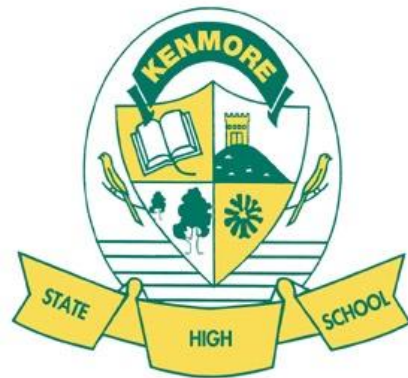


Outlook Calendar as school diary/organiser

A parents' guide to using Outlook Calendar to keep informed of homework and assessment



Education for Life

Moving to Office 365 calendars

From 2017, KSHS students will use an Office 365 calendar to manage their time and plan for upcoming deadlines. This calendar is linked to the student school email.

By mastering the use of an electronic calendar, students will improve their organisation and awareness of important deadlines.



Why Office 365 Calendars?

- ▶ Every student currently has access
- ▶ They're integrated into school email (Microsoft) accounts
- ▶ Flexibility for students
 - ▶ Available on all devices on the internet, by using school network credentials
 - ▶ Available on Outlook program when there is no internet
 - ▶ Students can easily add other important events
- ▶ Flexibility for teachers
 - ▶ Quickly create reminders for students
 - ▶ Ask students to create their own reminders
- ▶ Using calendars is a common workplace skill that will prepare students for the workplace



The benefits of this approach

- ▶ Handy organiser for all important due dates and events
- ▶ Access to calendar across multiple devices
- ▶ Calendar is automatically backed up online
- ▶ Teachers can add assignments to calendars
- ▶ Calendars sit alongside school email with one login
- ▶ Familiarity with organisational tools used in industry



KSHS Homework diary strategy

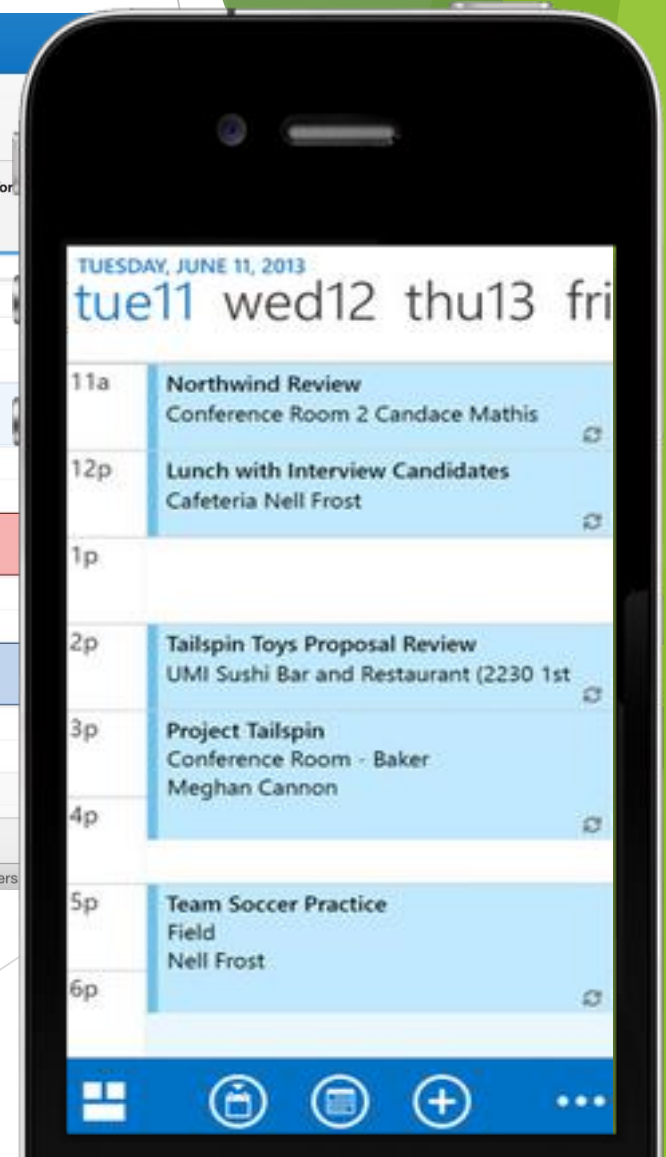
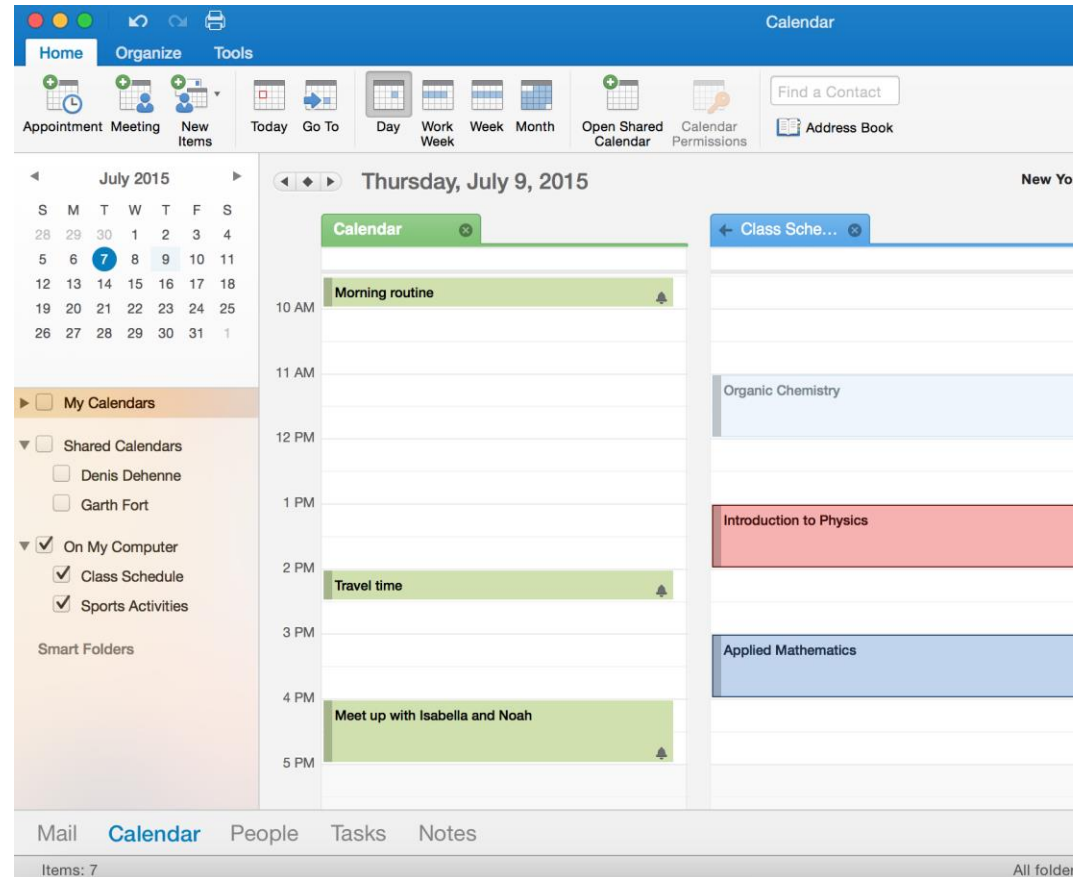


ALL GRADES:	Assessment items created and students and parents invited via calendar
7-9	Homework items created and sent to students via calendar (but not necessarily parents, according to teacher's own judgement)
10-12	Teachers and students have flexibility in their approach with Calendars being the preferred method
10-12	Deputies create 10-12 Year level assessment calendars based on info from HODs. Personalised versions are supplied to students via email

An example student calendar

The calendar be accessed from:

- Outlook software
- OWA App
- Any web browser

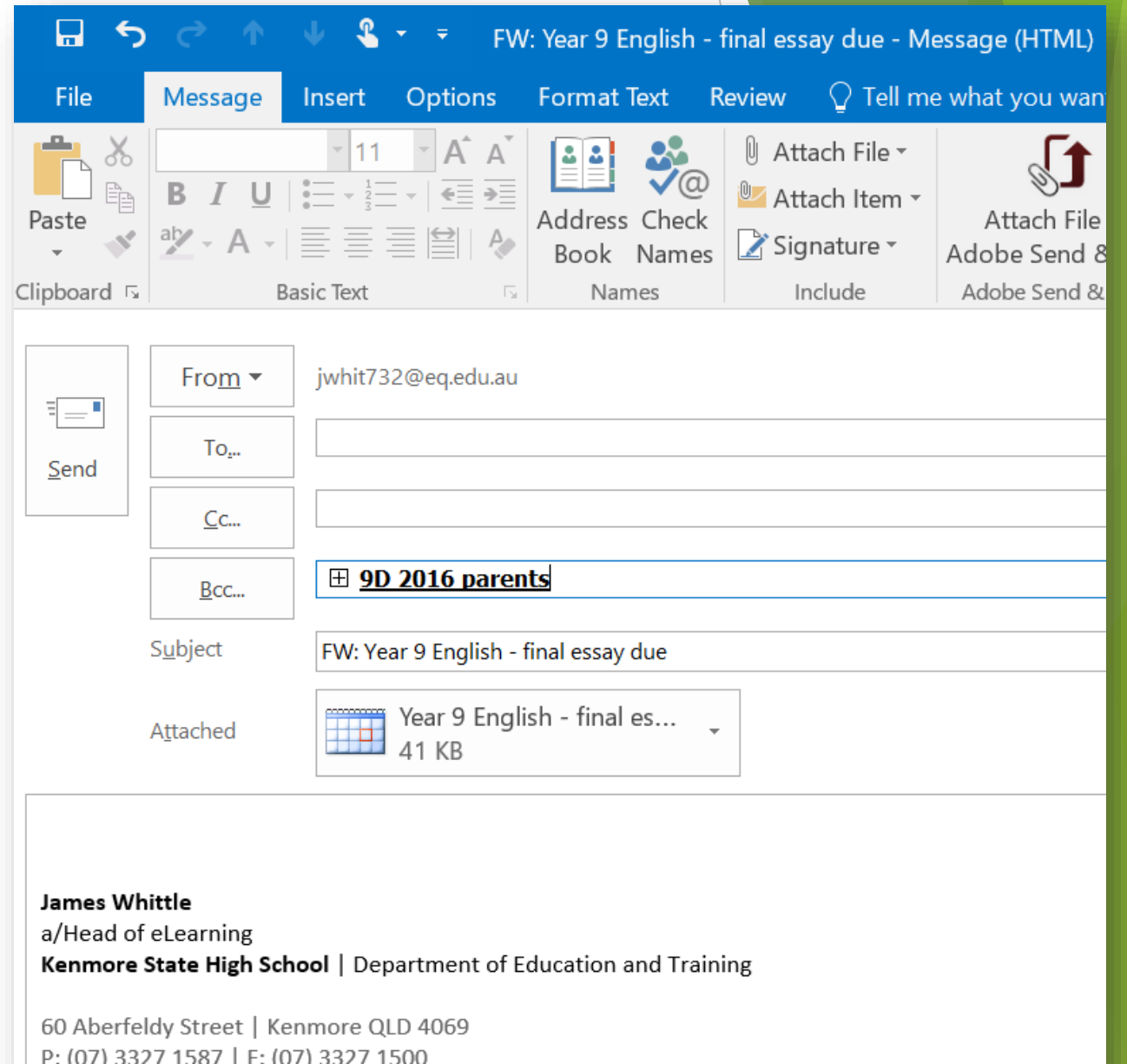


Keeping parents informed

Option 1

Teachers will contact you via email with due dates for assessment and key homework tasks.

They may include the due date as an calendar attachment. You can open this to add it to your own calendar.



Keeping parents informed

Option 2:

Parents read their child's calendar from time to time

The screenshot displays the Outlook calendar interface. At the top, the Office 365 and Outlook logos are visible. Below the search bar, there are options for 'New', 'Add calendar', 'Share', and 'Print'. The calendar is set to a weekly view for the week of January 23-29, 2017. The left sidebar shows 'Your calendars' with 'Calendar' and 'My Calendar' selected. The main calendar area shows a grid of events. On Wednesday, January 25, there is a 'Year 8 English Meeting G01' at 8a, 'teaching - ENG' at 9a, 'teaching - ENG n12' at 12p, and 'HPE - complete homework q' at 1p. On Thursday, January 26, there is 'teaching - ENG' at 9a and 'Science - complete reading J' at 11a. On Friday, January 27, there is 'test: you should be able to se' at 8a, 'Newsletter article - Junior Engineers, Outlook for parents' at 9a, and 'Maths - worksheet 7 WHITTL' at 12p.



Accessing the calendar from any web browser

Student logs in at owa.eq.edu.au



Mail

Collaborate with Office Online

Mail Calendar People Yammer Newsfeed OneDrive Sites

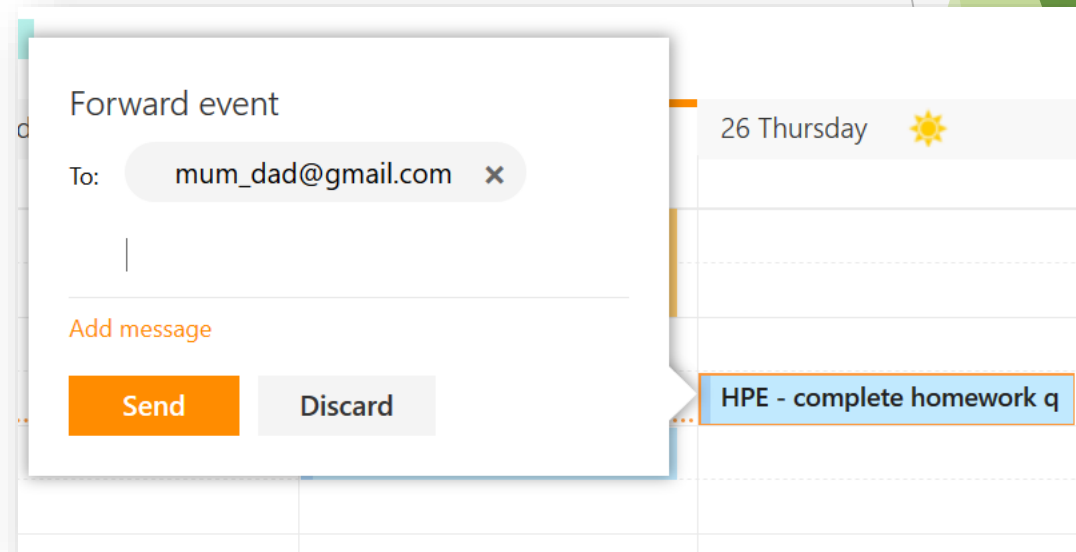
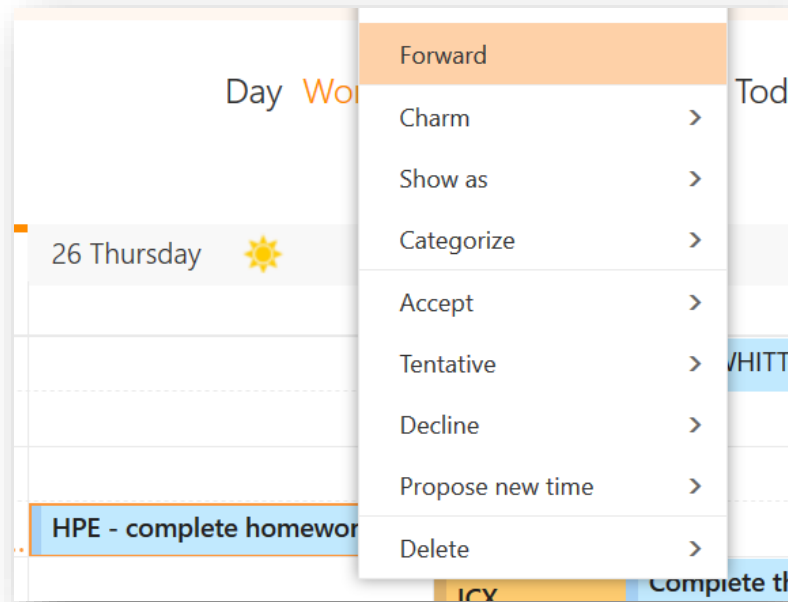
Tasks Delve Word Online Excel Online PowerPoint Online OneNote Online Sway



Keeping parents informed

Option 3

Students invite parents to calendar events by adding them as participants



Keeping parents informed

Option 4:

Parents of y10-12 students read the assessment timetable that is supplied in terms 1 and 3.

The assessment timetable lists the due date for each piece of assessment for that semester.



Student training

- ▶ Using calendar should be part of each student's routine
- ▶ This would include:
 - ▶ Accepting reminders sent by teachers
 - ▶ Adding personal reminders and appointments
 - ▶ Reviewing upcoming events
- ▶ These routines will be covered in the Essentials lesson



What if there is no homework in the calendar?



If the calendar is consistently empty, especially at time when assessment is usually due (week 6-8), it is important to contact teachers to check if a student is deleting items from their calendar and to establish a reliable communication method.

You can find each teacher's email address on the [school website](#)

Have more questions?

Feel free to contact the school if you have any further questions.

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