharon Gageby =Reservation of District Buildings

**Help:** Technical assistance by Tech Support

Steve -5510 Bill - x5589 Kathy -x5904

**Content Information:** Jim Elert -5534

# Calendar/Web/Newsletter

## Style Sheet & Standards

### Spring Lake Park School District 16

#### Schools

<b>HS</b>	Spring Lake Park High School
<b>KH</b>	Kenneth Hall Elementary
<b>MS</b>	Westwood Middle School
<b>PT</b>	Park Terrace Elementary
<b>WC</b>	Woodcrest Elementary
<b>WWE</b>	Westwood Elementary
<b>DL</b>	Distance Learning (online learning)
<b>LA</b>	Learning Alternatives (area learning center)
<b>LH</b>	The Lighthouse Program (new program/school)

#### Programs / Groups / Other

<b>6-8</b>	Middle School Level
<b>9-12</b>	High School Level
<b>Adv</b>	Advisory (as in Advisory Council)
<b>am</b>	A.M.
<b>AP</b>	Advanced Placement
<b>Ath</b>	Athletic(s)
<b>BOE</b>	Board of Education
<b>BST</b>	Basic Skills Test
<b>cafe</b>	Cafeteria
<b>Comm</b>	Committee
<b>CS</b>	Community Services
<b>DD</b>	Discovery Days (Kids' Club program for 4-year-olds)
<b>ECFE</b>	Early Childhood Family Education
<b>ECSE</b>	Early Childhood Special Education
<b>FAC</b>	Fine Arts Center
<b>FS</b>	Food Service
<b>FTE</b>	Full-time Equivalent (used in staffing)
<b>gr</b>	Grade
<b>K-5</b>	Kindergarten through 5th grade
<b>KC</b>	Kids Club
<b>MCA</b>	Minn. Comprehensive Assessments
<b>mtg</b>	Meeting
<b>NCLB</b>	No Child Left Behind (fed. legislation)
<b>NHS</b>	National Honor Society
<b>OEC</b>	Opportunities in Emergency Care
<b>PAC</b>	Parent Advisory Council
<b>pm</b>	P.M.
<b>PS</b>	Preschool
<b>PSAT</b>	Preliminary Scholastic Aptitude Test
<b>PTA</b>	Parent Teacher Association
<b>SAAC</b>	Systems Accountability Advisory Committee

<b>SAT</b>	Scholastic Aptitude Test
<b>SRD</b>	School Release Day
<b>STARS</b>	Students Targeted at Risk Students
<b>Tri</b>	Trimester
<b>TTR</b>	Team Teaching Room

#### Capitalization

<b>AM or PM</b>	Use am or pm, with no periods
<b>Course names</b>	are lower case except languages and proper nouns
<b>Degrees</b>	When written out, educational degrees are not capitalized, but are upper case when abbreviated
<b>Direction District</b>	N, NE, SW, SE all caps. No periods district in lower case unless part of title
<b>Principal</b>	is capped when part of a title but lower case at all other times
<b>Schools and depts.</b>	are capped when used as part of a title, but are generally used in lower case.
<b>Titles</b>	Capitalize titles of people, places

#### We are:

Spring Lake Park School District 16  
Spring Lake Park Schools  
Independent School District 16  
School District 16  
District 16

#### We are not:

ISD16  
ISD # 16  
School District # 16  
School District No. 16

#### We like to:

. . . mention our three cities when possible.  
Example: "Proudly serving students and families in Blaine, Fridley, and Spring Lake Park."