

Durham School



Online Calendar – User Guide

Accessing the new online calendar

The Calendar can be accessed in a number of ways.

Via the School Website (Choose the Events Button and follow the link or click <http://www.durhamschool.co.uk/events.asp>)

Via My Learning (from the main page, In the School Advertiser panel, choose the PINS tab, and select the Information Portal)

By accessing this web link directly <http://www.durhamschoolcalendar.co.uk/week.aspx>

The main sports site can be accessed at <http://www.durhamschoolsport.co.uk/default.asp>



Durham School

Select Date: Mar 2016

Week View (Annotations: Move forward and backwards - a week at a time)

Monday, 14 March 2016

08:30 - 16:30 Science Week (Annotations: Click to see an individual day/Date, Click to see more details of the event)

Grid | List (Annotation: Change the current calendar view)

TODAY

THIS WEEK (Annotation: Quick Access to week / month views)

THIS MONTH

CALENDAR SYNC (Annotation: Calendar Synchronisation Options)

16:00 Netball Girls-U18A vs Emmanuel College Location: A (Annotation: Main Calendar Filters)

Tuesday, 15 March 2016

11:00 Rugby Sevens Boys-U16A vs St George's College, Weybridge Location: N Sport, Rugby Sevens, Fixture (Annotation: Sports Calendar Filters)

Filter Calendar

- Select All
- Categories
 - Select All
 - Bow Events
 - Bow Trips
 - DoFE and CCF
 - Old Dunelmians
 - Senior Academic
 - Senior Events
 - Senior Music & Drama
 - Senior Trips
 - Staff & Governors
- Sport
 - Select All
 - Fixtures
 - Competitions
 - Other Events

List View / Grid View

This option allows you to change the view of the calendar as follows

List View

< **Week View** >

Monday, 14 March 2016

08:30 - 16:30 **Science Week**
Senior Events [Details](#)

09:30 - 10:30 **Badgers New Parents Taster Morning**
Location: Badger Nursery
Bow Events [Details](#)

16:00 **Netball Girls-U18A vs Emmanuel College**
Location: A
Sport, Netball, Fixture [Details](#)

Tuesday, 15 March 2016

11:00 **Rugby Sevens Boys-U16A vs St George's College, Weybridge**
Location: N
Sport, Rugby Sevens, Fixture [Details](#)

Grid View

Mar 2016

Su	Mo	Tu	We	Th	Fr	Sa
		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	30	31		

Grid List

Week View > **Mon, 14 Mar 2016**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14 Mar	15 Mar	16 Mar	17 Mar	18 Mar	19 Mar	20 Mar
08:30 Science Week	11:00 Rugby Sevens	08:00 School Produ	08:00 Governors Mi	08:30 'Movement o	14:30 School Produ	
09:30 Badgers New	12:00 Chemistry Trij	08:30 Science MINT	08:00 School Produ	16:50 Evening Wors	19:30 School Produ	
16:00 Netball Girls-I	13:00 Rugby Sevens	11:00 Rugby Sevens	08:15 Oxbridge Con	19:30 School Produ		
	14:00 Rugby Sevens	12:00 Rugby Sevens	19:30 School Produ	19:30 DSFC Rugby E		
	15:20 Rugby Sevens	13:20 Rugby Sevens				

TODAY

THIS WEEK

THIS MONTH

CALENDAR SYNC

- By Clicking on an event above, the screen will expand to show all events for that day

Tuesday 15 March 2016

11:00 **Rugby Sevens Boys-U16A vs St George's College, Weybridge**
Venue: N
Sport, Rugby Sevens, Fixture [Details](#)

12:00-17:00 **Chemistry Trip: National Schools Analyst Competition**
Year 12 Chemists
Venue: Sunderland University
Senior Events [Details](#)

13:00 **Rugby Sevens Boys-U16A vs Lord Wandsworth College**
Venue: N
Sport, Rugby Sevens, Fixture [Details](#)

14:00 **Rugby Sevens Boys-U16A vs Warwick School**
Venue: N
Sport, Rugby Sevens, Fixture [Details](#)

15:20 **Rugby Sevens Boys-U16A vs Berkhamsted School**
[Details](#)

Filtering Calendar

The calendar can be filtered to only show events which are you interested in (this will need to be done each time you load the calendar again)

By removing “ticks” from the boxes, will start to only show those calendar events which match the remaining boxes which are ticked.

For Example, you could take the tick out of the sport section (Select All), to remove all sporting events. The choice is yours.

The image displays two side-by-side screenshots of a 'Filter Calendar' interface. Both screenshots have a title 'Filter Calendar' at the top left.

Left Screenshot (All filters checked):

- Select All

- Categories**
-
- Select All

- Bow Events
- Bow Trips
- DofE and CCF
- Old Dunelmians
- Senior Academic
- Senior Events
- Senior Music & Drama
- Senior Trips
- Staff & Governors

- Sport**
-
- Select All

- Fixtures
- Competitions
- Other Events

Right Screenshot (Sport section unselected):

- Select All

- Categories**
-
- Select All

- Bow Events
- Bow Trips
- DofE and CCF
- Old Dunelmians
- Senior Academic
- Senior Events
- Senior Music & Drama
- Senior Trips
- Staff & Governors

- Sport**
-
- Select All

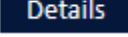
- Fixtures
- Competitions
- Other Events

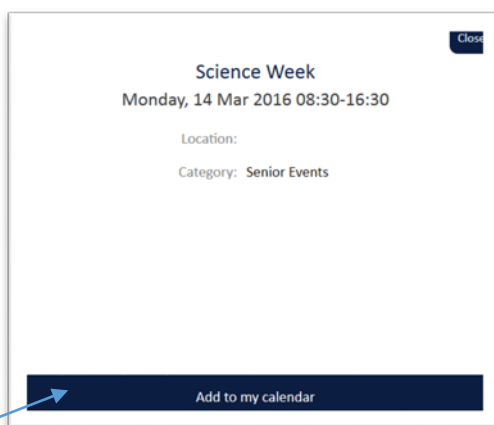
Adding Events to your own calendar (phone or computer)

The system allows for you to download or link live to the school calendar. Please take care in what you synchronise to as you may see more events than you wish.

Each event in the calendar, sporting or non-sporting, will allow you to download a calendar file (which is recognised by most mail programs) and this will add the event to your own calendar (phone or computer etc.).

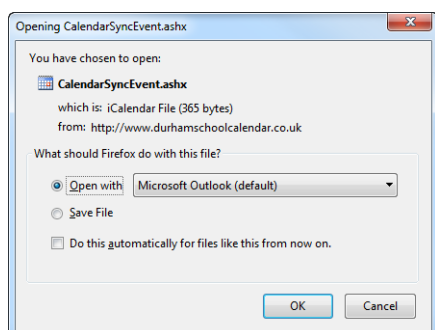
Adding a single event

Locate the event in the calendar, click on the Details button . The pop up window will appear as below.



- Click on the Add to my calendar button

A message (similar) to the one below will appear (on a laptop or PC). The system is asking you to save or open the calendar file (for that one event). Depending on your email program installed on your computer, you may be able to open it directly into that program.



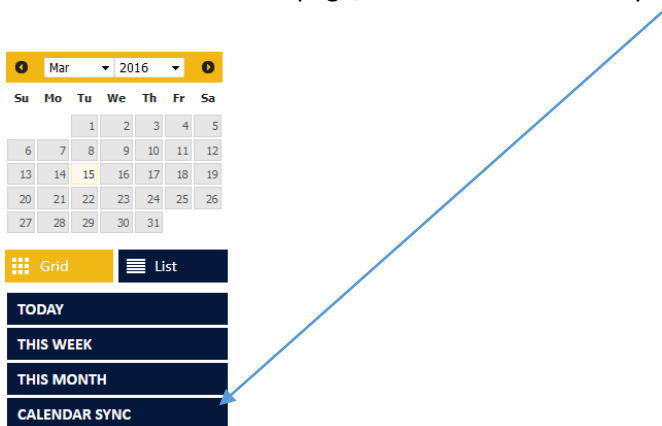
On a mobile phone, you will see a screen appear (appropriate to your mobile device).

If your email is only accessible via an internet browser and not setup on a laptop, computer or phone, you can choose to save the file first (choose the save file option above), then in your web browser calendar, you can choose to import that event file (*systems do vary).

Adding a live link to your own calendar

You are able to synchronise the full calendar (including sports or a filtered version if you choose.)

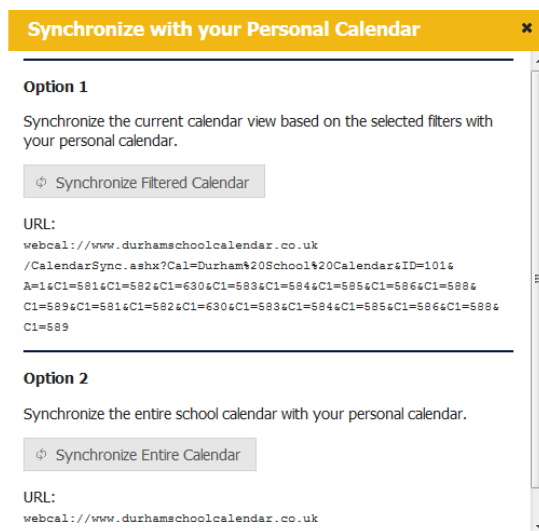
From the main calendar page, choose the Calendar Sync button.



The following screen window will appear. There are two options here,

Option 1 is to link to a filtered version of the calendar (i.e. you have turned on or off the filter calendar categories), the details of this will then be synced and any future editions will automatically appear in your chosen program.

Option 2 is to “live link” to the entire school calendar (including sports fixtures)



Both options will (ask you to save the calendar file or open it – depending on the device you use). Please refer to page 5/6.

Sports Calendar Details

When you click on the details button next to a sporting event, you will see a window like the one below appear.

Again, you can add individual entries to your own calendar (**please note, these are NOT live links! If a sporting event is cancelled, it won't updated your personal calendar**)

Close

Netball
Girls-U18A v Emmanuel College

[Spy opponent](#) [Playing record](#)

Fixture Details	Result Details
Date: Mon 14 Mar 2016	Result: tbc
Time: 16:00	Score: -
Venue: Away Main School	
Type: Friendly	

Add to my calendar

Tabs at the top of this window will allow you to see details about:-

Durham School (Playing Record)

Opponent team (Spy Opponent)

Girls-U18A Netball 2015/16

Coach: Mrs S. Sweeting

All Fixtures (21) Regular (11) Competition (10)

Playing Summary

Played	Won	Drawn	Lost	Goals For	Goals Against	Goals Difference
18	10	2	6	224	243	-17

Fixtures & Results

Time / Date	Venue	Opponent	Result	Type	Details
14:30 Wednesday 30 Sep 2015	Away	St Leonards Catholic School	Win 7 - 3	Tournament Final	Details
15:30 Wednesday 30 Sep 2015	Away	Park View School	Win 13 - 2	Tournament Final	Details
15:30 Wednesday 30 Sep 2015	Away	Durham Johnston School	Draw 8 - 8	Tournament Final	Details

Emmanuel College

Playing Summary

Played	Won	Drawn	Lost	Goals For	Goals Against	Goals Difference
0	0	0	0	0	0	0

Fixtures & Results

Time	Date	Venue	Opponent	Result	Type	Details
16:00 Mon	14 Mar 2016	Home	Durham School	tbc	Friendly	

Other details which can be clicked to see more information are the

Venue Map and the type of fixture (this, in some instances, can be a link to another page)

Main School

Fixture Details	Result Details
Date: Mon 14 Mar 2016	Result: tbc
Time: 16:00	Score: -
Venue: Away Main School	
Type: Friendly	

Add to my calendar

For all of the latest sports fixtures and results visit the [sports website](#)

Main Sports Site

At the bottom of the details page above, there is a link to the main sports website for that team and will show further information of fixtures and results.