

# MyView Planner Guide



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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## Introduction

Welcome to the MyView Planner! With MyView, you are able to view and organize information that is important to you in a single workspace on the end-user website. With the MyView Planner, you can filter events from multiple workspace calendars into your Planner calendar. You can also add your own events to it and if you are using Nimbus, display Nimbus events. If Family Relationships are set up and you are a parent or guardian, click a tab to see your child's Planner.

The screenshot displays the MyView Planner interface for Happy Valley School District. At the top, the district logo and name are visible, along with navigation icons for E-Mail, Grades, Calendar, and Directory. The user is identified as Jimmy, and the current date is Thursday, August 09, 2012. The main area shows a calendar for July 2012, with a weekly view selected. The calendar grid shows events for Monday through Friday. A categories list on the left allows filtering events by type.

Day	Event	Time
Mon 7/30	Homeroom Study Hall	1:00pm
Tue 7/31	Homeroom Study Hall	1:00pm
Wed 8/1	Get Kevin Ready for Camp	
Thu 8/2	Drive Alice to Library	8:30pm
Fri 8/3	Early Dismissal	12:00pm

**Categories:**

- Unassigned
- After School Activities
- Assembly
- Athletic Events
- District Events
- Early Dismissal
- Elementary
- Field Trips
- Holiday
- Kindergarten

# The MyView Planner

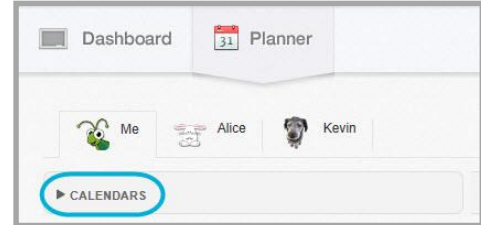
Here's the MyView Planner.

The screenshot shows the MyView Planner interface for Happy Valley School District. The interface includes a top navigation bar with 'Dashboard' and 'Planner' tabs, a user profile section for 'Hi, Jimmy', and a 'CALENDARS' section with three active calendars. A main calendar view for August 2012 is displayed in a weekly layout, showing events like 'Morning Assembly' and 'Learn Seminar'. A 'Categories' sidebar on the left lists various event types with checkboxes and color-coded boxes. Numbered callouts (1-12) point to specific UI elements: 1 points to the 'Planner' tab; 2 points to the user name and date; 3 points to the user profile icon; 4 points to the user avatars; 5 points to the '+ Add Calendars' button; 6 points to the '+ Add New Event' button; 7 points to the 'Export' button; 8 points to the month/year selector; 9 points to the calendar grid; 10 points to a specific event; 11 points to the 'Categories' sidebar; and 12 points to the bottom footer area.

<b>Object</b>		<b>Description</b>
<b>1</b>	Navigators	Click each to navigate between your Dashboard and your Planner.
<b>2</b>	Greeting	This is your MyView Welcome message. It includes your name, day and the date.
<b>3</b>	Avatar	This is the display area for your avatar. Use the default or select a different one in My Account→Edit Account Settings, provided you have permission to edit your settings.
<b>4</b>	Tabs	If you are a parent or guardian and a family relationship is set up for you and your children, a tab displays for each child. Your tab is labeled <i>Me</i> . Your child's tab displays an avatar and first name. Click the tab to view the planner. Note that you can only modify your own Planner.
<b>5</b>	Calendars Filter	Use the Calendars Filter to include calendar events from other calendars.
<b>6</b>	Add New Event	Click this button to add a new event to your Planner. Alternatively, you can also double-click on a day to add a new event
<b>7</b>	Buttons	<ul style="list-style-type: none"> <li>• <b>Print</b>→Click to print your Planner calendar. Whatever view your Planner is displaying is the view that prints. A sample printout displays first. Click <b>Print</b> and follow your printer instruction dialog.</li> <li>• <b>Export</b>→ Click to export your Planner calendar events to an .ics file.</li> <li>• <b>Today</b>→Click to navigate to the current day.</li> <li>• <b>Day</b>→Click to put the Planner calendar into Day view.</li> <li>• <b>Week</b>→Click to put the Planner calendar into Week view.</li> <li>• <b>Month</b>→Click to put the Planner calendar into Month view.</li> </ul>
<b>8</b>	Month & Year Selector	Use the drop-down lists to select a month and a year. Use the left and right arrow keys to scroll the calendar by month.
<b>9</b>	Small Calendar	Use the left and right arrow keys to scroll the calendar view backward and forward. Depending on the view selected, it will scroll by day, week or month. Click on a date in the small calendar to navigate to that day in the Planner.
<b>10</b>	Current Day Shading	The current day is highlighted in all calendar views.
<b>11</b>	Categories Filter	Use the Categories Filter to exclude categories of events from your Planner Calendar. <ul style="list-style-type: none"> <li>• Deactivate a Category check box to exclude events associated with that category from your Planner calendar.</li> <li>• Activate a Category check box to include events associated with that category in your Planner calendar that were previously excluded.</li> </ul>
<b>12</b>	Planner Calendar	This is the area of the Planner where the calendar displays.

## Calendars Filter

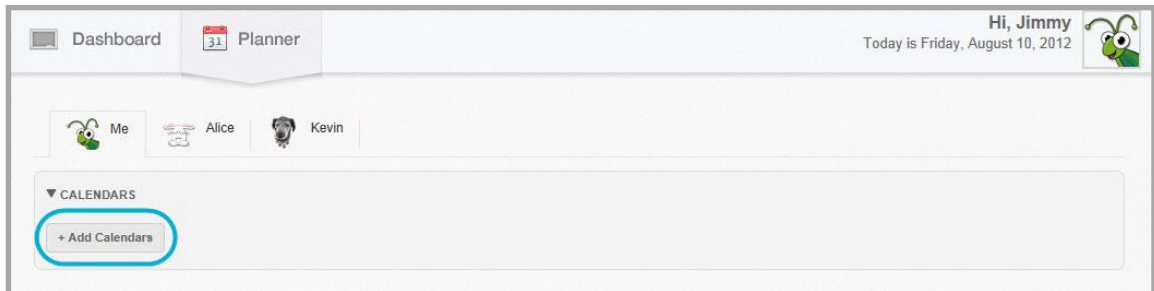
Using the Calendars Filter, you can display events from *Schoolwires* workspace calendars in your Planner. For example, you might want to include events from the District homepage calendar and events from the High School History teacher's Homeroom calendar.



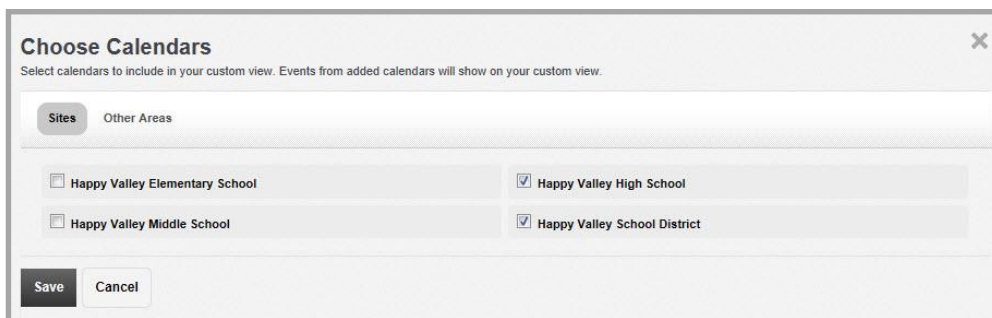
## Filter Schoolwires Calendar Events into your Planner

Here's how you filter calendar events into your Planner.

1. Sign in and navigate to your MyView Planner.
2. Click on the **arrow** to the left of CALENDARS to expand the filter.

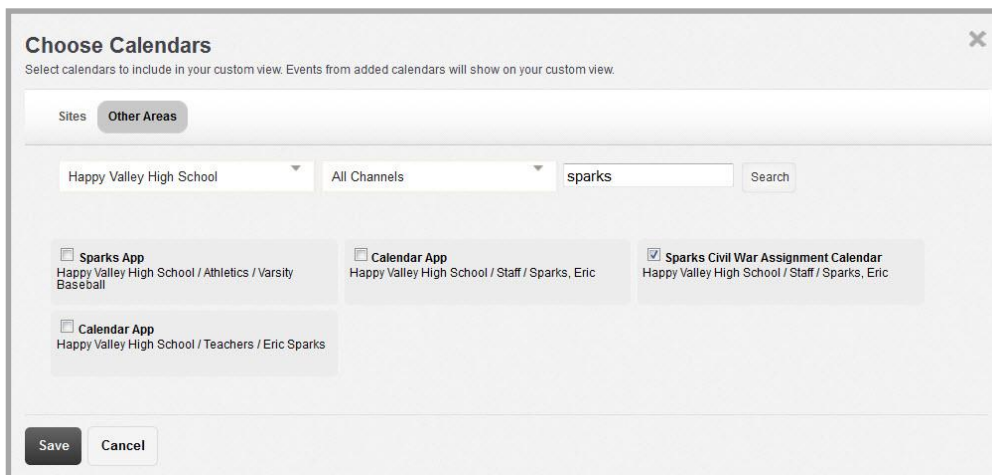


3. Click **+ Add Calendars**. The Choose Calendars dialog displays.
4. Activate the checkbox to the left of each site from which you wish to filter homepage calendar events into your Planner. Note that the sites listed here are pulled from your School Associations.

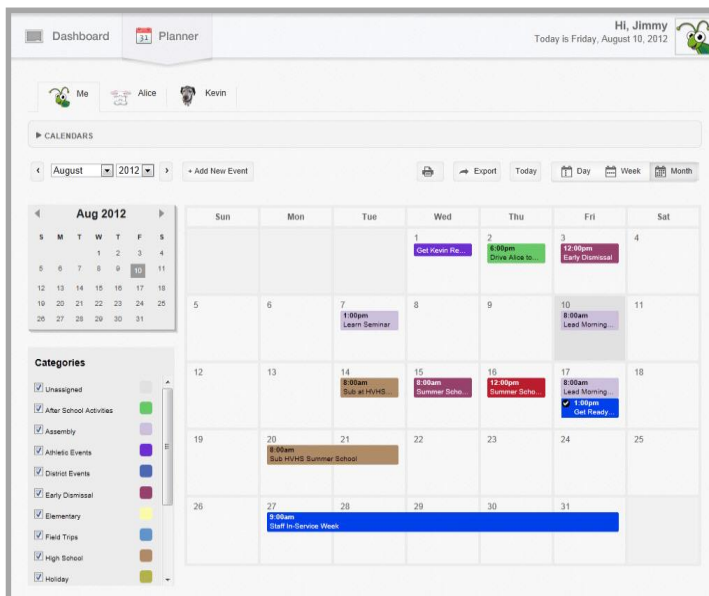




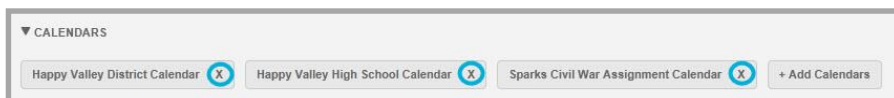
- Click **Other Areas** if you wish to filter events into your Planner from other calendars.



- Use the Site and Channel drop-down list and the Search box to limit selection options. In this example, Happy Valley High School is selected, *All Channels* selected and *sparks* is entered into the Search box. When you click **Search**, results include any Happy Valley High School site calendar where the text *sparks* in the app name or any calendar app in a section with the string *sparks* in the section name.
- Activate the checkbox to the left of a calendar in the list to select it.
- Click **Save**. You are returned to your Planner. Events from the calendars you selected are filtered into your Planner.

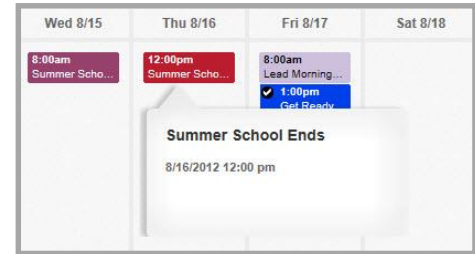


To remove filtered events from your Planner, delete the calendar from the Filter list by clicking the **X** to the right of the calendar name.



### Filtered Events

You cannot edit or delete events that have been filtered into your Planner. You can only edit events that you added to your Planner directly. When you position your cursor on a filtered-in event, the Hover card that displays has no **Edit** or **Delete** buttons.



### View the Full Details of a Filtered Event

Here’s how you view the full details of a filtered event.

1. Sign in and navigate to your MyView Planner.
2. Click on the filtered event. A Description dialog displays. This dialog includes the Event Title, Start and End Dates and Times, and the Description.

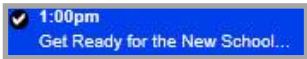


3. Click **Close** to exit the dialog or click *View the full event details on the website* link to launch the event at the end-user website. Note the buttons **Go To Calendar**, **Print** the event or **Export** the event to an ICS file.



4. Click your browser **Back** button to return to the Planner.

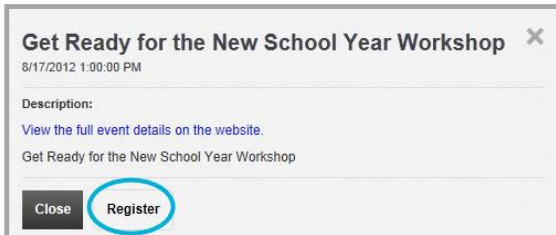
Filtered Registered Events



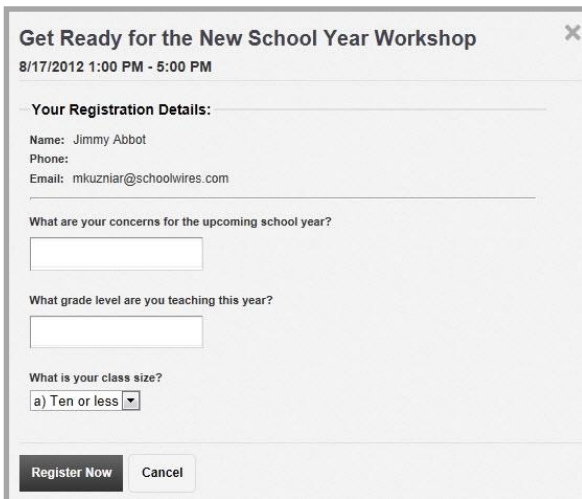
If an event filtered into your Planner is a Registered event, you can register for it from within your Planner.

Here's how you register.

1. Sign in and navigate to your MyView Planner.
2. Click on the filtered event. A Description dialog displays.

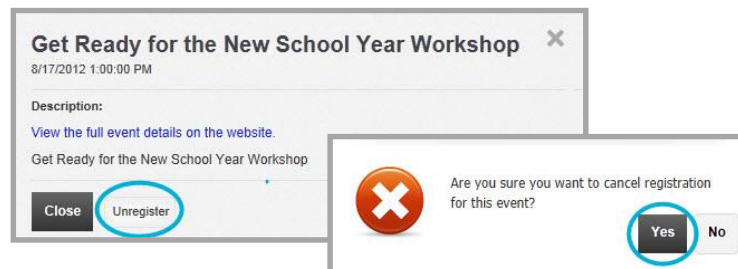


3. Click Register. A Registration dialog displays. You may choose to answer any Custom Questions associated with the event if you like.



4. Click **Register Now**. You are registered for the event and returned to your Planner. Note that if there are no remaining seats for the event, you will see a **Join Waiting List** button instead.

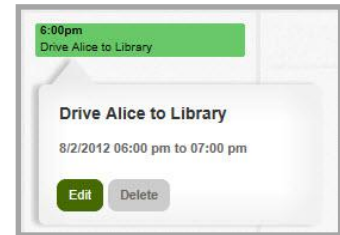
To cancel your registration, click on the event to display the Details dialog. Click **Unregister** and at the Cancel confirmation prompt, click **Yes**. To remove yourself from the Waiting List, you will need to navigate to that calendar on the end-user website and click **My Events**.



## Planner Events

Add personal events to your Planner. Unless you are a child in a family relationship, only you can view your Planner. You can edit your events and delete them as well.

When you position the cursor on a personal Planner event, a Hover Card displays additional information about the event, namely the Event Title and start and end times. There are also buttons to **Edit** and **Delete** the event display.



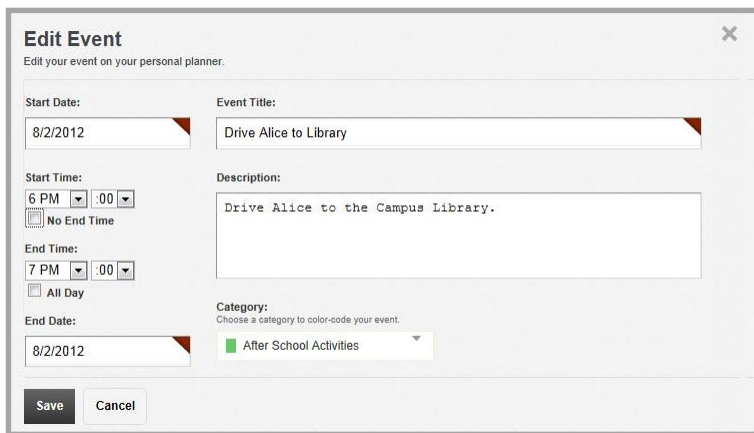
On your Planner, you can view, add, edit and delete events. Parents and guardians for whom Family Relationships have been established with their children can view their children’s Planners. This is the only situation in which you may view another’s calendar. Parents and guardians may not add, edit or delete events on their children’s planners.

You cannot edit any events filtered into your Planner using the Calendars filter.

## Add a Planner Event

Here’s how you add an event to your Planner.

1. Sign in and navigate to your MyView Planner.
2. Click the **+ Add New Event** button. The Add Event dialog displays. Alternatively, you can double-click on a day in the Planner Content Area to launch the Add Event dialog.



3. At a minimum complete the Start Date, End Date and the Event Title as they are mandatory fields. If you like, add a Description and select a Category for the event. Check the No End Time Checkbox if the event does not have an end time. Check the All Day Checkbox if to omit Start and End Times. Note that you can span an event across a date range.

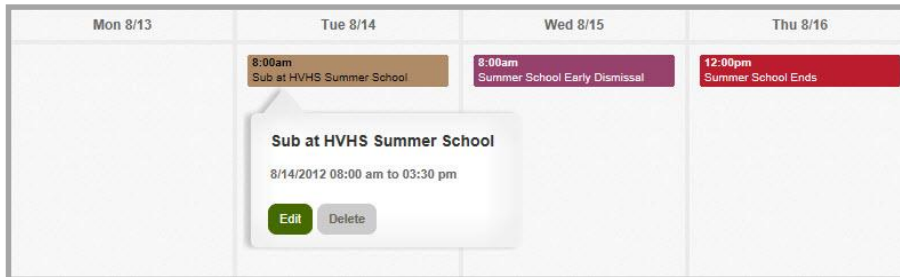


4. Click **Save**. You are returned to your Planner.

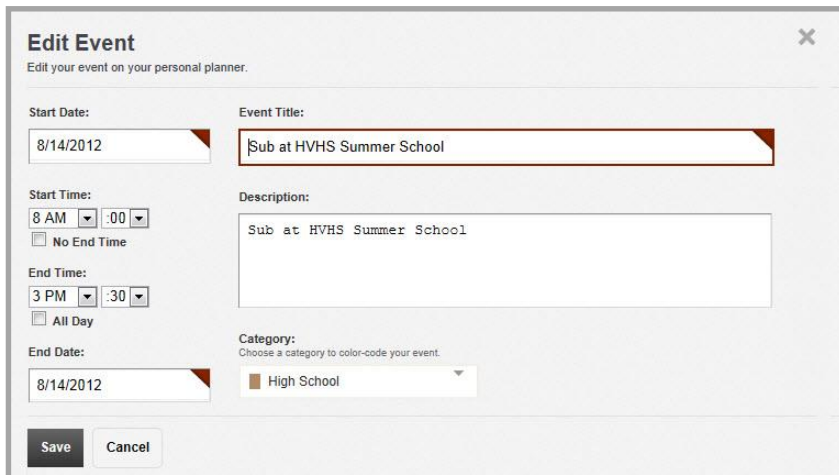
## Edit a Planner Event

Here's how you edit an event on your Planner.

1. Sign in and navigate to your MyView Planner.
2. Position your cursor on the event that you wish to edit. The Hover Card for that event displays.



3. Click **Edit**. The Edit Event dialog displays. Alternatively, you can click on the event to display the Edit Event dialog.

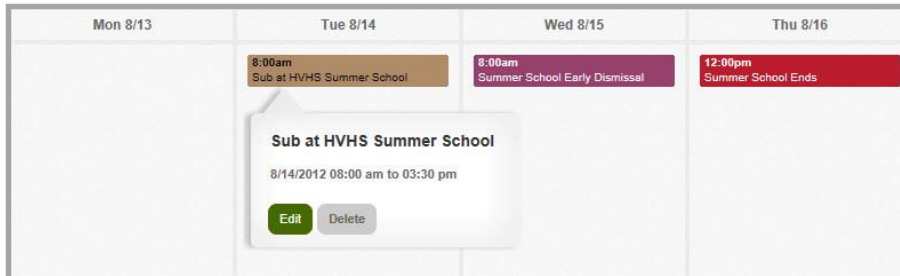
A screenshot of the "Edit Event" dialog box. The dialog has a title bar with "Edit Event" and a close button (X). Below the title bar is the instruction "Edit your event on your personal planner." The form contains several fields: "Start Date:" with a date picker set to 8/14/2012; "Event Title:" with a text box containing "Sub at HVHS Summer School"; "Start Time:" with a time picker set to 8 AM :00 and a checkbox for "No End Time"; "End Time:" with a time picker set to 3 PM :30 and a checkbox for "All Day"; "End Date:" with a date picker set to 8/14/2012; "Description:" with a text area containing "Sub at HVHS Summer School"; and "Category:" with a dropdown menu set to "High School". At the bottom are "Save" and "Cancel" buttons.

4. Click **Save** after you have finished editing the event. You are returned to your Planner.

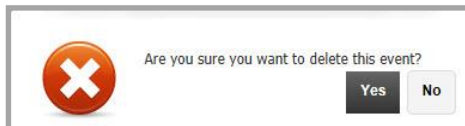
## Delete a Planner Event

Here's how you delete an event on your Planner.

1. Sign in and navigate to your MyView Planner.
2. Position your cursor on the event that you wish to delete. The Hover Card for that event displays.



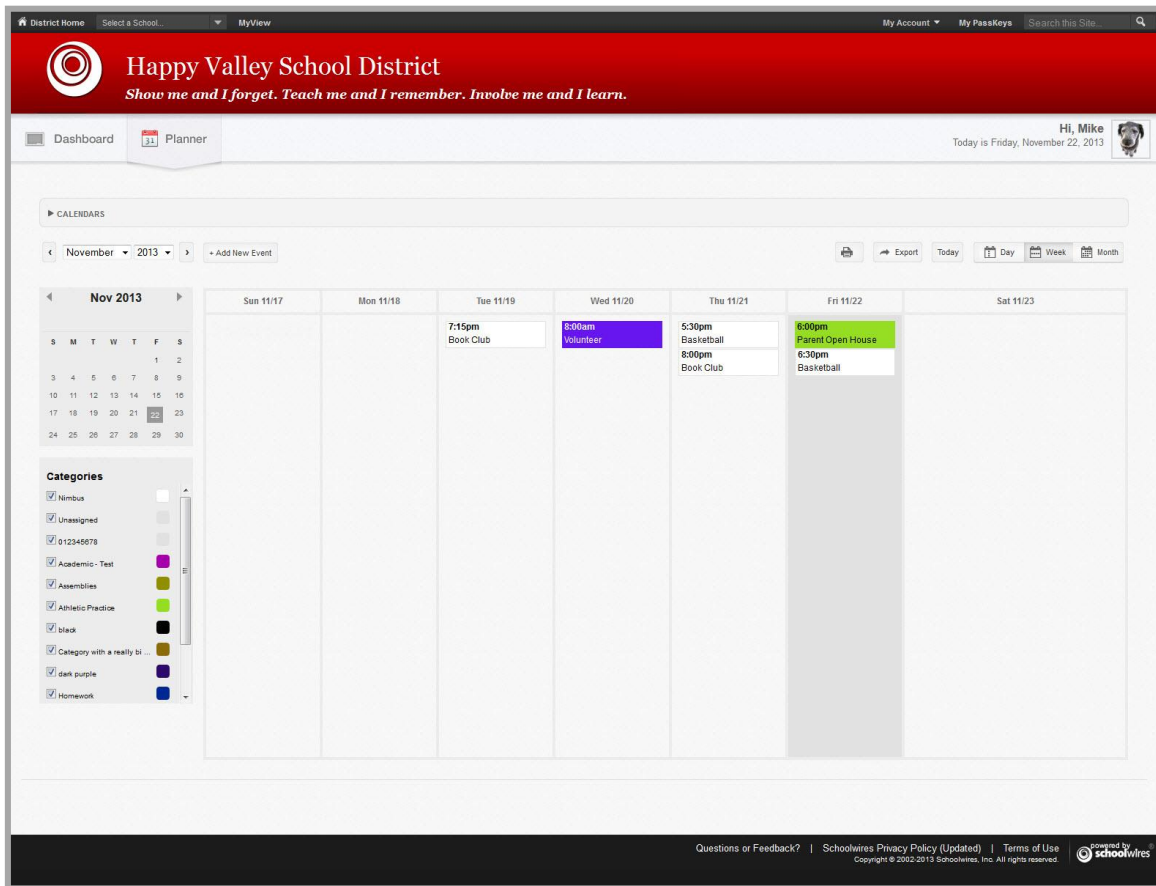
3. Click **Delete**. A delete confirmation dialog displays.



4. Click **Yes**. The event is deleted and you are returned to your Planner.

## Nimbus Events

If you are a Nimbus user, you can display events from your Nimbus Planner within your MyView Planner.

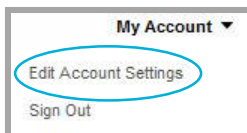


## Connect to Nimbus Service

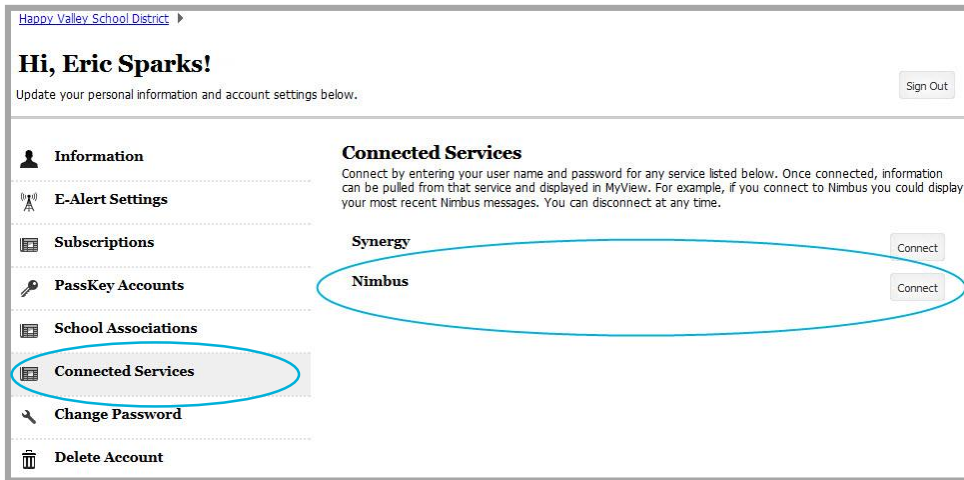
In order to see your Nimbus Planner events within you MyView Planner, you must connect to your Nimbus service. In other words, you need to sign in to your Nimbus account.

Here's how you connect to your Nimbus service.

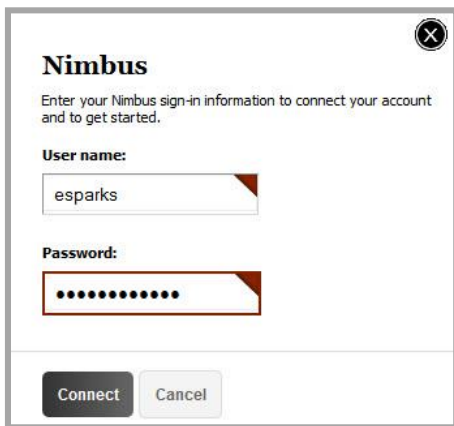
1. Sign in to Schoolwires.
2. Click My Account in the MyStart bar and select Edit Account Settings from the drop-down list. The Edit Account Settings screen displays.



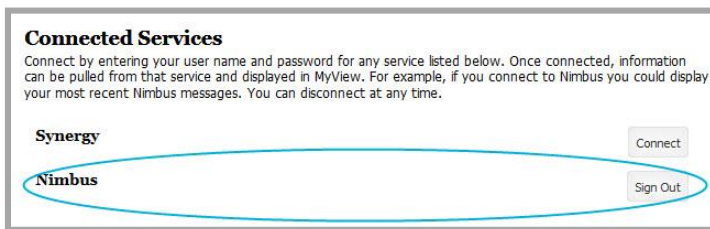
- 3. Click **Connected Services**. The Connected Services screen displays.



- 4. Locate the Nimbus service on the screen and click **Connect**. A sign in dialog displays.



- 5. Sign in to Nimbus. With a successful sign in, you are connected to Nimbus.



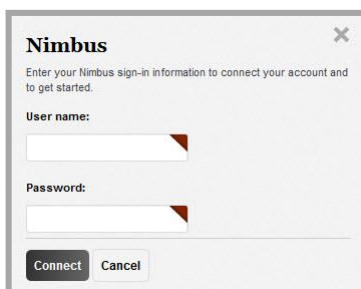
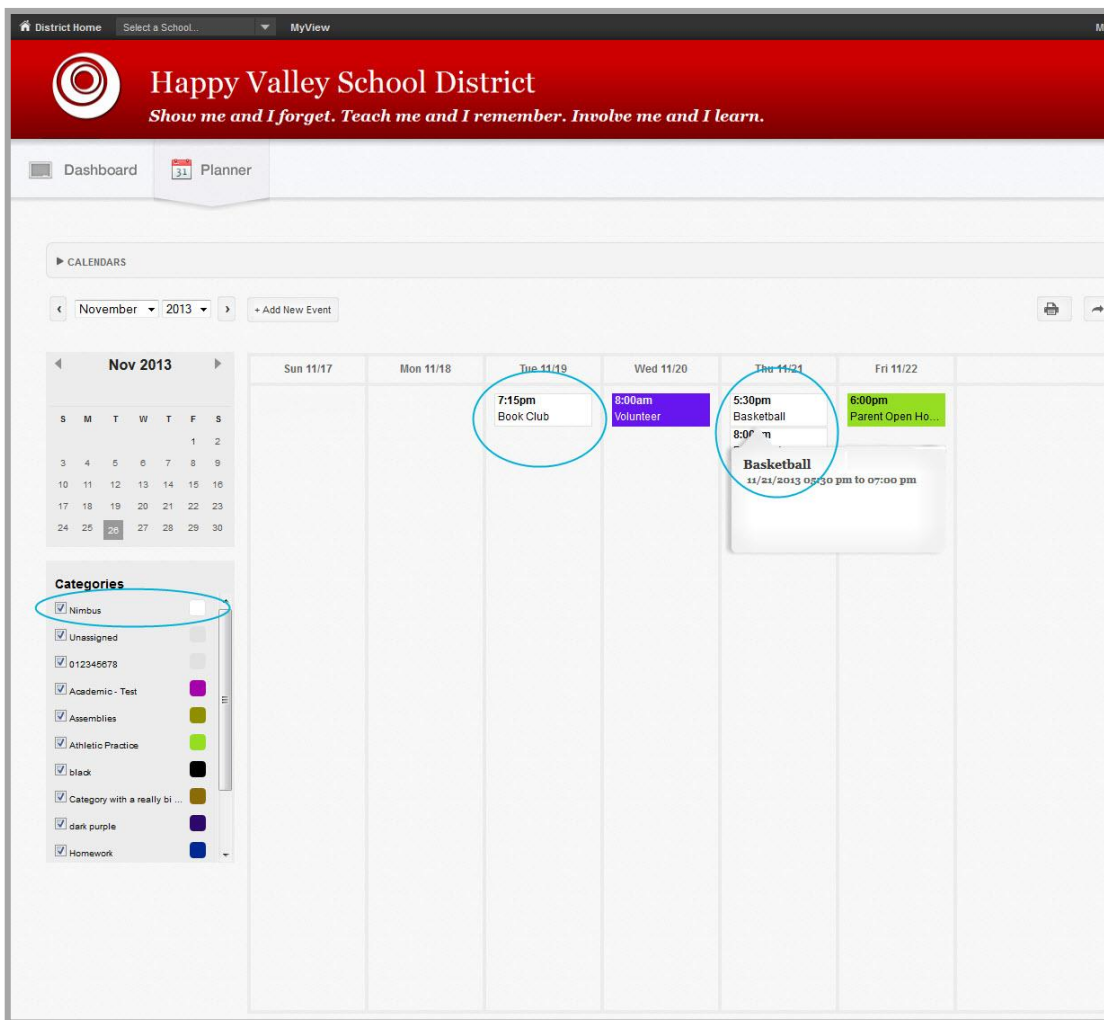
To disconnect from the Nimbus service, click **Sign Out**.



## Display Nimbus Planner Events

Here's how you display Nimbus Planner events within your MyView Planner.

1. Open your MyView Planner.
2. Under Categories, activate the Nimbus check box. Nimbus events display. Note that events from the Nimbus Planner have a white background.
3. Deactivate the Nimbus check box to remove the Nimbus events from your MyView Planner.



Note that if you have not connected to the Nimbus service and you activate the Nimbus category, a Nimbus Sign In dialog displays. Use it to connect to the Nimbus service.