

Calendars

FrogLearn's calendars are often overlooked as they currently do not integrate with MIS systems or 3rd-party calendars, such as Google or Outlook. They still offer a lot of functionality however and are worth investigating.

One thing to note, a calendar belongs to whoever created it, certain permissions are only available to that user. With this in mind, it's worth creating a calendar admin account. If you create the calendars under your own account, you will be the only one who can share the calendar with anyone else.

You can share calendars and allow others to create events, but as the creator, you are the only one who can do this, not even other admins. You do not need to be logged in as this account to add events.

To create a calendar:

- Click on the **Add** button next to My Calendars
- Give your calendar a name and description
- Then **Availability**:
 - **Restricted** means that your calendar is private and will only be visible to those who you share it with.
 - **Public** allows anyone to view the calendar, although you will still have to specify who can add to it. A public calendar where you can view events when not logged into Frog. So you can add it to a website.
 - **Shared** is very similar to restricted but visible to logged in users.

Each calendar setting can be altered through the calendar settings. Every user gets their own calendar as well. By default, students can manage their own calendar and share this. You can alter these settings in Groups and Policies.

To share a calendar, click on **Invite people to share this calendar**. Unlike with Sites, this sharing system is always based on individuals. If I share a calendar with all staff:

- by clicking on the Groups tab
- then searching for staff
- And clicking Add

The calendar **converts** the profile group to **existing users**. I can remove individuals from this list and click OK. I will have to **periodically reshare** the calendar in order for **new** members of staff to have access.

After clicking OK, you can see that I can alter the control individuals have, either Read or Admin. Admin control allows individuals to add and remove calendar events.

Calendars (cont.)

Calendars and Booking Calendars can be displayed with the Calendar widgets and have events added to them via the **Create Event widget**. There is more information on how to use these in the individual widget guide videos.

You can **create events directly** in the Calendars. You can either:

- Click the **New** button in the top-left

Or

- **Drag to create** an event in the day

Either method opens the New Event pop-up. You can then simply fill in the details. You need to:

- Give you event a title
- Set if it is all day
- Set the start and end times
- Select to have the event repeat, either every day. Weekday etc...
- If you do select a recurrence, you then need to choose an end date. This is handy for quickly adding timetable events, although of course, if your school runs a two week timetable, you'll need to stop the recurrences at each half term.
- You can add notes
- The next option is important to spot. As I have multiple calendars, Frog will default to my personal calendar. I need to select the correct calendar for the event to go into.
- Finally you can send direct invitations to others in the Manage invitations section. This will create an invite within their calendar for them to accept or reject

Users with admin rights can edit or delete any event within that calendar, by clicking on it.

Calendars are a high priority for Frog to redevelop. They are one of the oldest features of the platform and we know they have potential to be much more powerful than they are.