

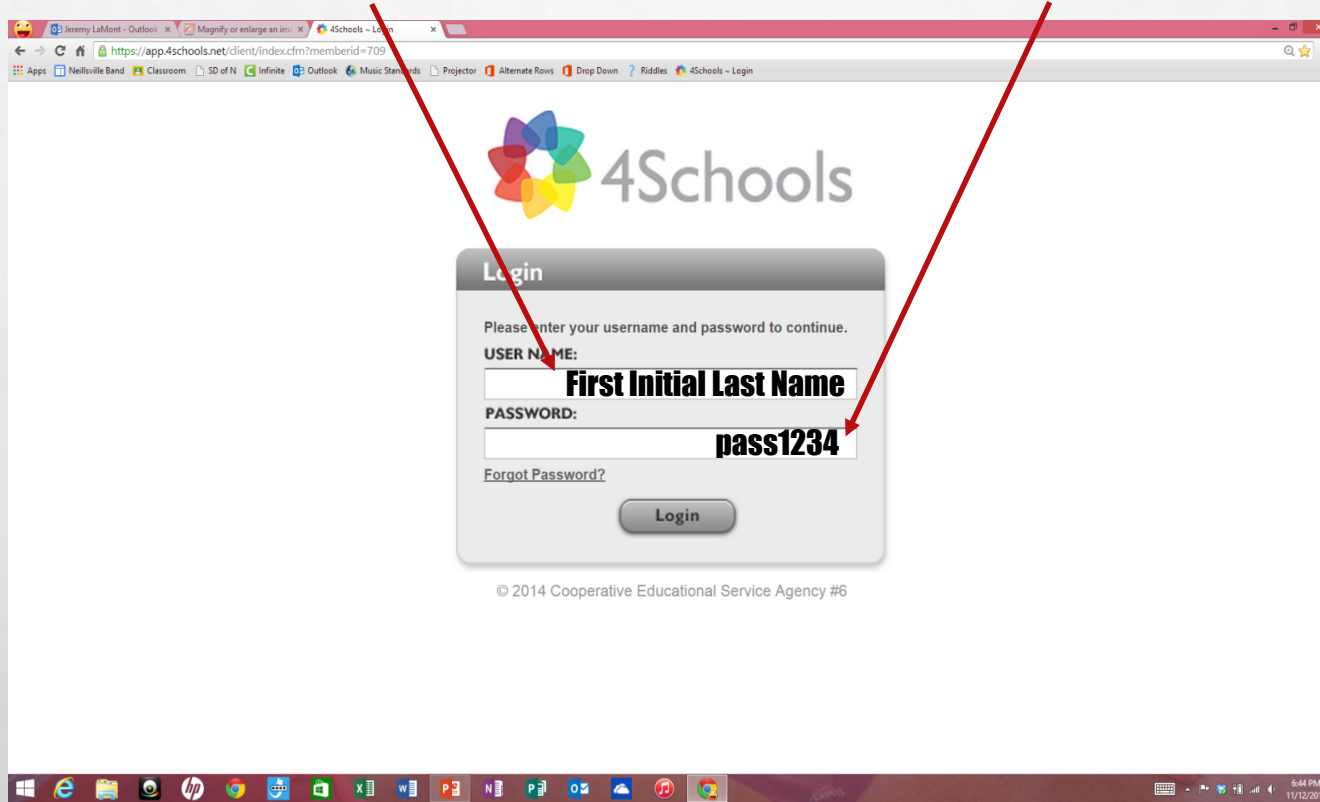


4SCHOOLS

ADDING A CALENDAR



ENTER USERNAME AND PASSWORD



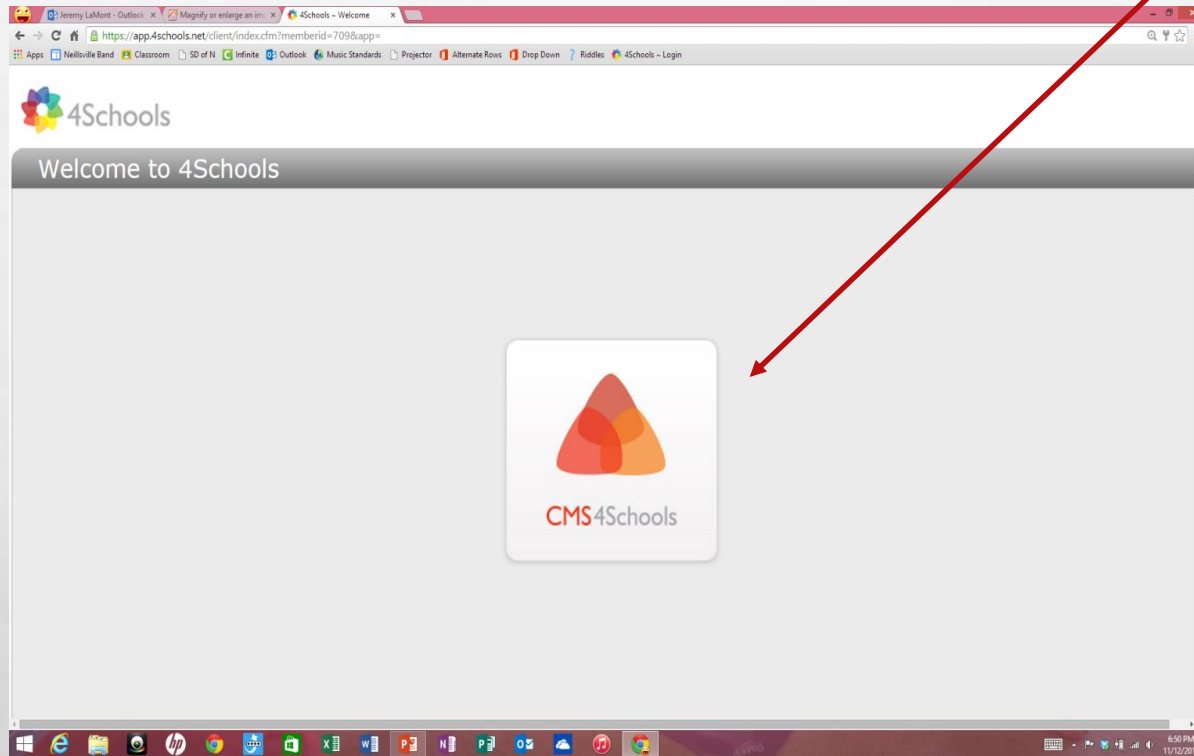
The screenshot shows a web browser window displaying the 4Schools login page. The browser's address bar shows the URL <https://app.4schools.net/client/index.cfm?memberid=709>. The page features the 4Schools logo, which consists of a colorful flower-like icon and the text "4Schools". Below the logo is a "Login" form with the following elements:

- A heading "Login" in a grey box.
- A prompt: "Please enter your username and password to continue."
- A label "USER NAME:" followed by a text input field containing the text "First Initial Last Name".
- A label "PASSWORD:" followed by a text input field containing the text "pass1234".
- A link "Forgot Password?" below the password field.
- A "Login" button at the bottom of the form.

Two red arrows originate from the top of the page. One arrow points to the "USER NAME:" label, and the other points to the "PASSWORD:" label. At the bottom of the browser window, the Windows taskbar is visible, showing various application icons and the system tray with the date and time "6:44 PM 11/12/2014".

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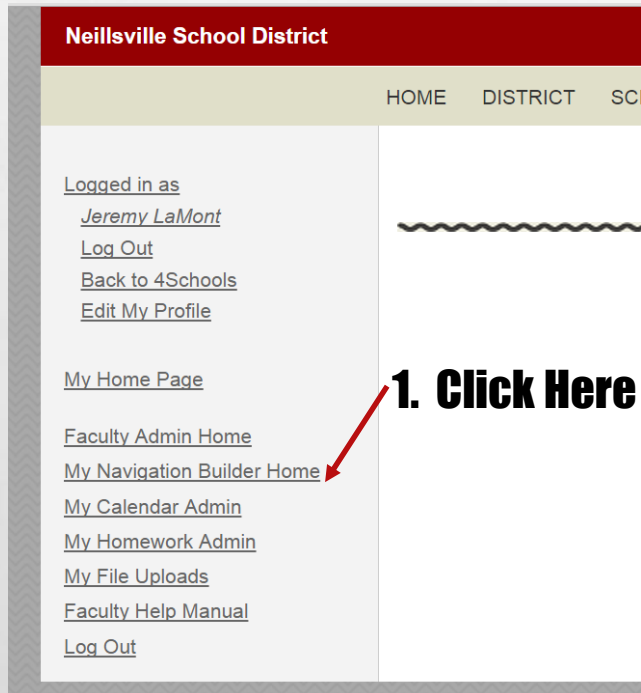
SINGLE CLICK CMS4SCHOOLS ICON



ADDING A LARGE CALENDAR

Continue to future slides for:

- **Small Calendar**
- **Adding events to calendar**



Neillsville School District

HOME DISTRICT SCI

Logged in as
[Jeremy LaMont](#)
[Log Out](#)
[Back to 4Schools](#)
[Edit My Profile](#)

[My Home Page](#)

[Faculty Admin Home](#)

[My Navigation Builder Home](#)

[My Calendar Admin](#)

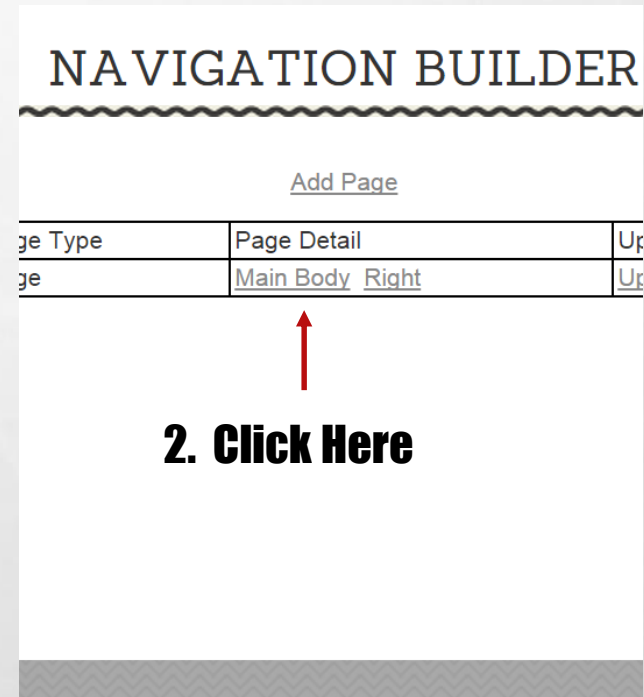
[My Homework Admin](#)

[My File Uploads](#)

[Faculty Help Manual](#)

[Log Out](#)

1. Click Here



NAVIGATION BUILDER

[Add Page](#)

Page Type	Page Detail	Up
Page	Main Body Right	Up

2. Click Here

3. Click Here

JEREMY LAMONT

der **Main Body** Right Side Bar From Template To Template

Main Body:

age: **Text/Graphic Editor** after 1. Text/Graphic Editor Add

- Bulletin Board/Forum/Blog
- Calendar of Events**
- Embed Audio/Video
- Expand/Collapse Content
- Homework Listing
- Interactive Forms
- Links
- Photo Gallery
- Resources/News
- Slide Show
- Text/Graphic Editor

GRAPHIC EDITOR (3

Tool Heading: none
Status: Active
(edit)

5. Click "Add"

JEREMY LAMONT

ler **Main Body** Right Side Bar From Template To Template

Main Body:

age: **Calendar of Events** after 1. Text/Graphic Editor Add

1. TEXT/GRAPHIC EDITOR (345

Tool Heading: none
Status: Active
(edit)

4. Select and click "Calendar of Events".

Default View:

Default Date Range: (applies to List View only)
 Current Month
-OR-
 All Events
-OR-
 Date Range

Show Month/Year/Category/View Filters:

Include RSS Icon:

Include iCal Icon:

Include PDF/Print Icon:

Show Date Range Filters: (applies to List View only)

Show Begin Time: (applies to Calendar View only b/c it always shows in List View)

Show Category: Check here to show the category before the event title.

Include a Keyword Search: Check here to include a keyword search

RSS Feed Title:
If no title is entered, then this will be used:
Neillsville School District - Jeremy LaMont - Jeremy LaMont

My Faculty Calendar Categories: All Categories
 Selected Categories

Strike-Through for Cancelled Events: Check here if you are receiving events from rSchool Today and events with a status of "Cancelled" or "Postponed" should receive a strike-through (only applies to Main CMS/District Events)

6. Make selections as desired.

7. Click "Update"

ere if you are receiving events from rSchool Today and events should receive a strike-through (only applies to Main CMS/Dis

CMS4Schools

You now have a large calendar on your home page.

1. TEXT/GRAPHIC EDITOR (345239)

Tool Heading: none
Status: Active
(edit)

My name is Jeremy La Mont. I graduated high school in 1995 from Adams-Friendship High school and college in 2000 from UW La Crosse with a degree in K-12 Instrumental Music. My first job was in Montello, where I taught for five years. From Montello, I moved to Auburndale and taught for 9 more years. I accepted the 6-12 band instructor position in Neillsville in 2014. Here, I teach 6th Grade Band, 7-8th Grade Band, 9-12th Grade Band, Jazz Appreciation and Beginning Classical Guitar. Outside of work, I enjoy spending time with my four children, mountain biking and playing classical guitar.

[Change Position](#) [Move](#) [Update Text/Graphic Editor](#) [Preview](#) [Delete](#)

2. CALENDAR OF EVENTS (347846)

Tool Heading: none
Status: Active
(edit)

Default View: Calendar View
Show Month/Year/Category/View Filters: Yes
Include RSS Icon: Yes
Include Ical Icon: Yes
Include PDF/Print Icon: Yes
Show Begin Time in Calendar View: No
Show Category: No
Include a Keyword Search: No
RSS Feed Title:

My Faculty Event Categories: All Categories

[Edit This Calendar's Properties](#) [Add/Edit/Delete Calendar Events](#) [Edit Categories](#)

[Change Position](#) [Move](#) [Preview](#) [Delete](#)

**8. Click here
to preview
your page.**



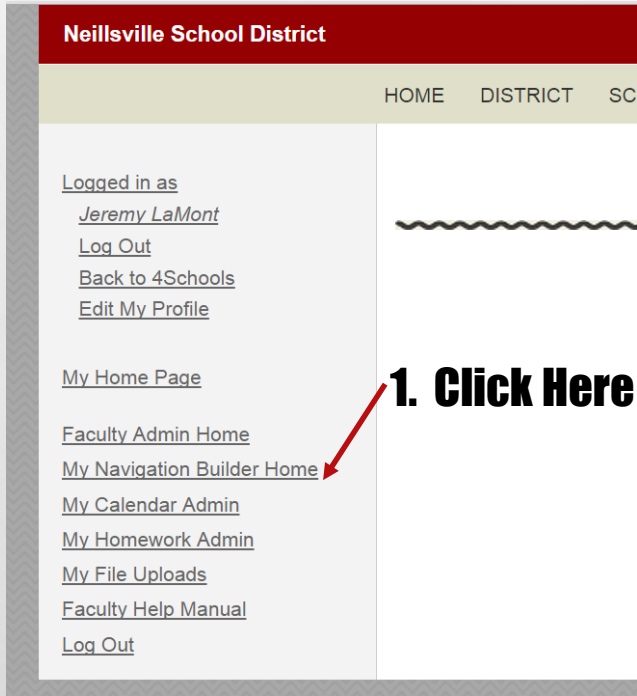
Continue to future slides for:

- **Small Calendar**
- **Adding events**

ADDING A SMALL CALENDAR

See future slides for:

- **Adding Events**



Neillsville School District

HOME DISTRICT SCI

Logged in as
[Jeremy LaMont](#)
[Log Out](#)
[Back to 4Schools](#)
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[My Navigation Builder Home](#)

[My Calendar Admin](#)

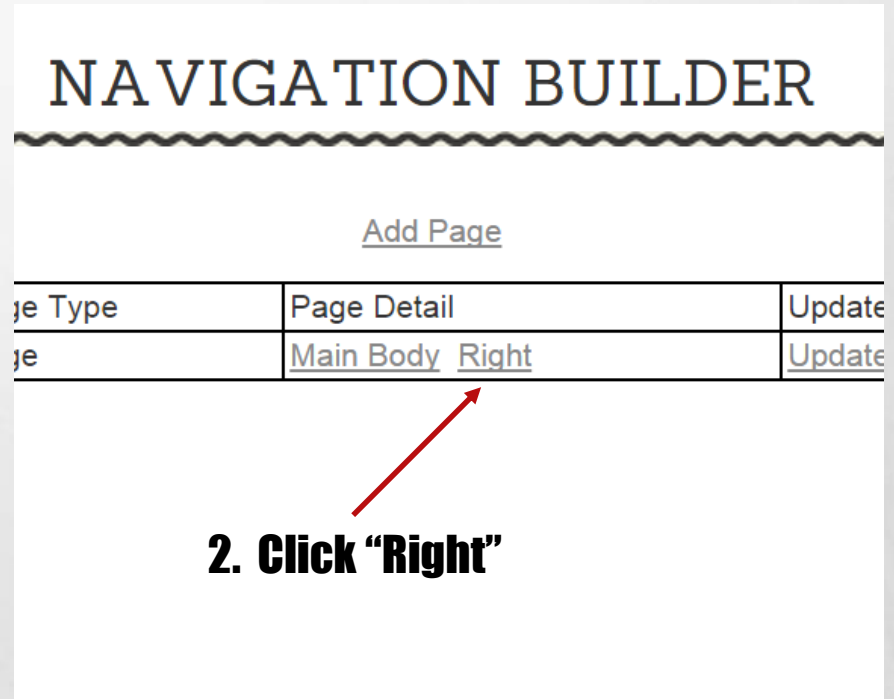
[My Homework Admin](#)

[My File Uploads](#)

[Faculty Help Manual](#)

[Log Out](#)

1. Click Here



NAVIGATION BUILDER

[Add Page](#)

Page Type	Page Detail	Update
Page	Main Body Right	Update

2. Click "Right"

3. Click Here.

der [Main Body](#) **Right Side Bar** [From Template](#) [To Template](#)

Right Side Bar:

Side: **Right Side Text/Graphic** after **- Place at top of page -**

- Mini Calendar**
- Resources/News
- Right Side Text/Graphic
- Slide Show
- Translator Widget
- Upcoming Events

Separate Right Side Bar Items from

4. Select and click “Mini Calendar”.

5. Click “Add”.

JEREMY LAMONT

bar [From Template](#) [To Template](#)

Right Side Bar:

after **- Place at top of page -** **Add**

to Separate Right Side Bar Items from Detail Items? Yes

EDIT MINI CALENDAR

Default View for Results Page:

Default Date Range: (applies to List View only for Results Page)

Current Month

-OR-

All Events

-OR-

Date Range

Show Mini Calendar: Check here to show the mini calendar in the Right Side Bar.

Show Category for Results Page: Check here to show the category before the event title.

Strike-Through for Cancelled Events: Check here if you are receiving events from rSchool Today and events with a status of "Cancelled" or "Postponed" should receive a strike-through (only applies to Main CMS/District Events)

Display Links: Display All Checked Calendars As Separate Links

Display 1 Link Titled This:

No Link

My Faculty Calendar Categories: All Categories
 Selected Categories

Source of Main CMS/District Events: None CMS4Schools

6. Make selections as desired.

7. Select "Update".

You now have a mini calendar.

1. MINI CALENDAR (347846)

Tool Heading: none
Status: Active
([edit](#))

Default View for Results Page: Calendar View
List View Defaults for Results Page: Current Month

Show Mini Calendar: Yes

Show Category for Results Page: No

My Faculty Event Categories: All Categories

[Edit Mini Calendar's Properties](#)

[Move](#) [Preview](#) [Delete](#)

8. Click here to preview.

ADDING EVENTS

2. Click “Edit Categories”.

[My Home Page](#)

[Faculty Admin Home](#)

[My Navigation Builder Home](#)

[My Calendar Admin](#)

[My Homework Admin](#)

[My File Uploads](#)

[Faculty Help Manual](#)

[Log Out](#)

Add Tool to F

1. Click Here.

CALENDARS

Click on a day below to create a new event for that day

month: year:

[Edit Categories](#)

December 2014

	Tue	Wed	Thu	
	2	3	4	5
	9	10	11	12

CALENDAR CA

[Add Category](#) [< Back to](#)

Currently, there are no calendar c

3. Click “Add Category”.

5. Make appropriate selections.

4. Name Category.

ADD CALENDAR CATEGORY

Category Name:

Custom Font Color: [View Hexadecimal Colors](#)

Description on Admin Side?: Yes, show the description when the event title is empty
 No, do not show the description when the event title is empty. Inste

6. Click “Add”.

7. Continue to add categories as necessary.

CALENDAR CATEGORIES

[Add Category](#) [< Back to Calendars](#)

Category Events Update Delete Import
Pep Band 0 [Update](#) [Delete](#) [Import](#)

8. Click "Back to Calendars".

9. Click on a date to add an event.

CALENDARS

Click on a day below to create a new event for that day

month: year: category:

[Edit Categories](#)

December 2014						
<< previous						next >>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NEW EVENT

* indicates a required field.

Event Title:

If you leave the title blank, the event description will appear as the title instead.

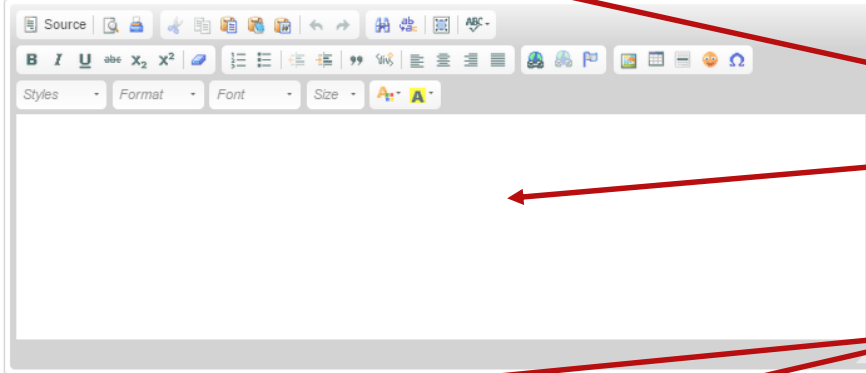
* Category:

* Date: (m/d/yyyy)

Date Description:

Time: Begin: End: *ex: 2:00 pm*

Description:



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other functions. Below the toolbar is a large, empty text area for entering the event description.

Location:

Extra Location Text:

Attachment(s): Attachment 1: No file chosen Title (optional):

[Add Another Attachment](#)

Link(s): Link 1 URL: Title (optional):

[Add Another Link](#)

Recurrence: None
 Daily
 Weekly
 Monthly
 Select Your Dates

Allow to RSVP:

10. Enter title.

11. Select category.

12. Enter a date description if you want.

13. Enter specific time if you want.

14. Enter an event description if you want.

15. Enter/select an further information you see fit.

16. Click "Submit New Event".

CALENDARS

Click on a day below to create a new event for that day

month: year: category:

[Edit Categories](#)

<< previous December 2014 next >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 First day of break.	25	26	27
28	29	30	31			

17. Continue to add events as necessary.

You're done!!!