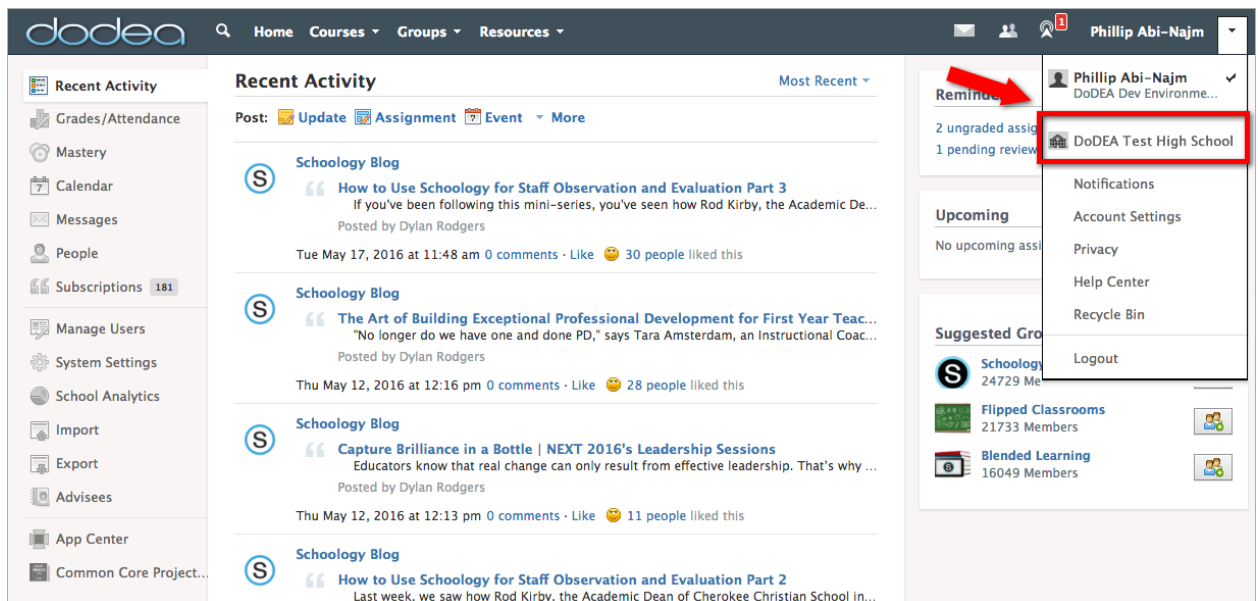


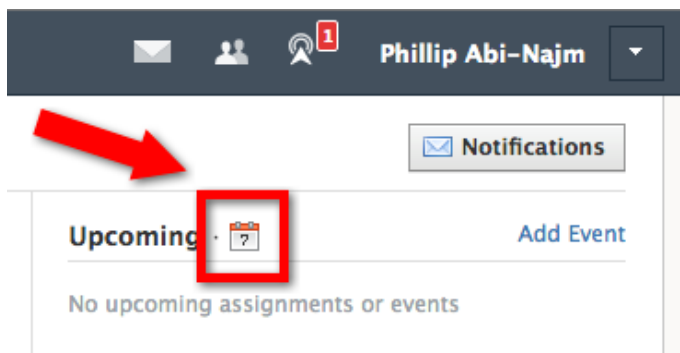
Schoology provides interactive calendars for users, courses, groups and schools. Adding events to these calendars is very straightforward, easy to perform and manage. The following guide provides a step-by-step process for adding events to your school's calendar within Schoology.

** You will need to have the Schoology role of School Administrator, School Counselor, School Staff, or Educational Technologist in order to add events to the calendar for your school. These roles are defined by staff type in the Student Information System.*

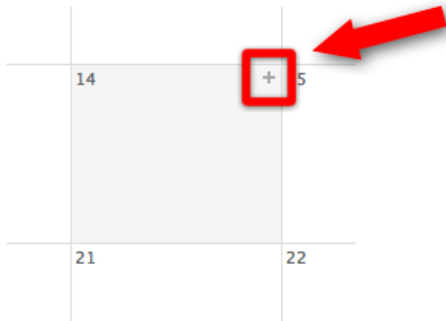
1. After logging into Schoology, **click on the arrow to access the dropdown menu** near your name, then select your school.



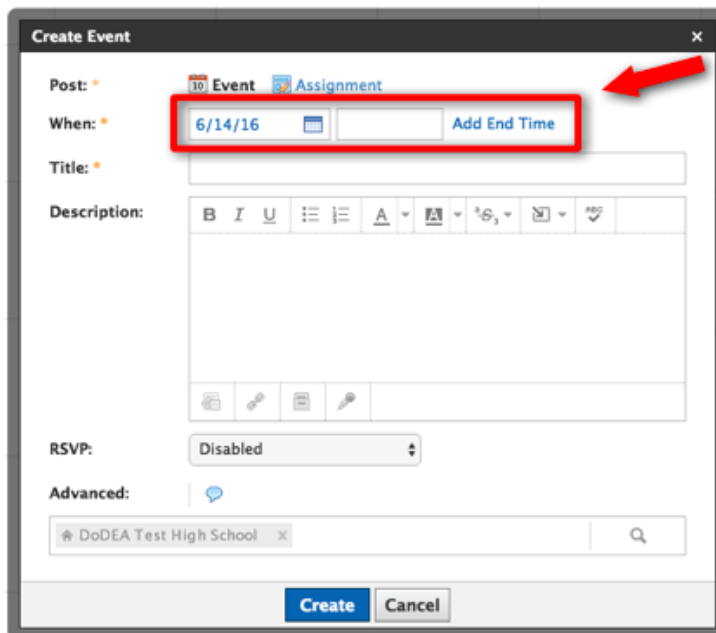
2. **Click on the Calendar icon** under the “Upcoming Events” section in the sidebar to display the school calendar.



3. **Hover over the day** in which you'd like to add your event. Notice, a "plus" sign will popup in the top right corner of the day. **Click the plus sign** to add a new event.



4. **Enter the start time** of your event then **click the Add End Time** link.

A screenshot of the 'Create Event' dialog box in Schoology. The dialog has a title bar with 'Create Event' and a close button. It contains several fields: 'Post:' with radio buttons for 'Event' and 'Assignment'; 'When:' with a date field containing '6/14/16' and a calendar icon, and a link labeled 'Add End Time'; 'Title:' with a text input field; 'Description:' with a rich text editor toolbar and a large text area; 'RSVP:' with a dropdown menu set to 'Disabled'; and 'Advanced:' with a search bar containing 'DoDEA Test High School'. At the bottom are 'Create' and 'Cancel' buttons. A red arrow points to the 'Add End Time' link.

** If a start time is not designated, the time will default to 12:00AM*

5. **Enter the End Time** for the event.

Create Event

Post: Event Assignment

When: 6/14/16 04:30PM [Remove End Time](#)

End Time: 6/14/16 06:30PM

Title:

Description:

RSVP: Disabled

Advanced:

DoDEA Test High School

Create **Cancel**

** If an end time is not designated, the time will default to 11:59PM*

6. Enter the title and description for the event.

Create Event

Post: Event Assignment

When: 6/14/16 04:30PM [Remove End Time](#)

End Time: 6/14/16 06:30PM

Title: Bake Sale

Description: Current Junior class students are hosting a bake sale to raise funds to support next year's Homecoming events!

RSVP: Disabled

Advanced:

DoDEA Test High School

Create **Cancel**

7. Review the information in the Create Event dialog box then **click the Create button**

Create Event

Post: Event Assignment

When: 6/14/16 04:30PM Remove End Time

End Time: 6/14/16 06:30PM

Title: Bake Sale

Description: **B I U** **A** **A** **🔗** **📎** **📧** **📧** **📧**

Current Junior class students are hosting a bake sale to raise funds to support next year's Homecoming events!

RSVP: Disabled

Advanced:

Create Cancel

8. The event has now been added to the school's calendar in Schoology.

14	15
Bake Sale 4:30 pm	
21	22