

# Your Calendar is broken into three areas

## Calendars available to View

### Calendar

CREATE ▾

February 2012 < >

M	T	W	T	F	S	S
30	31	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	1	2	3	4
5	6	7	8	9	10	11

My calendars ▾

- John Creighton
- Tasks

Other calendars ▾

Add a coworker's calendar

- Assessment 2012 BHS
- School Calendar
- Seth Corker

### Searching

Search Calendar   [show search options](#)

Today < > Feb 20 – 26, 2012

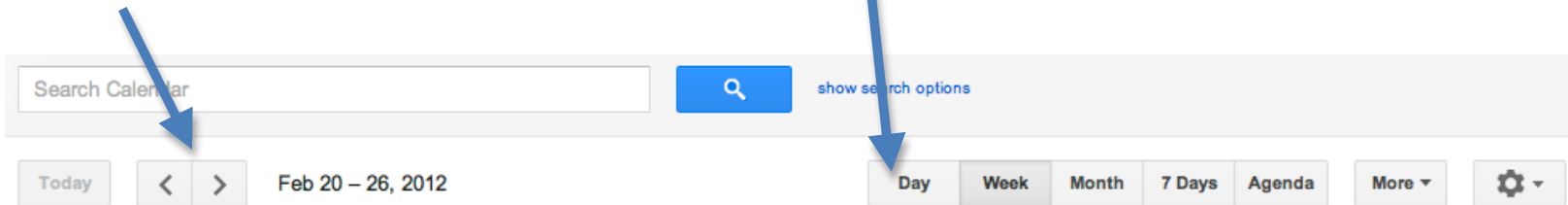
Day Week Month 7 Days Agenda More ▾

### The actual Calendar

	Mon 20/2	Tue 21/2	Wed 22/2	Thu 23/2	Fri 24/2	Sat 25/2	Sun 26/2
	Dance L2 AS91209						Week 5 - Term 1
	Postponement Day ft	Canterbury Triathlon	Class Photos	Class Photos	Class Photos		Week A Timetable
Christchurch							
8am							
9am		8:30 – 9:25 Teaching 9TTT	8:15 – 9:10 13DTG	8:30 – 9:25 13DTG	8:30 – 9:25 Teaching 12DTG		
10am			9:30 – 10:25 Teaching 12DTG	9:30 – 10:25 Teaching 9FDT	9:30 – 3p Calendar Training	9:30 – 10:13DTG	
11am	10:50 – 11:45 Teaching 9FDT	10:35 – DUTY	10:35 – DUTY				
12pm	11:50 – 12:45p 13DTG	11 – 12p PAY ARRIVE	11:50 – 12:45p Teaching 9FDT			11:50 – 12 Middle Manana	
1pm		12:45p – 1:45p Mardi Gras		12:50p – L	12:55p – L		
2pm	1:45p – 2:40p Teaching 12DTG	1:45p – 2:40p 13DTG		1:45p – 2:40p Teaching 9TTT			
3pm	3p – 4p Divisional Meetings	3p – 4p Curriculum Committees	3p – 4p Curriculum Committees				
4pm				4p – 6p Torque IP BYOD			
5pm							
6pm							

## Using the calendar

If you wish, you can use the buttons at the top left to move forward and backward in the calendar by a week at a time (if you're looking at another view, for example the month view, this will then move you backwards or forwards a month at a time): You can use the buttons at the top right of the calendar to change views:



### Calendar

**CREATE** ▾

February 2012 < >

M	T	W	T	F	S	S
30	31	1	2	3	4	5
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You will notice from the lefthand column that you can have more than one calendar – in the BHS Calendar, as you can see, we have calendars for us as individuals and for different types of events.

In addition, I have set up a calendar for students that see me in tutorial time, so I remember that I'm supposed to be doing a tutorial...

You will also be able to create further calendars, and then colour code them to suit your needs. Note that everyone will colour code calendars on their own machines to suit their own tastes. You can never tell people to look on the 'blue calendar' – you will always have to give the proper name of the calendar.

You can make these calendars visible or invisible by checking the little colourbox next to each of them. If you want to change anything about your calendars generally, such as their settings or who you share them with, you can click on the "dropdown arrow on the right of the calendar

Today will be highlighted with a shaded colour and if you have added events to the calendar, they will be shown in the colour of that calendar. My calendar is Green

	Mon 20/2	Tue 21/2	Wed 22/2	Thu 23/2	Fri 24/2	Sat 25/2	Sun 26/2
8am		8:30 - 9:25 Teaching 9TTT	8:15 - 9:10 13DTG	8:30 - 9:25 13DTG	8:30 - 9:25 Teaching 12DTG		
9am			9:30 - 10:25 Teaching 12DTG	9:30 - 10:25 Teaching 9FDT	9:30 - 10:25 Teaching 13DTG		
10am		10:35 - DUTY	10:35 - DUTY				
11am	10:35 - 11:50 Teaching 9FDT	11:50 - 12:45p Teaching 13DTG	11:50 - 12:45p Teaching 9FDT		11:50 - 12:45p Middle Management		
12pm		12:45p - 1:45p Mardi Gras		12:50p - L	12:55p - C		
1pm	1:45p - 2:40p Teaching 12DTG	1:45p - 2:40p Teaching 13DTG		1:45p - 2:40p Teaching 9TTT			
2pm							
3pm	3p - 4p Divisional Meetings	3p - 4p Curricula Committees	3p - 4p Curricula Committees				
4pm				4p - 6p Torque IP BYOD			

In the month view, unless it's an all-day event (which will be shown as a block of colour, similar to the way hour-long events will appear in the week view), it will just be the typing of the event that will match the colour of the calendar. And once again, today's date will be highlighted.

	Mon	Tue	Wed	Thu	Fri
30	9:30 Teaching 12 DTG	8:30 Teaching 12DTG 1:45p Teaching 9TTT	Feb 1 11:50 Teaching 9TTT	2 8:30 Middle Management 1:45p Teaching 12DTG	3 8:30 Teaching 12DTG
6	10:50 Teaching 9FDT 1p Marae Visit 1:45p Teaching 12DTG	7 NZQA Wellington 8:30 Teaching 9TTT 11 PAY ARRIVES! 11:50 Teaching 2p Andrew Godfrey	8 BIRTHDAY NZQA Wellington 9:30 Teaching 12DTG 11:50 Teaching 9FDT	9 8:30 13DTG 9:30 Teaching 9FDT 10:30 ICTPD Meeting w 1:45p Teaching 9TTT	10 8:30 Teaching 12DTG 9:30 Teaching 9TTT 11:50 Teaching 9FDT
13	8:30 13DTG 9:30 Teaching 12 DTG	14 8:30 Teaching 12DTG 9:30 13DTG 11:50 Teaching 9FDT 1:45p Teaching 9TTT	15 Period 1 & 4 - Mason 8:15 13DTG 11:50 Teaching 9TTT 1:35p 13DTG 4:30p CDTT MEETING	16 8:30 Middle Management 8:30 Teaching 10:50 Teaching 9FDT 11:50 13DTG +2 more	17 8:00p Middle Management 8:30 Teaching 11:50 Teaching 9FDT 1p Meeting 1:45p Teaching 9TTT
20	10:50 Teaching 9FDT 11:50 13DTG 1:45p Teaching 12DTG	21 8:30 Teaching 9TTT 10:35 DUTY 11 PAY ARRIVES! 11:50 Teaching +2 more	22 8:15 13DTG 9:30 Teaching 12DTG 10:35 DUTY 11:50 Teaching 9FDT	23 8:30 13DTG 9:30 Teaching 9FDT 12:50p Lunch Meeting F 12:55p DUTY +2 more	24 8:30 Teaching 12DTG 9:30 Teaching 9TTT 11:50 Teaching 9FDT
27	9:30 Teaching 12 DTG	28 8:30 Teaching 12DTG 9:30 13DTG 10:35 DUTY	29 8:15 13DTG 8:15 13DTG 10:35 DUTY	Mar 1 8:30 Middle Management 8:30 Teaching 10:50 Teaching 9FDT	2 8:30 Teaching 12DTG 11:50 Teaching 9FDT