

# INFORMATION TECHNOLOGY DIVISION

Communications, Training and Support Services Branch



## Master Calendar Features and Functionality User Guide

COMMUNICATIONS, TRAINING AND SUPPORT SERVICES BRANCH  
**Submit Events to the Master Calendar**

---

LAUSD-ITD  
Communications, Training and Support Services Branch  
333 S. Beaudry Ave, 10<sup>th</sup> floor  
Los Angeles, CA 90017

**Service Desk: 213-241-5200**  
**Press 6 for District Business Applications and**  
**Press 5 for Inside LAUSD and Learning Zone assistance**

Published:  
August 2008

# TABLE OF CONTENTS

- TABLE OF CONTENTS ..... 3
  
- I. Introduction..... 4
  
- 2. Adding Event Details ..... 5
  
- 3. Adding Contacts ..... 6
  
- 4. Adding a Location ..... 7
  
- 5. Adding a New Location to the List ..... 9
  
- 6. Adding Attachments/Links ..... 10
  - Adding an attachment:..... 10
  
  - Adding an URL: ..... 11
  
- 7. Adding Participants (NEW REQUIRED TAB)..... 12
  
- 8. Granting Event Access (REQUIRED)..... 12
  
- 9. Saving the Event and Submitting for Approval..... 13

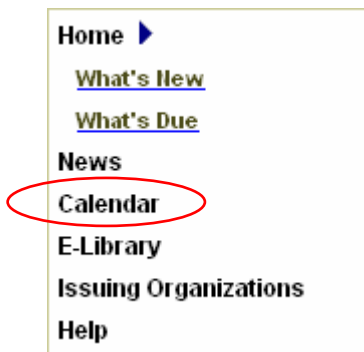
## I. Introduction

The Inside LAUSD Calendar portlet provides an online consolidated listing of scheduled events which will assist schools, Local District offices and Central office in planning activities and events that will impact their operations throughout the school year.

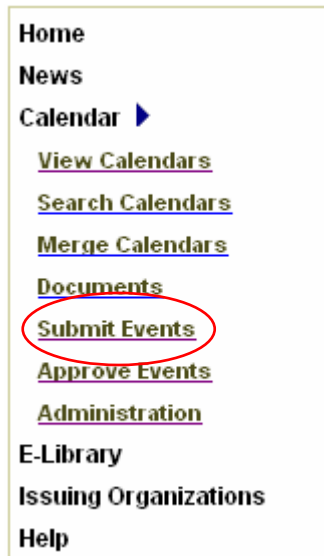
The Request to Schedule an event is now submitted electronically. The Submit Events link enables you to create and submit an event for posting in a designated calendar.

### To Create and Submit an Event

1. Click on the **Calendar** link located on the left navigation bar.

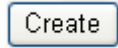


2. Click on the **Submit Events** link.



---


## 2. Adding Event Details



1. At the **Request Event** window click on the **Create** button.
2. The **Request A New Event** window appears.
3. Enter information for the following fields:
  - **Calendar** – Specify the Calendar in which the event will be posted
  - **Event Name** – Type a name for the event
  - **Notes/Brief Description** – Type a brief description about the event
  - **Spell Check** – Ensure the spelling is correct for the brief description
  - **Event occurs on** – Enter the start date of event in **MM/DD/YYYY** format
  - **Duration** – Enter start and end time.
  - **Time Finder** - You can also click on the **Time Finder** link to select a block of time. The red block of time means that there are other events that have used that block of time and the white block of time means that there are not other events using that block of time.
  - **Untimed Event?** – This is for an all day event. By placing a check mark in the **untimed event** box, it will ignore the start and end time entered in the **Duration** field. . It is best practice to have a start and an end time.
  - **Event Type** – specify type of event. Event type changes depending on the selected calendar
  - **Mandatory Event** – If the event is mandatory then place a check mark in the box. The event will be marked in red on the Master Calendar
  - **Recurring** – Is this event a recurring event or will it occur only once
  - **End Date** – Enter the end date of event in **MM/DD/YYYYYY** format
4. Click on the **Save** button.

### Event Conflict Detected

**Event Conflict Detected**



A scheduling conflict has been detected for the event you are trying to create or update. The conflicting events are shown below. Click the **Create** button, if you want to create the event despite the conflict. If you would like to change the event schedule, please click the **Back** button.

Calendar	Event	Duration	Rec
Local District 5 Calendar	ISS Team Meeting	17 Oct, 2006 13:30 to 17 Oct, 2006 15:30	Occurs
Local District 5 Calendar	Studio Training Meeting	17 Oct, 2006 08:00 to 17 Oct, 2006 15:00	Occurs
Local District 5 Calendar	CPR for Healthcare Providers	17 Oct, 2006 12:00 to 17 Oct, 2006 16:00	Occurs
LAUSD Master Calendar	LD 4 Professional Development: The Counselor's Role in Student Academic Success, Session 2	17 Oct, 2006 10:00 to 17 Oct, 2006 15:00	Occurs

\*\*\*\*This screen appears if the event being submitted conflicts with another event already posted in the Master Calendar. \*\*\*\*

If you want to create the event despite the conflict, click on the **Create** button.

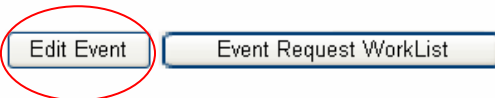
If you would like to change the event date and/or time, click on the **Back** button.

5. By clicking the **Create** button, the **Event Request Confirmation** window appears.

## Event Request Confirmation



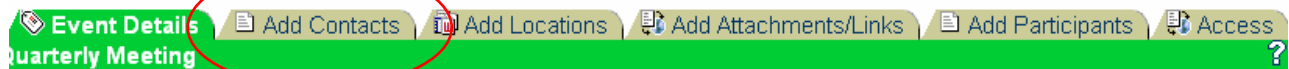
The event you have requested is saved in your Event Request Worklist. Please click on Edit and enter other approval.



6. Click on the **Edit Event** button to add **Contact**, **Location**, **Add Attachment/Link**, **Add Participant**, and **Access** information.

### 3. Adding Contacts

1. Click on the **Add Contacts** tab.



2. Type in the contact information for **all** fields.

Contact Person	
* First Name	<input type="text" value="Paul"/>
* Last Name	<input type="text" value="Ishimaru"/>
Email	<input type="text" value="paul.ishimaru@lausd.net"/> <small>TIP : Either Email or Tel.# is mandatory</small>
Tel.#	<input type="text" value="213"/> - <input type="text" value="241"/> - <input type="text" value="1085"/>
	<input type="button" value="Add"/> <input type="button" value="Clear"/>

3. Click on the **Add** button.

**Note:** Multiple contact entries can be added to an event by entering another contact and clicking the **Add** button for each contact entry.

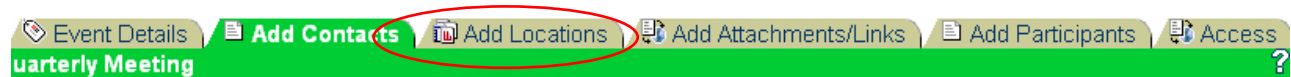
4. Notice that the event contact(s) will be listed under Events Contacts.



5. Click on the **edit/delete** button to change or delete contact information.

## 4. Adding a Location

1. Click on the **Add Locations** tab.



There are three steps to adding a location:

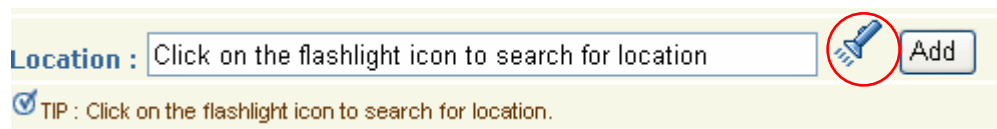
Please provide the location, where this Event occurs (You can provide one or more locations ). This is an optional step.

**Step 1** : Click on the flashlight icon to search for a location.

**Step 2** : Search for the location in the popup window, and select one.

**Step 3** : Click on the 'Add' button to add the selected location to the event.

2. Click on the **flashlight** icon to search for a location.



3. Type in the name of the location.

## LAUSD Calendars

### Location Search

Please use our Location database to search for and add locations. You will be able to add a new location to our database, only after you search for a location. You can search by the name of the location or any part of the address

Location

TIP : Enter the Location and click on Search

#### Location

#### Address

No Search criteria provided

4. Click on the **Search** button.
5. A list of results will display.

Location

TIP : Enter the Location and click on Search

Location	Address
<a href="#">Beaudry Building Board Room</a>	333 South Beaudry, Los Angeles, CA 90017
<a href="#">BEAUDRY BUILDING BOARD ROOM</a>	333 S Beaudry, Los Angeles, CA 90017
<a href="#">BEAUDRY BUILDING BOARD ROOM</a>	333 S. Beaudry Avenue, Los Angeles, CA 90017

1 to 3 of 3

Still cannot find your location ?

6. Click on the location link to insert the name into the Location field. Then click on the **Add** button to add the Location name to the event.
7. Click on the **Find it** button to view a map and directions to the location.

### Event occurs at Location(s)

- Beaudry Building Board Room [Find it](#) 

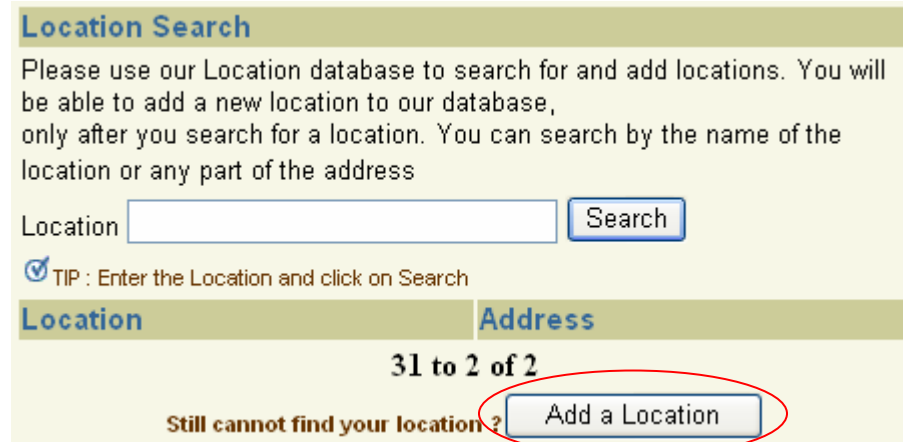
8. If location cannot be found, click on the **Add a Location** button.



## 5. Adding a New Location to the List

If the location is not listed, it can be created:

1. Click on the **Add a Location** button.



**Location Search**

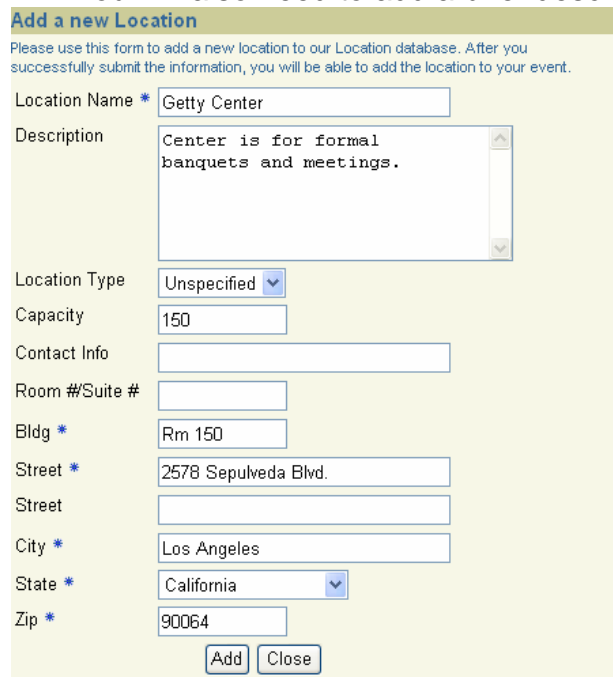
Please use our Location database to search for and add locations. You will be able to add a new location to our database, only after you search for a location. You can search by the name of the location or any part of the address

Location

TIP : Enter the Location and click on Search

Location	Address
31 to 2 of 2	
<b>Still cannot find your location?</b> <input type="button" value="Add a Location"/>	

2. Enter information in the fields. All fields marked with an asterisk are required fields. You will also need to add a brief description in the Description field.



**Add a new Location**

Please use this form to add a new location to our Location database. After you successfully submit the information, you will be able to add the location to your event.

Location Name \*

Description

Location Type

Capacity

Contact Info

Room #/Suite #

Bldg \*

Street \*

Street

City \*

State \*


Zip \*

3. Click on the **Add** button to add the location to the Location list.
4. Click on the link to place it in the **Location** field. Click on the **Add** button which is located next to the flashlight.

## Location Details

[GETTY CENTER](#) Rm 150, 2578 Sepulveda Blvd., Los Angeles, CA, 90064

Event Name : CTSSB Quarterly Meeting

 **TIP** : Changes made in this TAB are saved immediately

Please provide the location, where this Event occurs (You can provide one or more locations ). This is an optional step.

**Step 1** : Click on the flashlight icon to search for a location.

**Step 2** : Search for the location in the popup window, and select one.

**Step 3** : Click on the 'Add' button to add the selected location to the event.

Location :



Add

 **TIP** : Click on the flashlight icon to search for location.

**Note:** If location has not yet been identified, select TBA for location. All locations left blank will automatically be returned/rejected. Edit your event by clicking on the pencil icon.

## 6. Adding Attachments/Links

1. If documents or a link are to be attached to the Event, click on the **Add Attachment/Links** tab.




The screenshot shows the 'Add Attachments/Links' tab selected in a navigation bar. The event name is 'CTSSB Quarterly Meeting'. Below the navigation bar, there is a section for 'Attachments' with an 'Add Attachment' link. A 'URL' section contains a text input field, 'Add', and 'Reset' buttons. A 'Cancel' button is located at the bottom of the form.

### Adding an attachment:

2. Click on the **Add attachment** link. The **Upload Attachment** box will appear.

## Attachments

To add an attachment, please click  [Add Attachment](#)

3. Click in the Title field and enter a title for the attachment.
4. Click on the **Browse** button to locate the document. **Double** click on the document filename to insert in the File to upload field.

## Upload Attachments

Title

File to upload

Please scan attachments for viruses before uploading them to the Calendar


5. Click the **Upload** button.

**Note:** Multiple documents may be attached to the Event by repeating steps 28-31.

**Note:** Check the validity of the hyperlink before adding it to an event.

6. At the **Attachment Upload Confirmation** window, click on the **here** link.

## Attachment Upload Confirmation

 Attachment uploaded successfully. Please click [here](#)

### Adding an URL:

1. If an URL is to be added, type in the web address (URL) for any links and click the **Add** button.

## URL

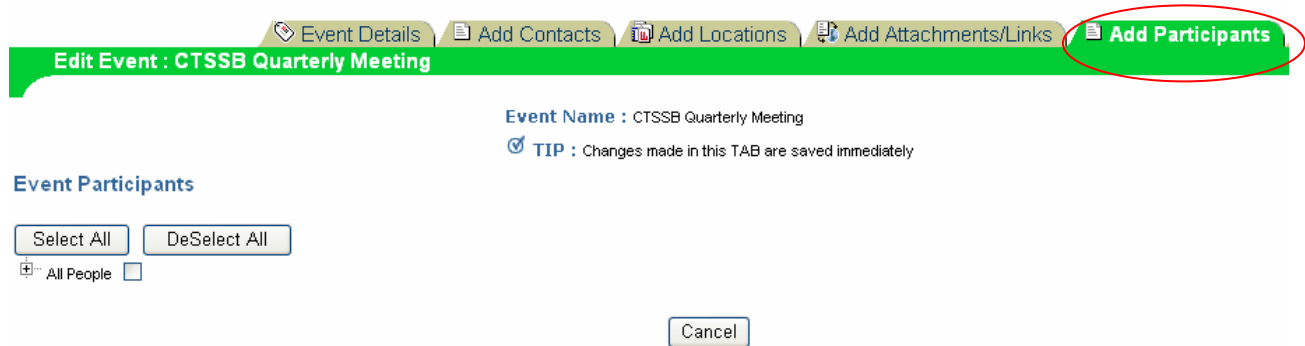
Click [here](#) to copy the URL of an item posted on this website.



**Please check the validity of the hyperlink before adding it to the event**

## 7. Adding Participants (NEW REQUIRED TAB)

Who is your audience? This tab allows the event creator to select the group routing.

1. Click on the **Add Participants** tab.



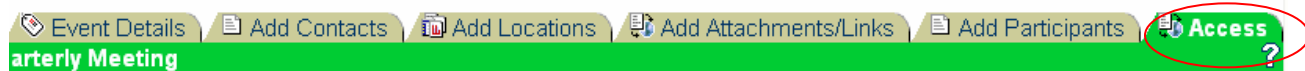
2. If the event is intended for all employees, place a check mark in the box next to **All People**.
3. If the event has a specific audience, click on the  to get a listing of the types of audiences to choose from. You can further break down the audience by clicking on the  next to each audience type.





4. Place a check mark next to the intended audience. The change will automatically be saved.



## 8. Granting Event Access (REQUIRED)

1. Click on the **Access** tab.



2. Click on the  to give access to District personnel as well as the public or  to give access to District personnel only.

### Grant Event Access

Enter the name of the user or group for which you want to grant the View Event access privileges, or click  to select a user, or click  to select a group, then click Add To Access List.

Name   

#### District Personnel Only

AUTHENTICATED USERS (GROUP)  
1 rows returned

#### District as well as Public

PUBLIC (USER)  
1 rows returned


3. Click on the User access for the event.
4. Click on the **Add To Access List** button.

Name   

5. Click on the **Apply** button. This will save the changes.
6. Click on the **Event Details** tab. You will be taken to taken to the Event Request page that will list all events that you have created that was approved, rejected or saved.

## 9. Saving the Event and Submitting for Approval

1. To submit the document, click on the pencil icon at the end of the line.

Requested Date ▲▼	Calendar ▲▼	Event Name ▲▼	Requested by ▲▼	On behalf of ▲▼	Status ▲▼	Action
07/10/2008	Calendar Demo - Test Calendar	<a href="#">CTSSB Quarterly Meeting</a>	STEVE.HILDRETH		Saved	<a href="#">View</a> 

2. Scroll down and click on the **Submit** button.

Event Details		Add Contacts	Add Locations	Add Attachments/Links
<b>Edit Event : CTSSB Quarterly Meeting</b>				
TIP : All fields are mandatory under this TAB.				
Calendar	Calendar Demo - Test Calendar			
Event Name	CTSSB Quarterly Meeting			
Notes/Brief Description	This meeting will cover projects that are currently in production as well as future projects.  <input type="button" value="Spell Check"/>			
Event occurs on	07/10/2008	Valid format is : MMDD/YYYY		
Duration	From 8 AM	30	To 11 AM	00 <input type="checkbox"/> Untimed Event?
<a href="#">Time Finder</a> (for Local District Calendars and Master Calendar Only)				
Event Type	TEST			
Mandatory Event	<input checked="" type="checkbox"/> (Check box if event is mandatory)			
Recurring ?	Don't Repeat			
	Every	nth	Day	of the month.
	TIP : This option will be considered only when "Every nth Day of the Month" is selected.			
End Date	07/10/2008	Valid format is : MMDD/YYYY		
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>				



Your Event was submitted for Approval.

[Event Request WorkList](#)

## CONGRATULATIONS, YOUR EVENT WAS SUBMITTED FOR APPROVAL.

**Note:** A review of the request will be made for impact on instructional programs at school sites and/or conflicts with other calendar events. If approved, the event will automatically be placed on the appropriate calendar.

If the event is rejected, there are two choices:

### 1. Edit

Edit the request by making the appropriate corrections and resubmit.

### 2. Delete

Delete your request and create a new one.

All Status notifications for Event Requests are sent via email to requestor.