

How to Add Assignments/Homework to Your Calendar

1. On the left-hand side of the website www.tecvictoria.org there is a button for “teacher links”.
2. Click on this button to go to the page.
3. On the right-hand side of the “Teacher Links” page is a button link to “Teachers Assign A Day Calendar”. Click on this link to go to the website:

The screenshot shows the Assign-A-Day website interface. At the top, it says "Powered by 4Teachers.org" and "4Teacher Tools". The main heading is "Assign-A-Day" with the tagline "Teacher-created calendars to manage classes and assignments". There are navigation links: "Home | Teacher Registration | Calendar Search | Help".

The page contains several sections:

- Teacher Login:** Includes fields for "E-mail address" and "Password", a "Forgot password" link, and a "Log In" button. A blue arrow points to this section with the text "Log in Here".
- Search for a Calendar:** Includes fields for "Calendar ID", "Teacher Last Name", and "Calendar Subject", with "OR" and "OR / AND" options, and a "Search" button.
- Registration for New Users:** A section explaining that users must register to keep their calendar information organized, with a "Register Now" link.
- IMPORTANT:** A notice stating that the tool is for school, activity, and class calendars only, and that personal calendars will be deleted without notification.
- New features of Assign-A-Day include:**
 - Create assignments that span multiple dates
 - Make shared calendar to work collaboratively with other educators
 - Duplicate and edit your calendars

4. Login using your **Trinity email address** and your **Headmaster password**.
5. You will now be on the page where you can edit your calendar. I have already started the February calendar. So click on the “edit” button to the right of where the calendar is listed.

The screenshot shows the "Calendar Manager" page. At the top, it says "Powered by 4Teachers.org" and "4Teacher Tools". The main heading is "Assign-A-Day" with the tagline "Teacher-created calendars to manage classes and assignments". There are navigation links: "Calendar Manager | Teacher Profile | Help | Log out".

The page contains several sections:

- Calendar Manager:** A section with instructions and a welcome message: "Welcome Mrs. Brown!".
- Create A Calendar:** Includes a "Calendar Title" field and a "Create Calendar" button. Below it, there is a "Duplicate Calendar" button with instructions: "To duplicate one of your existing calendars, first type a new title in the box above and then enter the Calendar ID in this box."
- Calendar List:** A table with columns: "Calendar ID", "Date Created", "Calendar Name", and "Options". A blue arrow points to the "edit" icon in the "Options" column of the first row with the text "Click edit here".
- Legend:** A section titled "The following icons perform these features when you click on them:" with a table of icons and their functions.

Calendar ID	Date Created	Calendar Name	Options
223810	FEB 05, 2008 15:27	Middle School Math	edit delete

Icon	Function
	Preview your calendar.
	Update, add, or delete assignments on your calendar.

6. A listing of each days entries will appear. You can edit the assignments here.

Assign-A-Day
Teacher-created calendars to manage classes and assignments

Assignment Manager for Calendar

The Assignments for Calendar Middle School Math

Assignment Date		Assignment Name	Options
Filter: Year ALL	Month ALL	Pop-up Description Hide	Use Assign
02/08/2008	02/08/2008	8th A/P	[edit] [x]
02/08/2008	02/08/2008	8th Regular	[edit] [x]
02/08/2008	02/08/2008	7th A/P	[edit] [x]
02/08/2008	02/08/2008	7th Regular	[edit] [x]
02/08/2008	02/08/2008	6th A/P	[edit] [x]
02/08/2008	02/08/2008	6th Regular	[edit] [x]
02/07/2008	02/07/2008	8th A/P	[edit] [x]
02/07/2008	02/07/2008	8th Regular	[edit] [x]
02/07/2008	02/07/2008	7th A/P	[edit] [x]

7. If you click on the “edit” button next to the assignment it will take you to a new window to edit the contents.

Assign-A-Day
Teacher-created calendars to manage classes and assignments

Update Assignment

Name of Calendar: Middle School Math

1. Enter a date for an assignment or an upcoming event. If you need to choose the date from a popup calendar, click on the little calendar next to the text box. **Note:** Add the date in this format (MM/DD/YYYY).
2. Enter the assignment end date. **(Not required)** If you want the assignment to appear for more than one day, you need to enter an End Date. Also, you have the option to exclude some days, such as weekends, by clicking on the days that you want to exclude until the background color of that day become white not green.
3. Enter the assignment title or the name of the event as you want it to appear on your calendar.
4. Enter the description of the assignment or event. If you want to add a link to another Web page, include the complete URL (i.e. <http://www.4teachers.org/>). If the URL is not prefixed by an "http://" then the URL will not appear as a hyperlink when you or your students view the calendar.

Note: If you want your text to appear in bold or italics insert the following HTML tags around your text:

- for bold use: `your text here`
- for italics use: `<i>your text here</i>`

For example, `<i>Extra Credit: American History Essay</i>` (entered as your assignment title) would appear as *Extra Credit: American History Essay* in

Beginning Date: 02/08/2008

End Date: 02/08/2008

The Days: Sun Mon Tue Wed Thu Fri Sat

Assignment Title: 8th A/P

Assignment Description: mixed review page 207

Edit assignments here

8. Then click “update this assignment”
9. Exit out of each window and logout. This will update the calendar on the website. Please feel free to do this if you are going to add an assignment or if you don’t get to all of your assignments! Thank you so much. Jo Ann