

## Module 4

# Calendar & Events



# Module 4 - Calendar and Events

Within this training module, you will familiarise yourself with:

- 4.0 Purpose of calendar and events
- 4.1 Creating an event from a gap analysis
  - 4.1a Editing progressions within an event
- 4.2 Creating an event from the calendar
  - 4.2a Creating a repeating event from the calendar
- 4.3 Creating a group from an event
- 4.4 Marking/removing progress and attaching evidence through calendar events
  
- 4.5 Purpose of design for learning(DFL) page
- 4.6 Opening, viewing and editing a DFL page
- 4.7 Duplicating a calendar event

# Module 4.0 - Purpose of Calendar and Events

The calendar can be used to:

- Store planned events for easy access for marking
- Share planning and progressions with groups of learners and whānau
- Share planning with colleagues

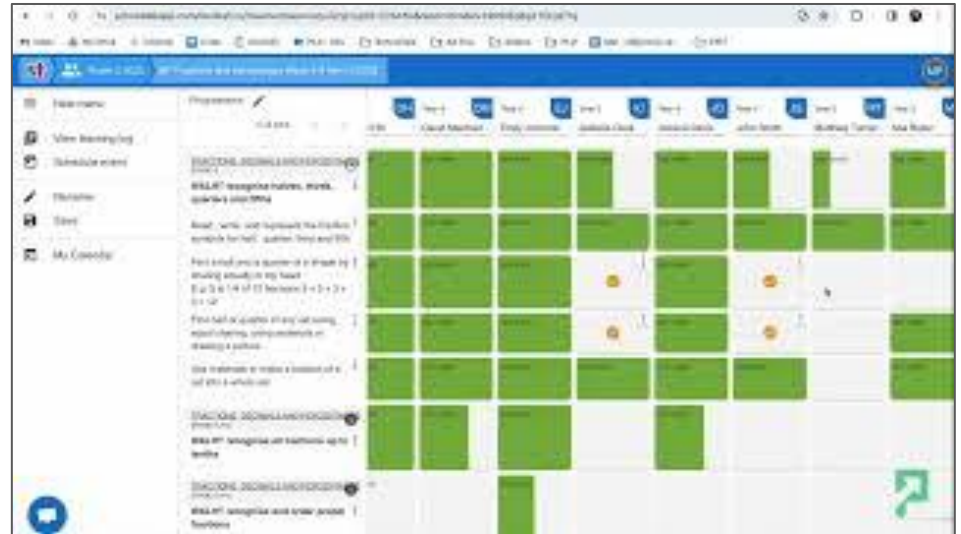
Events can also be created to:

- Support learners to upload evidence against specific progressions
- Set home learning tasks/deadlines

# 4.1 Creating an Event from a Gap Analysis

When you are viewing a gap analysis, you will be able to identify groups of learners who have gaps in their learning that need filling, and groups who show opportunities to extend. You can easily create an event for these groups of these learners, which will be accessible from your teacher calendar.

This video will show you how.



# 4.1a Editing progressions within an event

When reflecting on your teaching and planning, you might realise that you need to add further progressions or remove progressions from a calendar event.

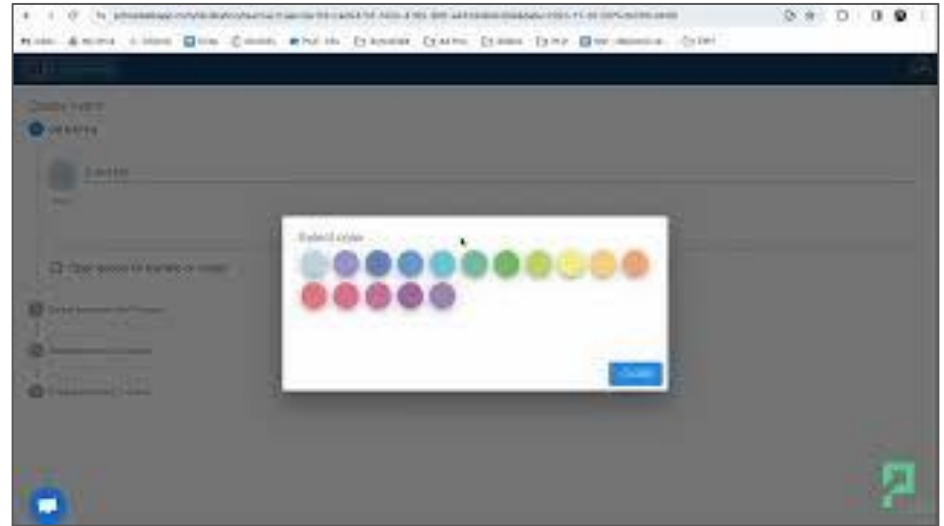
This video will show you how to edit the progressions that are attached to a calendar event.



## 4.2 Creating an event from the calendar

You might have a group of learners and some specific lessons in mind, it might even be a whole class lesson - it is simple to create a calendar event for these lessons on the calendar itself.

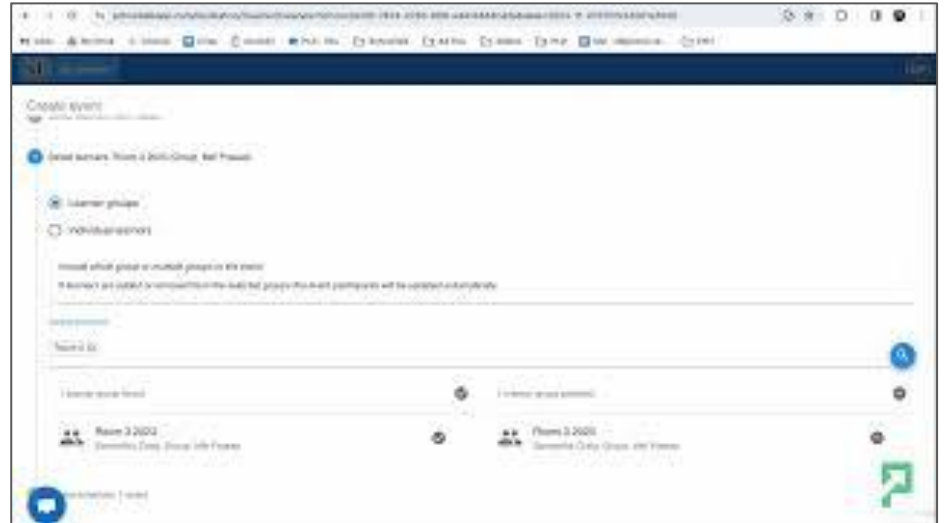
This video will show you how to do this.



## 4.2a Creating a repeating event from the calendar

You can set your calendar up to have repeated events. This is particularly helpful for things like morning tea and lunchtime, if they are at the same time for the term/semester/year.

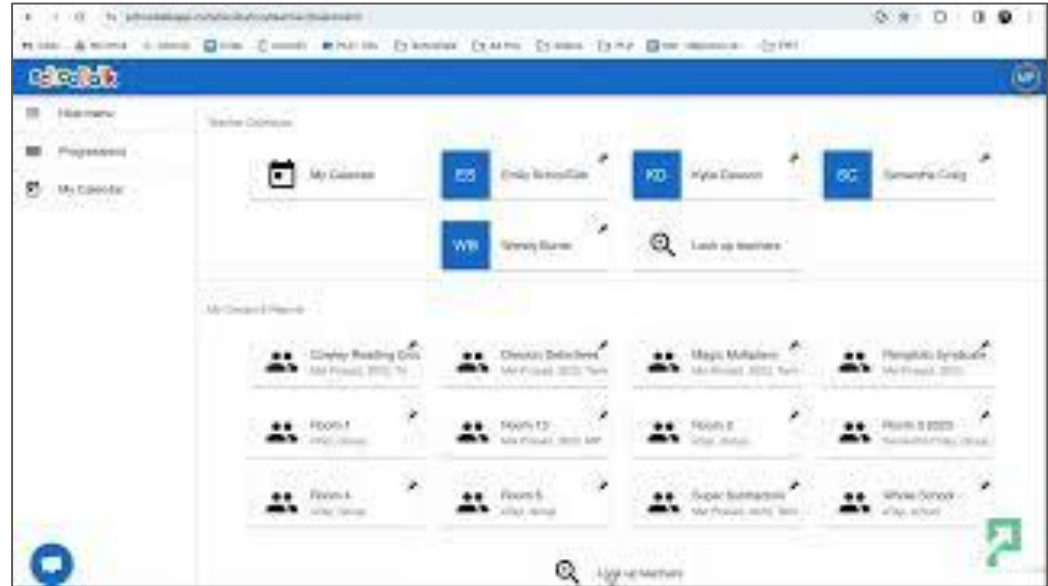
This video will show you how to create a repeating event so your calendar is set up with these for the length of time you need them.



## 4.3 Creating a Group from an Event

Once you have created an event from a gap analysis, the group of learners attached to that event might be a group that you would like to see again.

This video will take you through the process of creating a group from an event, to pin and access again.

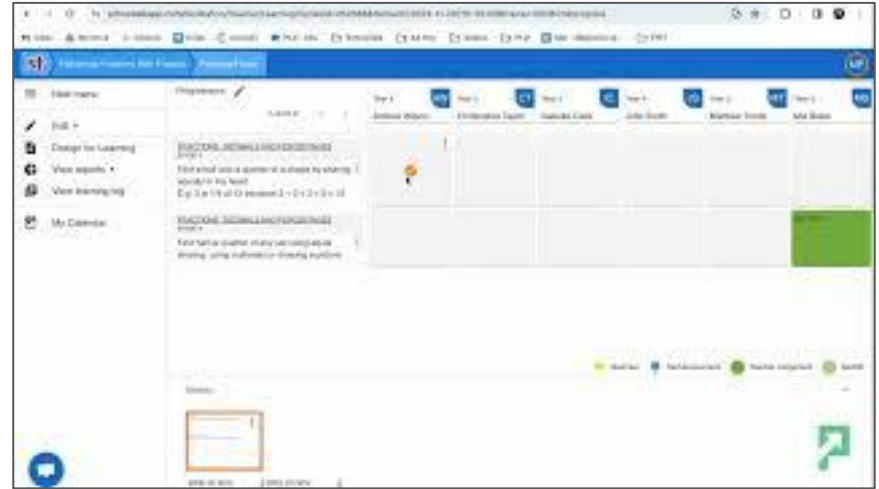




# 4.4 Marking/Removing Progress and Attaching Evidence and Goals

Live marking is incredibly easy to do when marking from calendar events. By clicking into an event, you can then click on the Progress/Focus button on the side menu, to see the selected progressions displayed for each learner tagged to that event.

This video will take you through how you can mark, remove progress, attach evidence and even set goals for your learners through calendar events.



## 4.5 Purpose of Design for Learning

The design for learning (DFL) space can be used in a number of ways.

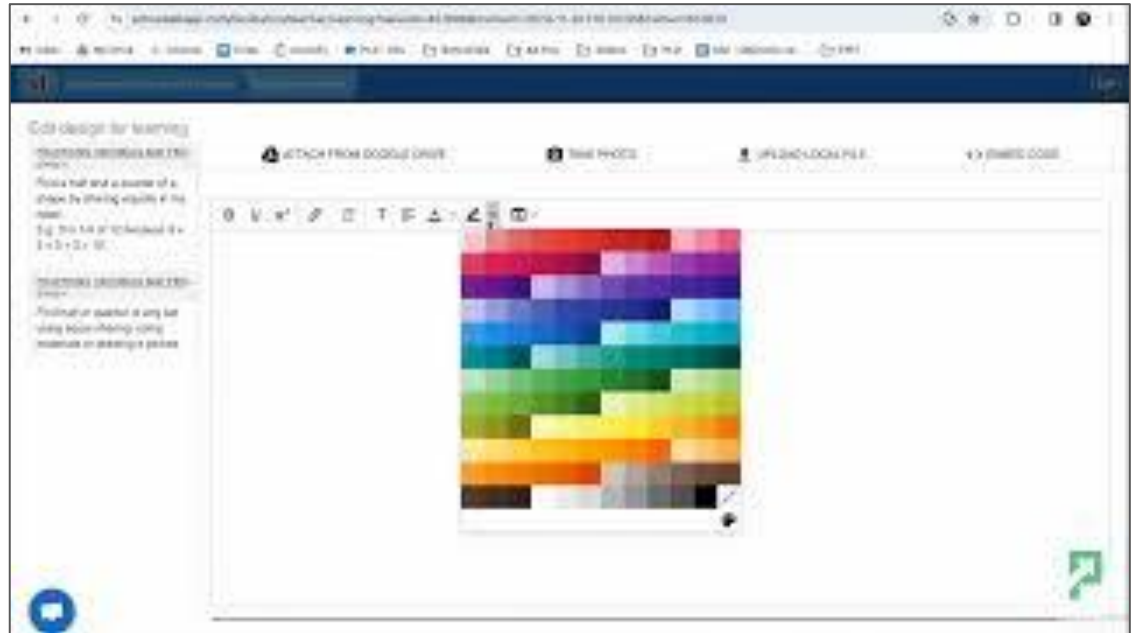
Some use it for planning, and have each lessons' planning accessible through the design for learning area. Some will use it for less detailed planning, such as a link to a set of google slides or docs/digital modelling books/online resources such as videos or sites, so that learners can easily access their learning and progressions tagged to the learning. Learners can see everything they are tagged to, once they are onboarded. Whānau can see everything their children are tagged to, once they are on boarded as well.

Some will use it to house specific progressions they are wanting to collect evidence from learners on, making it easy for learners to access and upload evidence.

Some may not use the DFL space at all - they use the progressions, resources and events for easily accessing groups and marking. This is more common for junior teachers.

# 4.6 Opening, viewing and editing a DFL page

You can edit the DFL page, adding text, resources and links. You can also edit to remove anything you have added. This video will show you how to do these things.



# 4.7 Duplicating a calendar event

Sharing excellently planned events with your colleagues is very easy, when you learn how to duplicate a calendar event. It will copy across the DFL and progressions, all you need to do is attach your learners to the duplicated event.

This video will show you how to do this.

