# Adding Class Event Calendar in Teams

*Currently there is an existing calendar on the Home Page in all Class Teams, however, this only allows users to add online meetings AND it does not connect to the SD72 Parent Portal Mobile App.*

Use the directions below to delete the current calendar (Class schedule) and add an "event calendar" on your Teams home page.

1. Access the Home page from the sidebar in your class teams. The current "meeting" calendar (Class schedule) is located on the top right of the window.
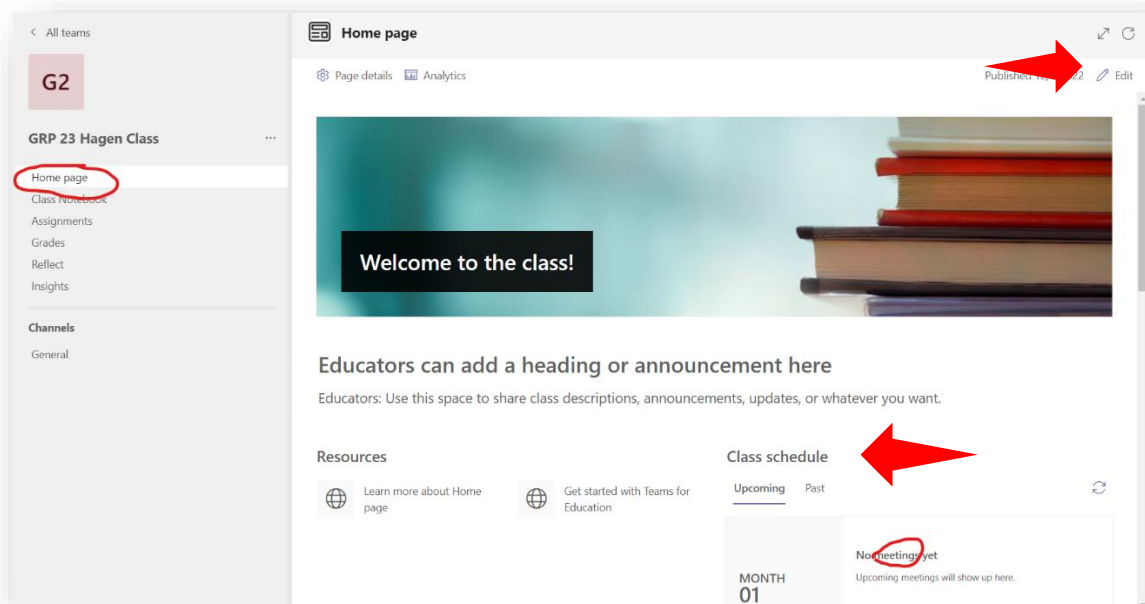


2. To delete the current calendar and add the event calendar, click on the "Edit" link (*see image above*) on the very top right of the screen. This will bring you to the Sharepoint page that houses all of the content for your class team.
3. Click on the Class Schedule. This will display a black frame around it as well as a small editing toolbox on the left. Click on the delete icon to delete this "webpart".
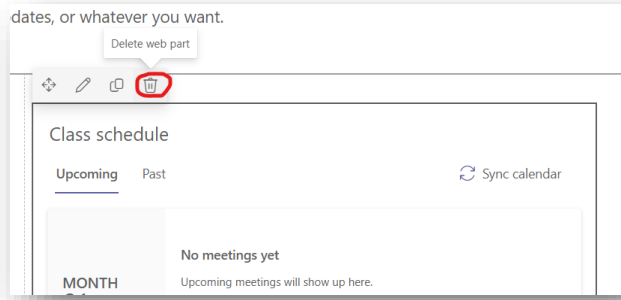
4. You will now insert the new "Event Calendar". Hover your mouse cursor just above the "Recent Content" webpart. A "+" icon will appear allowing you to add a new webpart. Click on this icon.
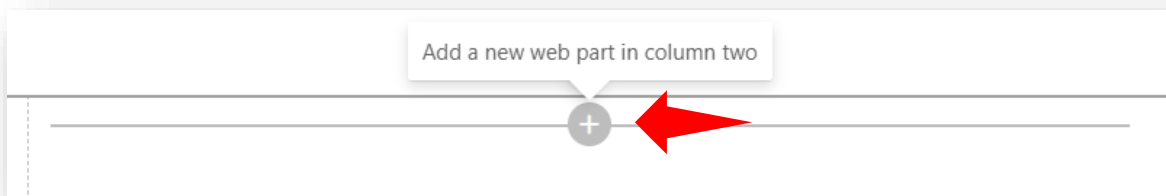


5. A new window will pop up with a list of possible webparts. Scroll down (almost to the bottom) to "News, people and events". Click on the "Events" icon.
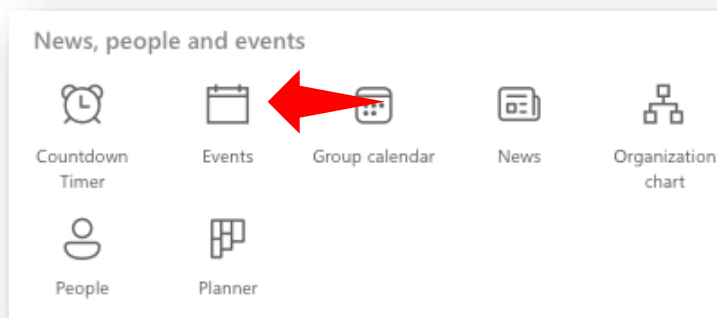


6. This will insert the events calendar. Click "Republish" to save and publish.
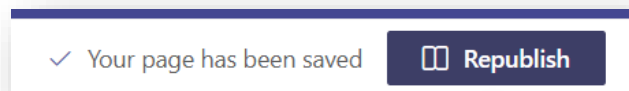
*You can now add events right from the Home Page located in your class Teams. Anything added here will be added as an event item on the calendar associated with each student in the SD72 Parent Portal App.*

*This can be done two different ways depending on what is currently displayed on the calendar.*

## NO EVENTS DISPLAYED ON CALENDAR

1. If there are no events on the calendar, click on "No upcoming events" image
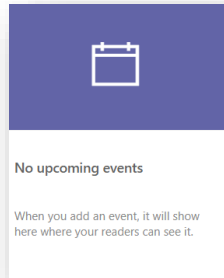


2. Add details in the window provided:

   a. **Name:** Provide a title of the event
   b. **Where:** This field set works with addresses of locations NOT just a general description.
   c. **Link:** DO NOT ADD ANYTHING HERE. This will create an online meeting.
   d. **Category:** This is optional – it just "tags" the type of event for filtering purposes.
   e. **About this event:** Provide a details of the event itself. This is where links to documents that may be needed for this event could be included (permission forms, order forms, etc).
   f. **Event participants:** do not add anything here. The event will be displayed for those that need to see it.

3. Click "Save"

4. To exit out of calendar event and go back to Home page, click on the reload icon top right.
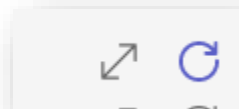


## EXISTING EVENTS VIEWED ON CALENDAR

1. Click on existing event. This will open the window to event details.
2. Click on "+New". Follow the instructions above to create the new event.

CAMPBELL RIVER
School District 72