

Setting intervals in the Calendar

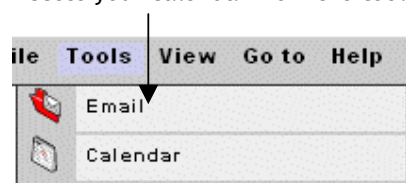
Calendar Intervals

Calendar intervals allow you to specify time periods to appear on your school, staff and students calendars to represent how your school day is broken up. You can set them, for example so the time period 9:00am to 10:00am is represented on the calendar as 'First Period'.

When staff or students within your organisation go to add an appointment, if they click in the area you have marked as 'First period' it will open an appointment screen with that time period pre-populated.

How to add intervals to a Calendar for your staff and students

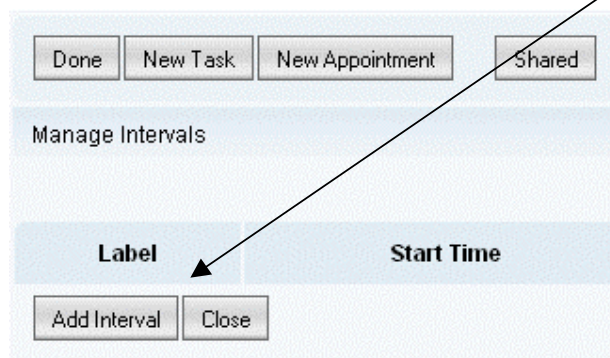
1. Log in to your account
2. Access your calendar from the tools dropdown on the toolbar



3. On the main calendar screen choose the intervals option



4. This will take you to a screen where you can configure the intervals for your organisation. To add a new interval click the 'add interval' button



Setting intervals in the Calendar

- On the create interval screen you can specify the name of the interval (for example; period 1) as well as the start and end times for that interval. The final option 'scope' allows you to set which days that interval will appear on.

Display Label	Period 1
Start Time	09 : 00
End Time	10 : 00
Scope	WEEKDAY
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- When you have completed the details on this screen click save
- Continue to add intervals as required

Label	Start Time	End Time
Period 1	09:00	10:00
Period 2	10:00	11:00
Period 3	11:00	12:00
Lunch	12:00	13:00
Period 4	13:00	14:00
Period 5	14:00	15:00

- Once complete you can view how your intervals will be displayed by clicking into either the weekday or 5-day views on the calendar

0900	Period 1	Period 1
1000	Period 2	Period 2
1100	Period 3	Period 3
1200	Lunch	Lunch
1300	Period 4	Period 4