

Calendar

WHAT'S HAPPENING THIS WEEK				
Monday (July, 23th/day)	Tuesday (month/day)	Wednesday (month/day)	Thursday (month/day)	Friday (month/day)
Test on Algebra	Read chapters 5, 6, & 7			

Calendar – Google

Find out how to create a google calendar like this by going to the [Google Calendar website](#)



Calendar - Create your own Assignment Calendar

Create your own Assignment Calendar that can look like this:

Assign-A-Day

<http://assignaday.4teachers.org>

What Is This

Assign-A-Day is designed to enhance teacher and student communication through an online, teacher-managed calendar. Teachers create a calendar for each of their classes and add assignments for the students to view. Students view their teachers' calendars in order to see assignments for classes they might have missed or to get an overview of the class.

Teacher Login and Registration

1. Go to <http://assignaday.4teachers.org>. If you are a first time user you will need to click on **Register**. If you have already set up an account, click on **Login**. (You may already be registered if you've already used any of the www.4teachers.org tools.)
2. To register you must select a salutation, enter your name, email address, password, zip code, and school name.
3. You may now choose your font and color preferences if you would like. Simply use the drop down menus to highlight and select your choice.
4. Click **Submit**.
5. Print out the confirmation page. Click **Continue**.

Create Your Calendar

1. Click **Create An Assignment Calendar**.
2. Enter a class or subject.

3. Enter a date.
4. Enter the assignment title or name of event in the text box.
5. Click **Create Calendar**.
6. Click **Add More Assignments** if desired.
7. When you are finished click **Return to Assignment Calendar Manager and logout**.

Manage Your Calendar

1. **To edit your calendar when you are not logged in, go to your calendar on the web and click on the Assign-A-Day logo at the top of the page. This will take you to the login page where you will login to get to Calendar Manager.** (If you don't remember the site address, go to the Assign-A-Day address above and do a search for your name or use your ID that was created when you registered.) The best thing to do is add your calendar site to your classroom website and it will always be available to you and your students.
2. Once you are at the Calendar Manager, you will be able to:
 - Add more assignments
 - Edit or delete assignments
 - Create a duplicate calendar
 - View assignment calendar
 - View the help pages
 - Edit personal information, password, font choice and background choice.
3. You can always choose to view your calendar in a new page when working in Classroom Manager. (Note the URL for your calendar. This is the link you would add to your website.)
4. Once you are finished managing your calendar, click **Logout**.

Student Search for Calendar

1. Students need to go to Assign-A-Day, and use the search engine on the front page.
2. The students may search by the teacher's last name or the subject area of the calendar. Once they have entered one of these choices in the text box, they should click on **Search**.
3. On the Search Results page, they simply need to click on the title of the calendar they are looking for.
4. For easiest access, add the URL for your calendar to your classroom website!