



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Calendar Module 2016

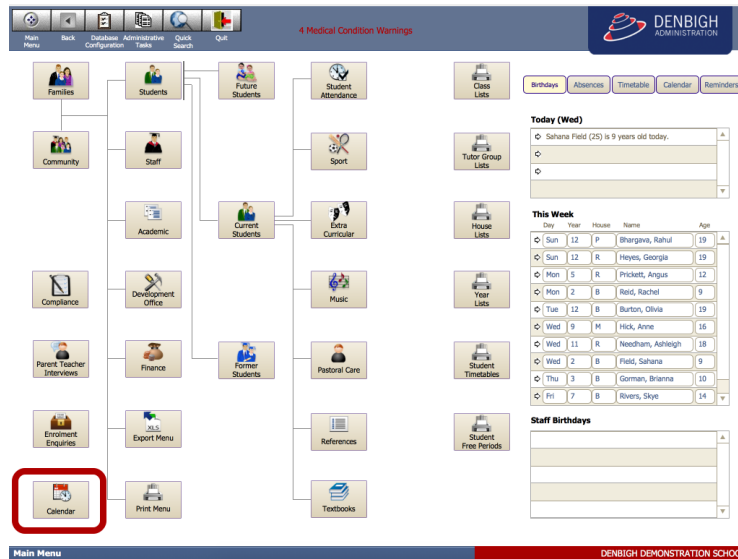
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Denbigh Calendar

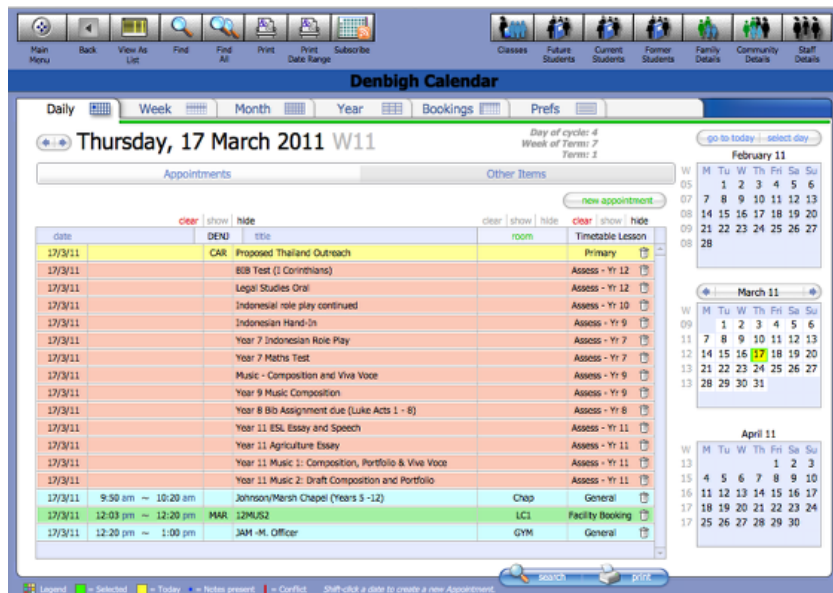
Instructions for the Calendar Module

The Calendar File



The Calendar File

Day View



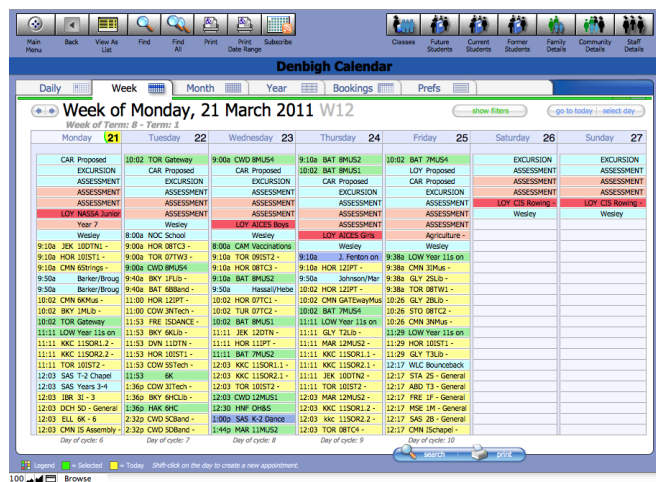
Day view is the default screen

Calendar Tabs



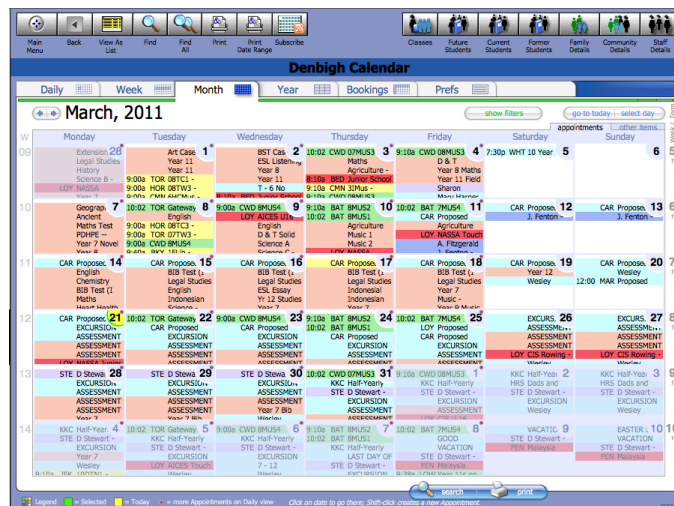
View the calendar by day, week, month or year.

Week View



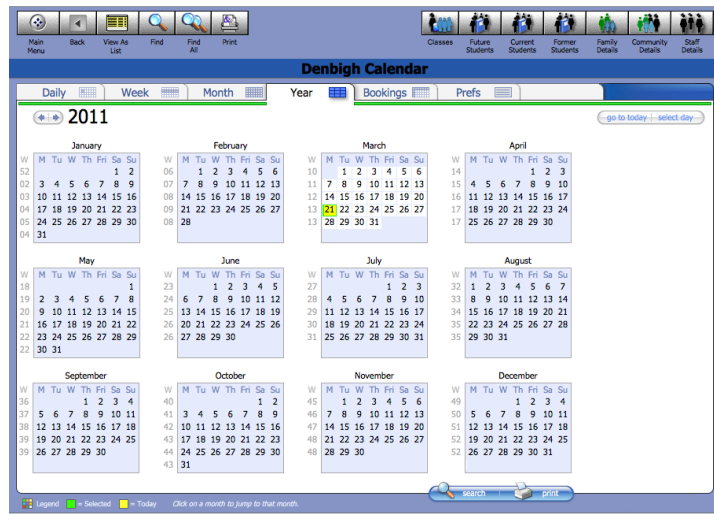
Weekly View

Month View



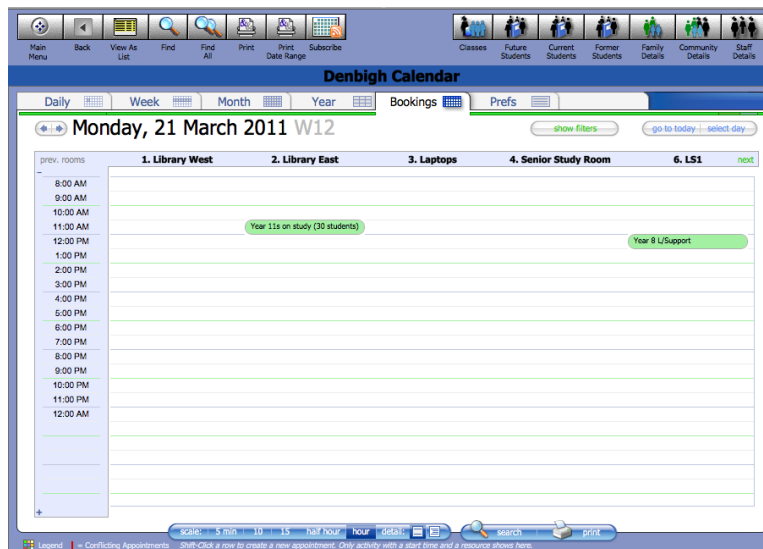
Monthly View

Year View



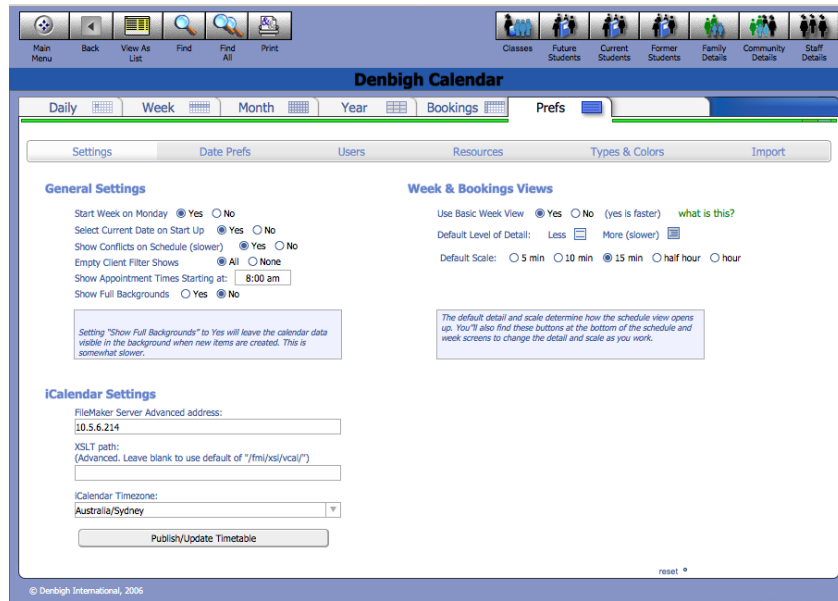
Yearly View

Room/Resource Bookings



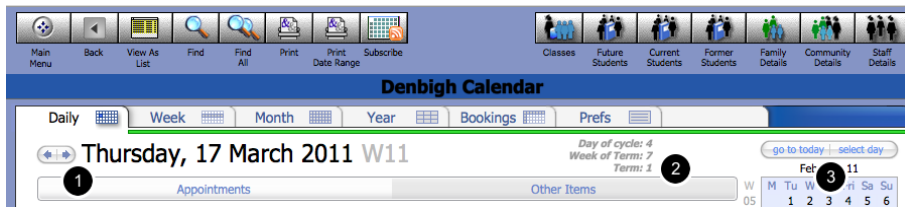
Room/Resource Bookings Screen

Preferences



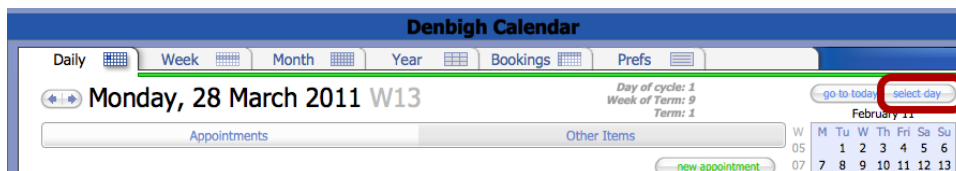
Calendar preference settings for the dates, users, resources (rooms), color themes and iCalendar Settings. If configured on your server you can publish your timetable to your iCal. Publish/Update timetable publishes timetables for 1 term only. Must be run any time during or before the next term.

Viewing Calendar Dates



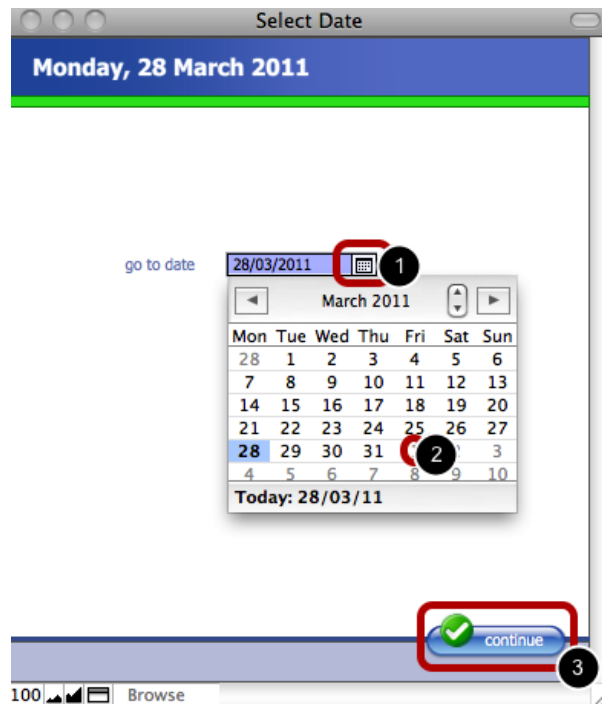
1. Moving a day at a time.
2. Information regarding the school calendar.
3. Go to today or select a date to go to.

To go to a specific Date



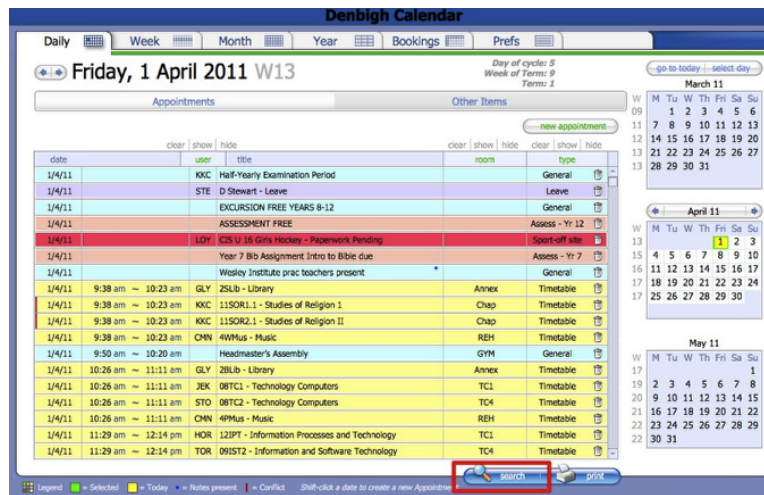
Click select day

Select a Date to view

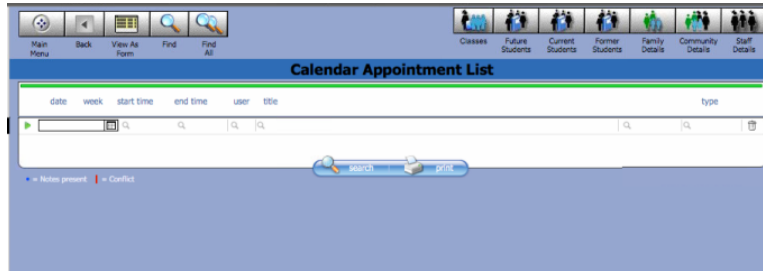


1. Click the calendar button
2. Choose the day to view
3. Click continue

Searching



Click the search button



Enter either a date, user code, details of the item, a user code or type.

Search Results

| date | week | start time | end time | user | title | rooms | type |
|----------------|------|------------|----------|------|---|-------|----------------|
| 16/02/2010 W09 | | 7:45 am | 2:40 pm | BGS | Junior School Swimming Carnival | | Sport-off site |
| 18/02/2010 W09 | | 7:45 am | 2:40 pm | LOY | Middle School and Senior School Swimming Carnival | | Sport-off site |
| 26/02/2010 W12 | | 7:45 am | 2:40 pm | LOY | Proposed Junior CIS Swimming Carnival | | General |
| 2/03/2010 W09 | | 7:00 pm | | LOY | TBC NASSA Junior Swimming Carnival | | Sport-off site |
| 3/03/2010 W09 | | 6:00 pm | | LOY | NASSA Senior Swimming Carnival | | Sport-off site |
| 1/04/2010 W13 | | | | LOY | AICES Swimming Carnival - Paperwork Pending | | Sport-off site |
| 28/04/2010 W17 | | 7:00 pm | 11:00 pm | LOY | CIS Swimming - Paperwork Pending | | Sport-off site |
| 29/04/2010 W17 | | | | LOY | CIS Swimming - Paperwork Pending | | Sport-off site |
| 15/02/2011 W07 | | 7:45 am | 3:25 pm | BGS | Junior School Swimming Carnival | | Sport-off site |
| 17/02/2011 W07 | | 7:45 am | 3:25 pm | LOY | Middle School and Senior School Swimming Carnival | | Sport-off site |
| 1/03/2011 W09 | | 7:00 pm | | LOY | TBC NASSA Junior Swimming Carnival | | Sport-off site |
| 2/03/2011 W09 | | 6:00 pm | | LOY | NASSA Senior Swimming Carnival | | Sport-off site |
| 25/03/2011 W12 | | | | LOY | Proposed Junior CIS Swimming Carnival | | General |
| 31/03/2011 W13 | | | | LOY | AICES Swimming Carnival - Paperwork Pending | | Sport-off site |
| 27/04/2011 W17 | | 7:00 pm | 11:00 pm | LOY | CIS Swimming - Paperwork Pending | | Sport-off site |
| 28/04/2011 W17 | | | | LOY | CIS Swimming - Paperwork Pending | | Sport-off site |

The search results appear in a list view of appointments.

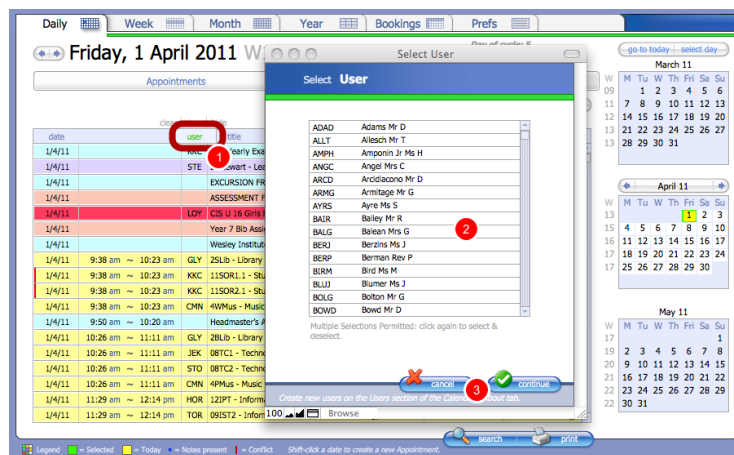
Filtering the Calendar

| date | user | title | room | type |
|--------|------|--------------------------------|------|---------|
| 1/4/11 | KKC | Half-Yearly Examination Period | | General |
| 1/4/11 | STE | D Stewart - Leave | | Leave |
| 1/4/11 | | EXCURSION FREE YEARS 8-12 | | General |

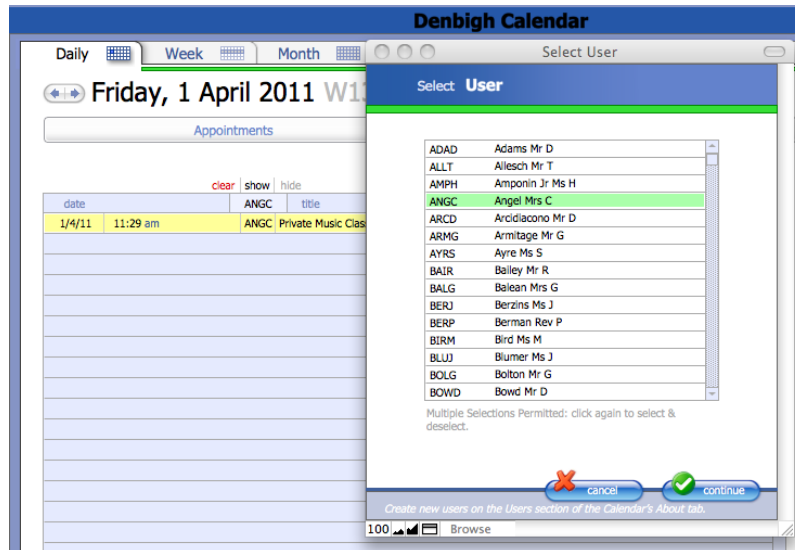
Red boxes highlight the 'clear', 'show', and 'hide' buttons for the 'user', 'room', and 'type' columns.

The filter function allows filtering of users, rooms or type of calendar item.

Filter by user

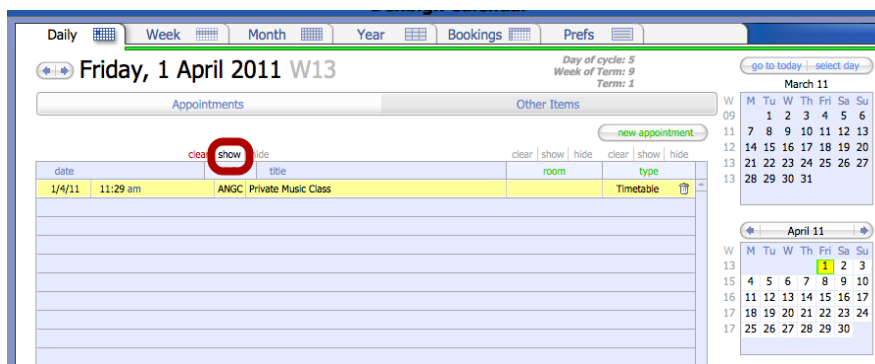


1. Click on the User Field
2. Choose the staff code
3. Click Continue.



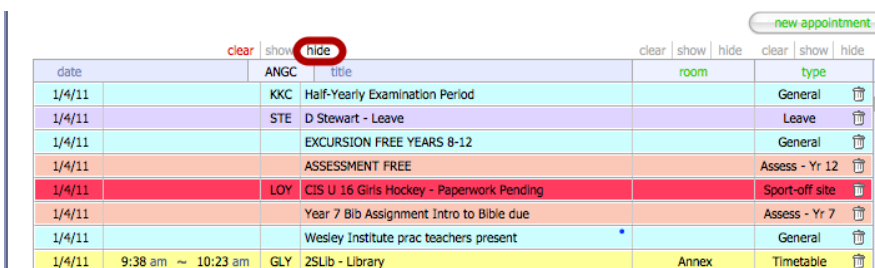
Multiple Selections can be made, click again to select or deselect.

Filter - Clear filter



Click the Show button to clear the filter.

Filter - Hide



Click the Hide button to hide either a user, room or type. Clear the filter as before.

Screen Annotations - Conflicts

| date | user | title | room | type |
|--------|---------------------|--|-------|----------------|
| 1/4/11 | KKC | Half-Yearly Examination Period | | General |
| 1/4/11 | STE | D Stewart - Leave | | Leave |
| 1/4/11 | | EXCURSION FREE YEARS 8-12 | | General |
| 1/4/11 | | ASSESSMENT FREE | | Assess - Yr 12 |
| 1/4/11 | LOY | CIS U 16 Girls Hockey - Paperwork Pending | | Sport-off site |
| 1/4/11 | | Year 7 Bib Assignment Intro to Bible due | | Assess - Yr 7 |
| 1/4/11 | | Wesley Institute prac teachers present | | General |
| 1/4/11 | 9:38 am ~ 10:23 am | GLY 2SLib - Library | Annex | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | KKC 11SOR1.1 - Studies of Religion 1 | Chap | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | KKC 11SOR2.1 - Studies of Religion II | Chap | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | CMN 4WMus - Music | REH | Timetable |
| 1/4/11 | 9:50 am ~ 10:20 am | Headmaster's Assembly | GYM | General |
| 1/4/11 | 10:26 am ~ 11:11 am | GLY 2BLib - Library | Annex | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | JEK 08TC1 - Technology Computers | TC1 | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | STO 08TC2 - Technology Computers | TC4 | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | CMN 4PMus - Music | REH | Timetable |
| 1/4/11 | 11:29 am ~ 12:14 pm | HOR 12IPT - Information Processes and Technology | TC1 | Timetable |
| 1/4/11 | 11:29 am ~ 12:14 pm | TOR 09IST2 - Information and Software Technology | TC4 | Timetable |

Legend: Selected Today Notes present Conflict Shift-click a date to create a new Appointment.

Red bar on beside a date denotes that there is Conflict. A duplication of time and room.

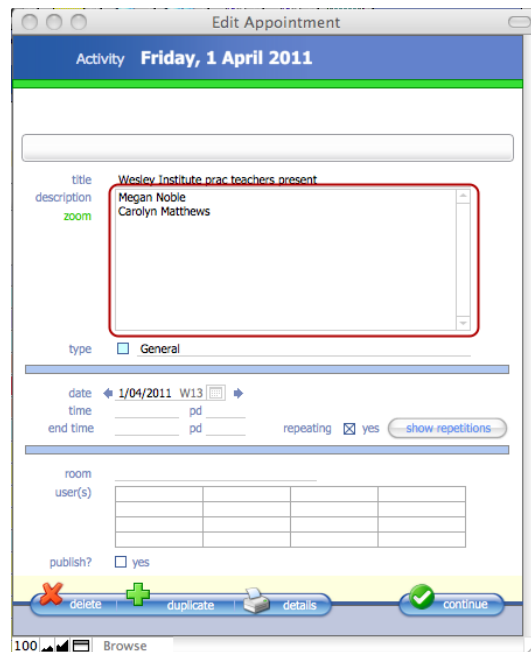
Screen Annotations - Notes Present

| date | user | title | room | type |
|--------|---------------------|--|-------|----------------|
| 1/4/11 | KKC | Half-Yearly Examination Period | | General |
| 1/4/11 | STE | D Stewart - Leave | | Leave |
| 1/4/11 | | EXCURSION FREE YEARS 8-12 | | General |
| 1/4/11 | | ASSESSMENT FREE | | Assess - Yr 12 |
| 1/4/11 | LOY | CIS U 16 Girls Hockey - Paperwork Pending | | Sport-off site |
| 1/4/11 | | Year 7 Bib Assignment Intro to Bible due | | Assess - Yr 7 |
| 1/4/11 | | Wesley Institute prac teachers present | | General |
| 1/4/11 | 9:38 am ~ 10:23 am | GLY 2SLib - Library | Annex | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | KKC 11SOR1.1 - Studies of Religion 1 | Chap | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | KKC 11SOR2.1 - Studies of Religion II | Chap | Timetable |
| 1/4/11 | 9:38 am ~ 10:23 am | CMN 4WMus - Music | REH | Timetable |
| 1/4/11 | 9:50 am ~ 10:20 am | Headmaster's Assembly | GYM | General |
| 1/4/11 | 10:26 am ~ 11:11 am | GLY 2BLib - Library | Annex | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | JEK 08TC1 - Technology Computers | TC1 | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | STO 08TC2 - Technology Computers | TC4 | Timetable |
| 1/4/11 | 10:26 am ~ 11:11 am | CMN 4PMus - Music | REH | Timetable |
| 1/4/11 | 11:29 am ~ 12:14 pm | HOR 12IPT - Information Processes and Technology | TC1 | Timetable |
| 1/4/11 | 11:29 am ~ 12:14 pm | TOR 09IST2 - Information and Software Technology | TC4 | Timetable |

Legend: Selected Today Notes present Conflict Shift-click a date to create a new Appointment.

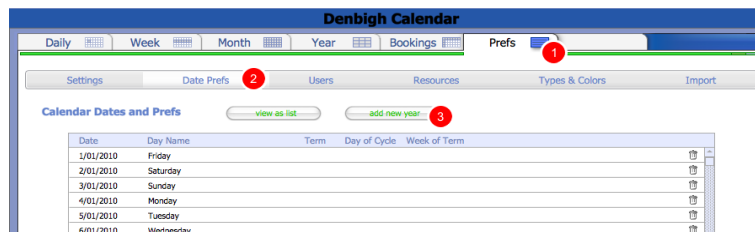
A Blue Dot denotes that there are more details in the item.

Notes Present



Details in the calendar item.

Preferences - Date Prefs - Adding a New Year



1. Click the Preferences Tab
2. Date Preferences tab
3. Click to **add New Year**. (Note the data preferences need to be set for other modules to reference.)

Preferences - Add New Year (older systems)

Add Year

Add New Year

Please complete the term details for the new year to be added to the calendar.

2012

| | Start Date | End Date | First Day of Cycle (i.e 1 - 10) |
|--------|----------------------|----------------------|------------------------------------|
| Term 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Enter the term dates and the First day of Cycle for the term. Example school starts on a Wednesday the day of cycle would be day 3 for a 5-day timetable and day 8 for a 10-day timetable.

Preferences - Add New Year (New)

Add Year

Add New Year

You will need to have:

- 1) The Start Date for each term
- 2) The start date's day of timetable cycle each term
- 3) The end date for each term
- 4) Any variations from these values for specific academic years
- 5) A list of public holiday dates.

Follow the steps to create the year as above. Allows for different years starting on different days per term. NOTE: Ensure that once created that public holidays are then removed as a day of cycle if they occur within a term. Eg. Australia Day Holiday. Remove the "1" from the day of cycle field on that date.

Add New Year - Dates

Please complete the term details for the new year to be added to the calendar.

2017

| | Start Date | First Day of Cycle (i.e 1 - 10) | End Date |
|--------|----------------------|---------------------------------|----------------------|
| Term 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Term 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please list the Public Holiday Dates for 2017

Public Holiday dates

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Next -->

Enter the Calendar year to be created.

Please complete the term details for the new year to be added to the calendar.

2017

| | Start Date | First Day of Cycle (i.e 1 - 10) | End Date |
|--------|------------|---------------------------------|------------|
| Term 1 | 29/01/2016 | 2 | 4/04/2016 |
| Term 2 | 29/01/2016 | 1 | 21/01/2016 |
| Term 3 | 16/01/2016 | 2 | 27/01/2016 |
| Term 4 | 14/01/2016 | | 13/01/2016 |

Please list the Public Holiday Dates for 2017

Public Holiday dates

| |
|----------------------|
| Fri, 29 Jan 2016 |
| Fri, 8 Jan 2016 |
| Sat, 16 Jan 2016 |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Next -->

Enter the Start and End of term dates. Enter the first day of cycle (eg as the 29/1 is a Tuesday this school will start on the 2nd day of the school timetable). Enter the Public holidays that occur within the school term (so they are not counted in student absences and to skip timetables days).

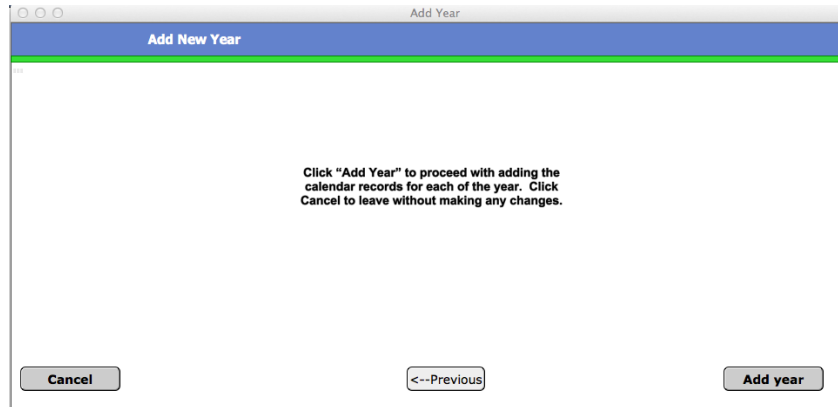
Add New Year - Dates per year group

Add New Year

Make any changes from the default values that are specific for a particular academic year, eg year 8 starting the day after year 7 etc

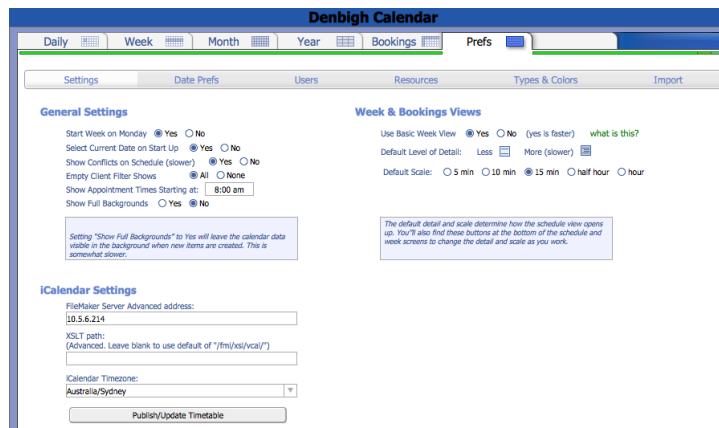
| | Start Date | End Date |
|--------|------------|------------|
| Term 1 | 4/01/2016 | 12/01/2016 |
| Term 2 | 21/01/2016 | 21/01/2016 |
| Term 3 | 23/01/2016 | 27/01/2016 |
| Term 4 | 25/01/2016 | 13/01/2016 |

Update if any years groups that have different starting and finishing dates.



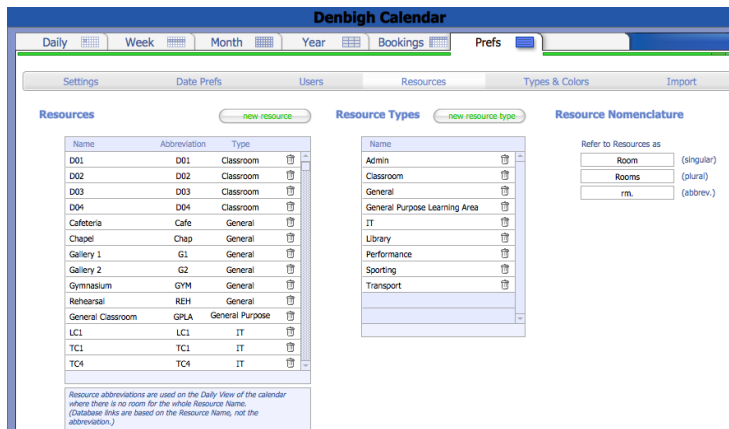
Click "Add Year", then "Ok".

Preferences - Settings



Make any changes to the General settings.

Preferences - Resources



Enter the rooms that require bookings only. If the room is used on the Staff/Student Timetables make sure that the data is entered exactly as it appears in the database configuration - Rooms screen. You could copy and paste the field to insure that it is correct.

Database Configuration - Rooms

| Room | Description | Seating Capacity | Special Features | Owner / Responsible Staff Member |
|-------|--|------------------|------------------|----------------------------------|
| CL ST | Classice Study | | | CARG Mr O Carvalho |
| D0.1 | Design & Tech - Design Centre Ground Floor | | | BAIR Mr R Bailey |
| D0.2 | Metal Wk D&T - Design Centre Ground Floor | | | OWUM Ms M Owusu |
| D0.3 | Woodwork D&T - Design Centre Ground Floor | | | PALA Ms A Palombo |
| D0.4 | Prelary Visual Arts - Design Centre Ground Floor | | | LEEH Ms H Lee |
| D1.1 | Tech Drawing D&T - Design Centre 1st Floor | | | SMAR Mr R Smart |
| D1.2 | Computing D&T - Design Centre 1st Floor | | | STOM Ms M Stokes |
| D1.3 | Dining Room - Design Centre 1st Floor | | | RICO Ms O Richardson |
| D1.3A | Food Technology Lab - Design Centre 1st Floor | | | FUNR Ms R Fung |
| D1.4 | Design & Woodwork - Design Centre 1st Floor | | | AMBB Mrs B Amberg |

Rooms in the database configuration. The Room code here should be used in the Calendar set up.

Adding a new Resource

The screenshot shows the 'Resources' configuration page in the Denbigh Calendar. A red box highlights the 'new resource' button and a table with columns for Name, Abbreviation, and Type. A red circle highlights the 'new resource type' button.

| Name | Abbreviation | Type |
|-------------------|--------------|-----------------|
| CL ST | CL ST | Classroom |
| D.01 | D01 | Classroom |
| D.02 | D02 | Classroom |
| D.03 | D03 | Classroom |
| D.04 | D04 | Classroom |
| Cafeteria | Cafe | General |
| Chapel | Chap | General |
| Gallery 1 | G1 | General |
| Gallery 2 | G2 | General |
| Gymnasium | GYM | General |
| Rehearsal | REH | General |
| General Classroom | GPLA | General Purpose |
| LC1 | LC1 | IT |

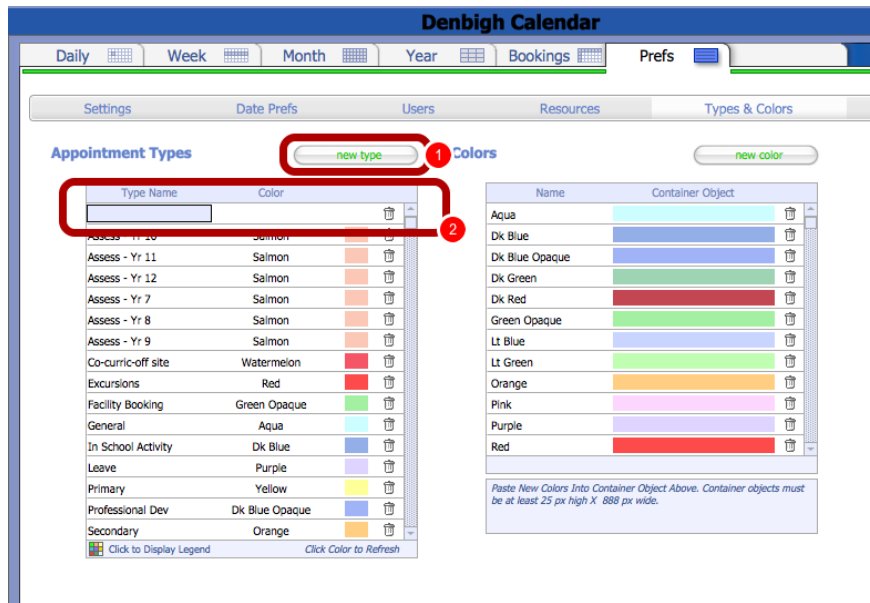
1. Click **new resource**
2. Enter the Name of the resource, abbreviation and type.

Bookings - Resource (rooms)

The screenshot shows the 'Bookings' view in the Denbigh Calendar for Thursday, 31 March 2011. The view displays a grid of time slots for five rooms: 1. Library West, 2. Library East, 3. Laptops, 4. Senior Study Room, and 6. LS1. A red box highlights the 'prev. rooms' button and a red circle highlights the 'next' button.

The bookings display the current day and only 5 rooms at a time. Click **prev. rooms** and **next** to view the next 5 rooms.

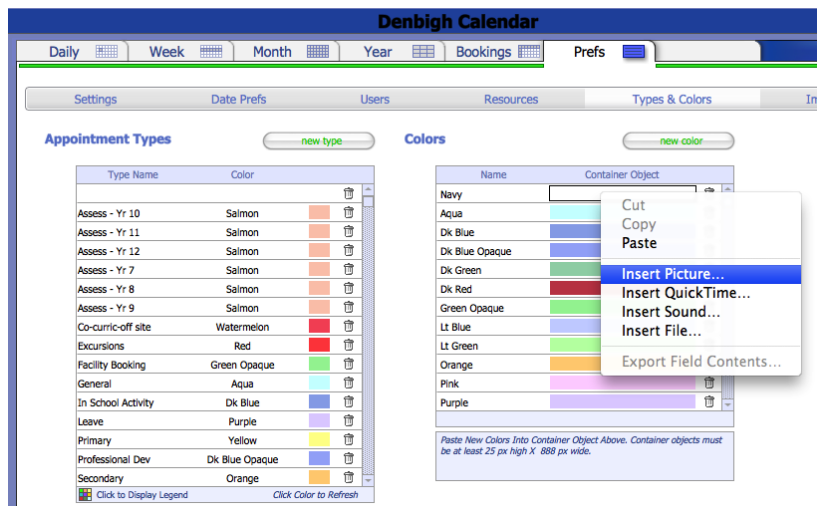
Preferences - Types & Colors - Appointment Types



Every appointment type is color-coded. To create a new Appointment Type,

1. Click **new type**
2. Enter the type details.

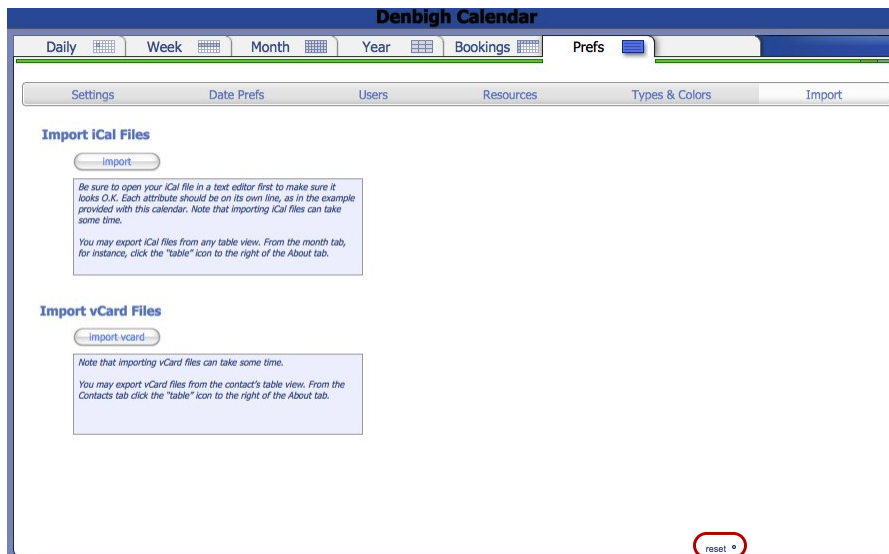
Preferences - Types & Colors - Colors



To create a new color,

1. Click **new color**
 2. Name the color
 3. Insert the Picture file that was created.
- Note that the objects must be at least 25px high x 888 PX wide.

Preferences - Import



Tooltip: The reset button (which appears on most layouts) will recreate the 6 required records to be able to display data in month view. It should never be required to run, but if an administrator deletes any of those 6 records accidentally, or without knowing what they are doing, clicking the reset button recreates them correctly.