

WebEvent Training

Scheduling events within a school system as large as Knox County has always been a problem. Too often we plan an event only to discover that there is a conflict between it and another event or even several events.

Our calendars serve several audiences as well:

- Staff
- Parents
- Students
- The Community at large

Our calendars may be individual schools, departments, or functions.

Scheduling – and maintaining a record of schedules – is a difficult problem in such a large system.

Web event online is a means to coordinate calendars across the system.

Web Event is a district wide calendar system.

Online calendars can be updated instantly. The user will know that the calendar of events being looked at is the most current available.

USER FRIENDLY FUNCTIONS:

- A. Subscription via Email to your calendar or any calendar
- B. Customized viewing of any calendar
- C. Printing your calendar in any format the user desires
- D. Exporting events to their personal calendars or software.

A. Calendars can be subscribed to by the parent, staff, student, etc.

Calendars can be subscribed to by email – Additions and changes are automatically emailed to the subscriber. The subscriber can also request reminder notices to be sent by the calendar so that events are not forgotten. Parents, staff, students may subscribe to the calendar.

B. Users may customize their calendar viewing.

The user may choose to see only your school calendar. Or the user may view the high school, middle school, and elementary school calendar if the user has children in different schools.

The online calendar can be searched for events.

Or sorted by category, and across time.

Users select to view multiple calendars at the same time. For example, if a parent has a student in the middle school and the elementary school, both calendars could be viewed at the same time.

C. Printing

Users can print the calendar as a daily, weekly, two week, or monthly in either grid view or list view. This gives the user control over how to use your calendar for their needs.

D. Exporting to other software, Palms, iCal,, excel etc.

PROMOTION AND PLANNING OF EVENTS:

The online calendar offers an excellent way to promote your school's events.

Each entry not only has a title, date and time, but also may include a description of the event, images, and links to websites such as your school website or others to provide more information. It is an excellent place to provide parents, staff, and students with details about the event that may otherwise get lost in a handout pinned to a Kindergartner's shirt, for example. When planning an event, you may look at different calendars to see what other events are planned for a given time and date so that you avoid major conflicts.

And, should something change about the event, it can be changed online and your parent will be notified automatically if they are a subscriber to your calendar.

HOW EASY IS IT TO USE?

Your calendar requires only that there be an administrator for the calendar.

This administrator enters events or approves events for publication. This administrator has a user name and a password to access the calendar.

Entering events is as simple as filling out a form online that asks for the event title, date, and time. Optionally, you may include a description and links to images or websites. You may assign the event a category, such as Athletic Event, Music, Parent Meeting, etc.

Once you click Add the event, it is on the calendar and any automatic notifications are set for email.

You may choose to allow submissions to your calendar by anyone. These submissions will require the approval of the calendar administrator before being posted to your calendar. This is a good way for the staff of a large school to manage events and requests. The individual making the submission will be notified of your decision automatically via email.

OTHER CALENDARS MY BE INCLUDED in yours if you wish.

For example, the COMMON calendar contains test dates, holidays, etc., that are common to all the schools. This means that you would not have to enter these kinds of dates in your calendar. It would be populated automatically with this information.

CALENDARS CAN BE PRINTED and EXPORTED as well.

Any calendar can be printed at any time. The user can determine how the calendar will be viewed: day, week, two week, month or year and as a calendar or list.

Events in the calendar can be exported for use in other calendar software including Outlook, iCal, excel and others.

HOW TO GET STARTED:

Visit the calendar page on the district website. You will find the link on the home page under “Other Calendars”.

If your school already has a calendar and you are not using it to its full extent, email me and we’ll make sure that you have the access you need or the users you want.

If you don’t have a calendar, email me the names and email addresses of the individuals you want to have administrative access for your calendar. By default, the principal will be an administrator of the school’s calendar, but usually we include 1 or 2 others as well. We will set up your calendar and accounts. Your calendar will then appear on the calendar page and on your school’s profile site. If you have an official school site, we can show you how to add this link to your school site as well. Send requests to David Armstrong email: armstrongd@k12tn.net. Be sure to include the administrators’ names and email addresses.

Current School Calendars:

- A. L. Lotts Elementary School
- Ball Camp Elementary School
- Bearden Elementary School
- Bearden Middle School
- Blue Grass Elementary
- Bonny Kate Elementary
- Beaumont Magnet Academy
- Brickey-McCloud Elementary
- Carter High School
- Carter Middle School
- Carter Elementary School
- Central High School
- Christenberry Elementary School
- Corryton Elementary School
- Dogwood Elementary
- East Knox Elementary School
- Fair Garden Center
- Farragut Primary School
- Gap Creek Elementary

- Gibbs High School
- Green Magnet
- Halls Elementary School
- Hardin Valley Elementary School
- Inskip Elementary
- Karns Elementary
- Karns Middle
- Mooreland Heights Elementary
- Mount Olive Elementary
- New Hopewell Elementary
- Northwest Middle School
- Norwood Elementary School
- Pleasant Ridge Elementary School
- Pond Gap Elementary School
- Powell Elementary School
- Powell High School
- Ritta Elementary
- Rocky Hill Elementary
- Shannondale Elementary
- South Doyle High School
- South Doyle Middle School
- Vine Middle Magnet School
- West High School
- Whittle Springs Middle

Other Calendars:

Administrative Calendar

- Athletic Events Calendar
- Board of Education
- Library Services
- Partners in Education
- Project Grad
- Cafeteria Menu
- Warehouse-Storeroom Delivery Schedule

- SSPDTC - All Professional Development Center Calendars (including those below) Month
- SSPDTC Great Room, Month, Year
- SSPDTC Room 104, Month, Year
- SSPDTC 106, Month, Year
- SSPDTC Room 107, Month, Year
- Instructional Technology (All Calendars)
- Instructional Technology Room 205
- Instructional Technology Room 209
- Instructional Technology Room 214
- Instructional Technology Room 215
- Instructional Technology Room 216
- Instructional Technology Room 218