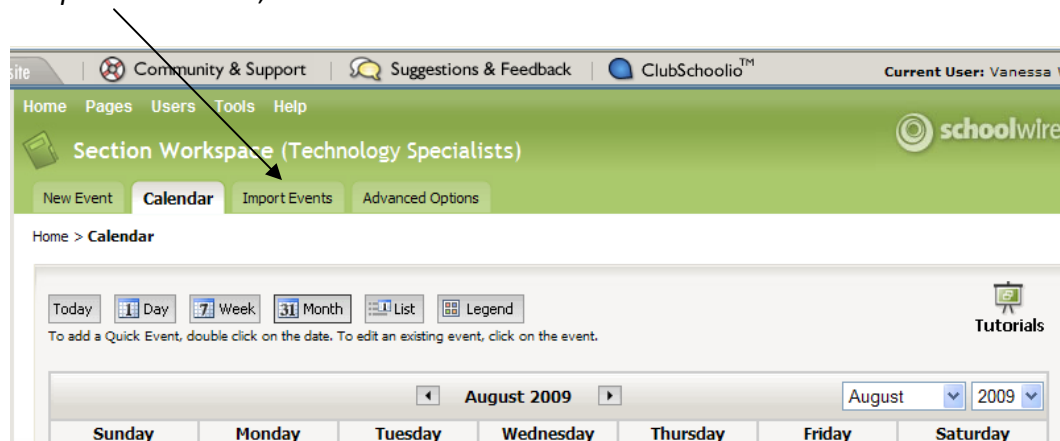


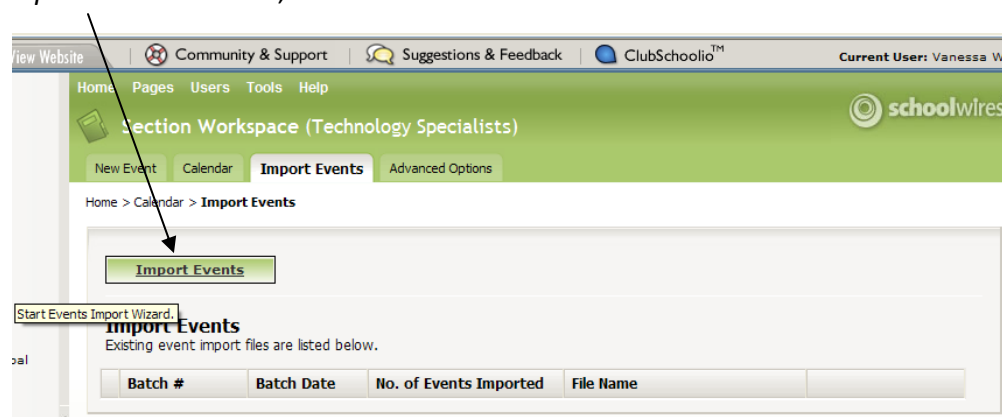
Importing Events in a Schoolwires Calendar

This handout is especially helpful for secretaries/administrative assistants/school webmasters who enter numerous calendar events for the school, department or office.

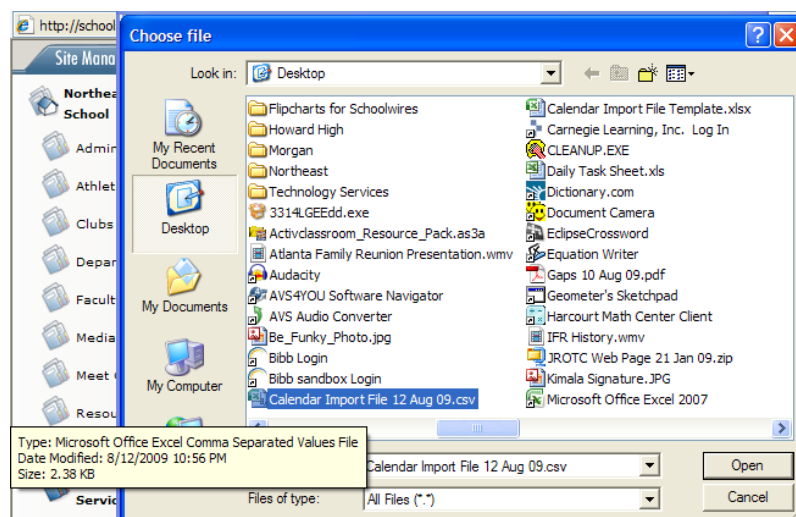
1. Enter your events in the spreadsheet, *Calendar Import File Template*;
(NOTE: You have space for 25 entries; You must choose from the drop down list for the Category entry;)
2. Save the spreadsheet as file type, CSV (Comma delimited) (*.csv);
(NOTE: When naming the .csv file, use the date of your import; For example: Calendar Import 12 Aug 09)
3. Sign in to Schoolwires and enter *Site Manager* mode;
4. Navigate to your calendar area;
5. Click the *Import Events* tab;



6. Click the *Import Events* button;

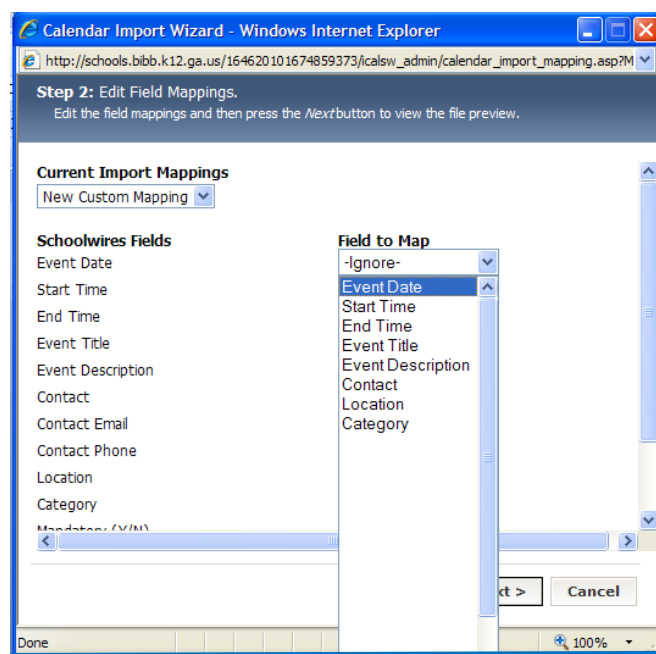


7. Browse to the location of your .csv file and select the file;



8. Click Open;

9. Click Next;



10. When importing for the first time, choose *New Custom Mapping* in the *Current Import Mappings* drop down box; When importing subsequent times, choose the name of your saved import mapping and go to step 12;

11. In the *Field to Map* area, click in the first drop down box and choose the field name that matches the *Schoolwires Fields* name; Repeat for any subsequent fields;
(NOTE: Choose **Ignore** for any fields that do not apply)

12. Click Next;

Step 3: Preview the file..
Preview the file. Click the *Back* button to go back to the import mapping. Click the *Cancel* button to begin Import again. Click the *Next* button to assign the roles that may view these events.

Event Date	Start Time	End Time	Event Title	Event Description
8/13/2009	7:30 AM	3:00 PM	Synergy Training	Logging in; Uploa
8/18/2009	7:30 AM	3:00 PM	Gradebook Setup	Lesson Planner;
8/20/2009	7:30 AM	3:00 PM	Cart Training	Cart Connection;
8/25/2009	7:30 AM	3:00 PM	Laptop Training	Laptop Features

☐ Save this Mapping as

☐ Flag as the default mapping.

You will get a preview of your calendar events; Check for accuracy;

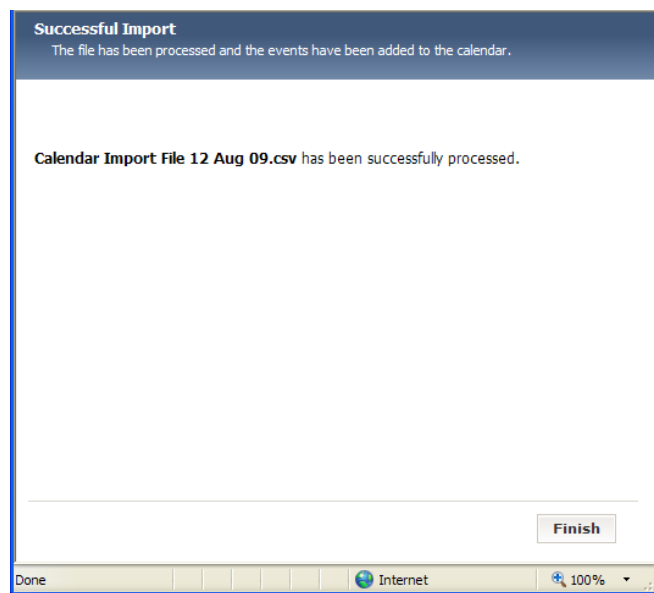
(NOTE: When importing for the first time, check the box to *Save the Mapping as* and enter a name; This could be as simple as the name of your school; Also check the box to *Flag as the default mapping*;))

13. Click Next;

Step 4: Roles.
Click in the checkbox to the left of each role you wish to be able to view this event. Then click the *Next* button to process the import and add the events to the calendar.

<input type="checkbox"/> Admin Assistant/Secretary (137)	<input type="checkbox"/> Grade 8 Teacher (120)	<input checked="" type="checkbox"/> Registered Gu
<input type="checkbox"/> Administrator (110)	<input type="checkbox"/> Grade 9 Student (151)	<input type="checkbox"/> Rice (174)
<input type="checkbox"/> Alexander II (156)	<input type="checkbox"/> Graduation Coach (139)	<input type="checkbox"/> Riley (175)
<input type="checkbox"/> AP Teacher (147)	<input type="checkbox"/> Hartley (165)	<input type="checkbox"/> Rutland High S
<input type="checkbox"/> Appling (182)	<input type="checkbox"/> Heard (166)	<input type="checkbox"/> Rutland Middle
<input type="checkbox"/> Assistant Principal (134)	<input type="checkbox"/> Heritage (167)	<input type="checkbox"/> SASI Clerk/Re
<input type="checkbox"/> Ballard-Hudson (185)	<input type="checkbox"/> High School Department Chair (130)	<input type="checkbox"/> Skyview (176)
<input type="checkbox"/> Barden (157)	<input type="checkbox"/> High School ELA Teacher (122)	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Bernd (158)	<input type="checkbox"/> High School Fine Arts Teacher (131)	<input type="checkbox"/> Southwest (19
<input type="checkbox"/> Bloomfield (183)	<input type="checkbox"/> High School Math Teacher (123)	<input type="checkbox"/> Special Ed Tea
<input type="checkbox"/> Board Member (115)	<input type="checkbox"/> High School PE/Health Teacher (132)	<input type="checkbox"/> Sponsoring Te
<input type="checkbox"/> Brookdale (159)	<input type="checkbox"/> High School Science Teacher (125)	<input type="checkbox"/> Springdale (17
<input type="checkbox"/> Bruce (160)	<input type="checkbox"/> High School Social Studies Teacher (124)	<input type="checkbox"/> Student (150)
<input type="checkbox"/> Burdell-Hunt (161)		

(NOTE: When importing for the first time, select the user roles you want to view your calendar events and click *Next*;))



You will receive confirmation that your import has been successfully processed;

14. Click *Finish*;

15. Click the *View Website* tab and view your new calendar events;