Setup: Calendar

Introduction

For Diploma and Middle Years, there are four types of calendars on ManageBac:

Year Group: Shows events and deadlines for a year group (e.g. the Grade 12 calendar).

Class: Shows events and deadlines for a class (e.g. Math SL).

Group: Shows events and deadlines for a group (e.g. Design Club or Basketball).

Dashboard Calendar: Shows all relevant events and deadlines for the individual user (e.g. a Grade 12 student taking English HL and Math SL will see events and deadlines for Grade 12, English HL and Math SL).

The Primary Years uses a class-based calendar and a parent calendar.

Year Group Calendar

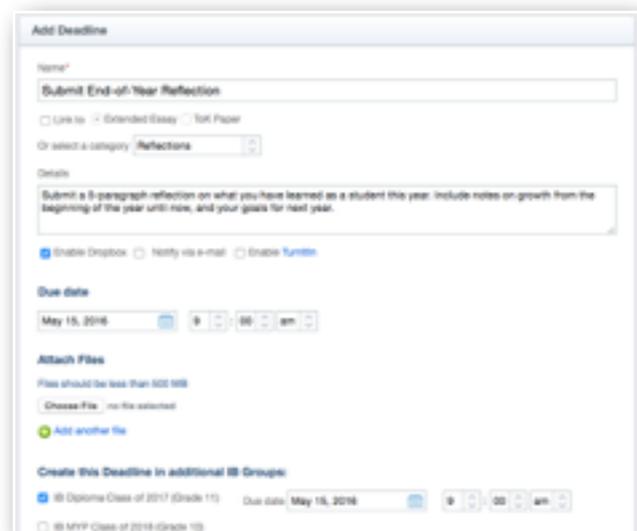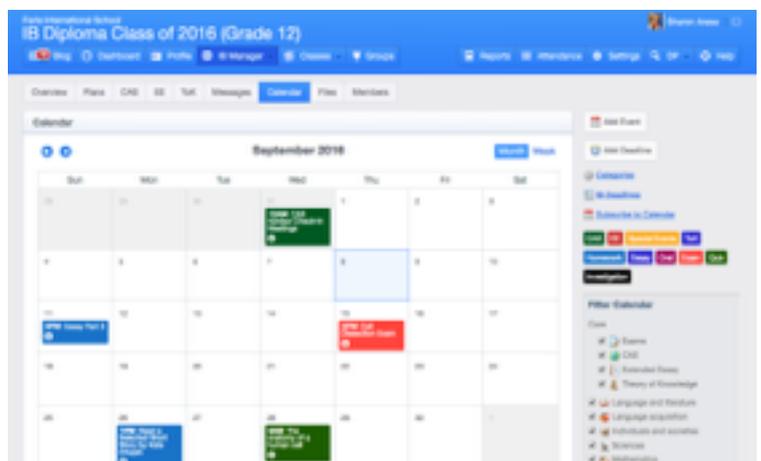Under **IB Manager**, select a year group and then click on **Calendar**.

All class deadlines for the year group are also included on the calendar, so you can easily see if teachers are assigning major assignments and tasks on the same day or week.

As an administrator, you can easily drag and drop any deadline into a new date. This will automatically update the deadline.

This calendar also includes any specific events and deadlines for the year group. To add a deadline, click **Add Deadline**.

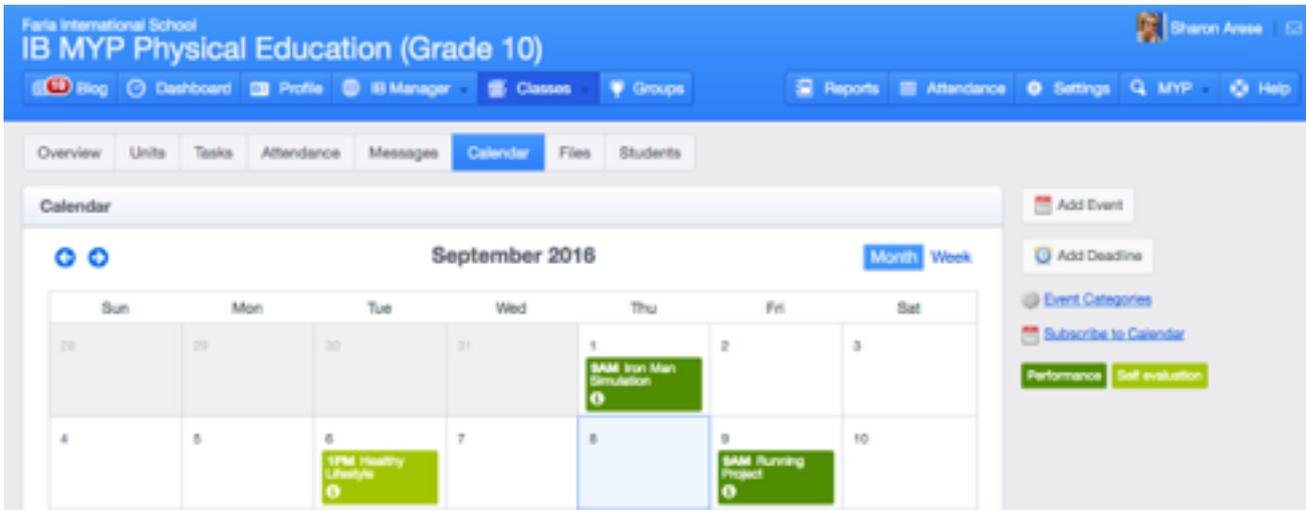Link the deadline to a category like CAS or Extended Essay, and optionally enable the electronic Dropbox and TurnItIn.

Set the deadline due date, upload any reference files, and optionally create the deadline in additional IB groups.
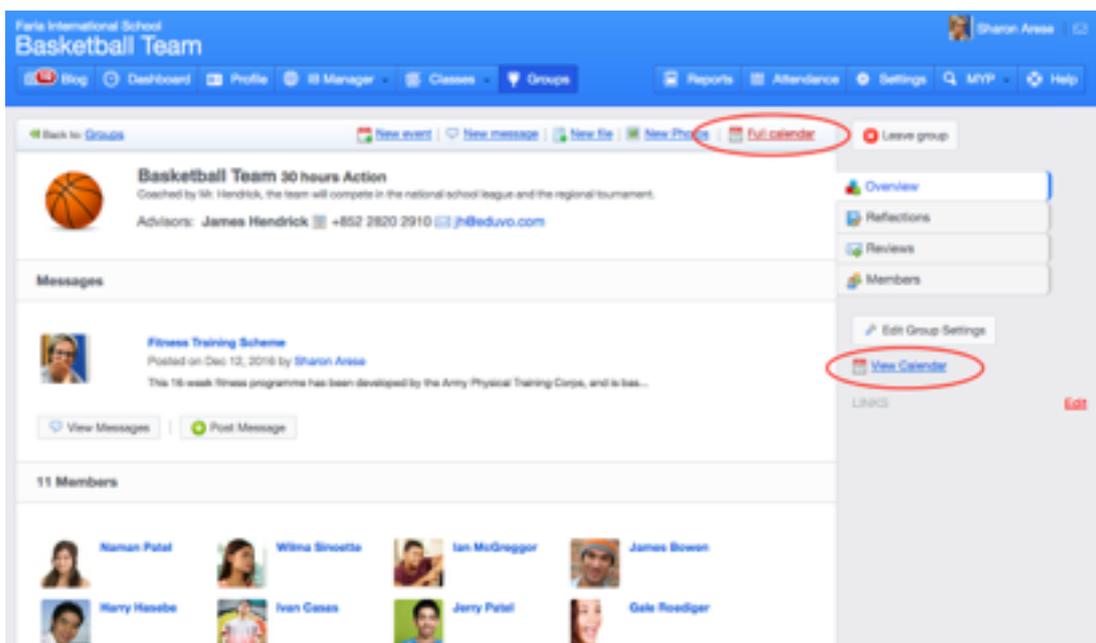
Class Calendar

Click on the **Classes** tab. Select a class and navigate to the **Calendar**. All assignments and tasks for the class will display here.

If you are teaching multiple sections of the same class, when you add events or deadlines, you will automatically see the options to create them in your other class(es).

Group Calendar

Click on the **Groups** tab. Select a group and then click on **Full calendar** or **View Calendar**. Add events and deadlines to the calendar, and optionally notify everyone in the group.

Note that the **IB Parents Association** is also a group, and events can be added directly for parents via the group calendar.

Dashboard Calendar

The calendar under your **Dashboard > Calendar** is your own personal calendar. This calendar shows all events and deadlines from groups you are in. Note that if you **Add Event** or **Add Deadline** to this calendar, it will not be visible to anyone else.

Click **Full calendar** to see more than the two-week overview.

Primary Years Calendar

After selecting your class on the left navigation menu, click the calendar icon at the top to view the class calendar.

All events and deadlines for the class will display here. To move an event, simply drag and drop the event to a new date.
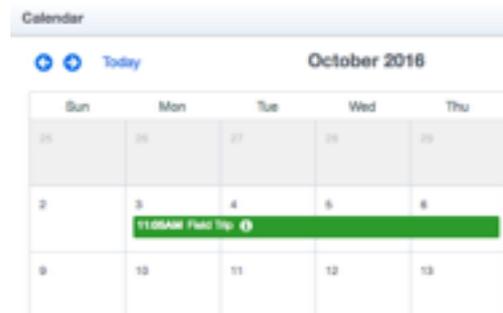
Frequently Asked Questions

1. How do I create an all-school event?

Navigate to any year group calendar. When you **Add Event**, you will have the option of adding the same event to any or all of your other year groups. There is no all-school calendar view.

2. How do I create a multi-day event, like a class field trip that spans several days?

Click **Add Event** and indicate it as an all-day event. Navigate to the calendar and hover over the lower right section of the event. A black arrow will appear. Click and drag the event over the desired number of days.

3. How far in the future can I add deadlines?

As far in the future as you like! Use the arrows in the top left to navigate forward and backward in time.
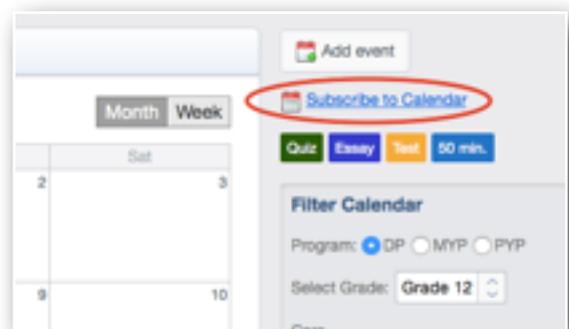
4. What's the difference between an event and a deadline?

An event can be all-day, and is usually a school fair, college night, or other non-academic occurrence. A deadline must have a due date and time, and appears in the teacher gradebook. Students can also submit work electronically against a deadline, but they cannot submit work against an event.

5. Can I import or export calendar events?

We do not support calendar imports. However, you can push ManageBac events and deadlines into another calendar (e.g. GCal or iCal).

Set this up by clicking the Subscribe to Calendar link, available to the right of each ManageBac calendar.

6. The Grade 12 calendar shows too much information. Is there any filter?

Sure. On the righthand side of the calendar, you can filter by **Subject** or by assignment **Category** (e.g. Exam, Investigation, Paper).