



INFORMATION MARKETING GROUP (IMG)
IMPROVING K-12 EDUCATION THROUGH SOFTWARE

iPass

Events System

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Events

This module allows you to set up Events and Event Types. Events are calendar driven communications between you and users throughout your School or District. Consistent with all **iPASS** modules, there is set of maintenance tables that drive the system and they must be setup and defined by the school and/or school district.

Please be aware that all tab and Menu descriptions in the **iPASS environment are customizable and may vary from the tab or menu descriptions displayed in this documentation. Please see your local **iPASS** super user or contact IMG support for further clarification.**

The Events System has 2 menu options:

Add/Modify Events
Maintenance – Events
(See Figure 1)



Figure 1

View Today's Events

On the home page you will see the events for today. Click on the Event name (underlined in blue) to see more details regarding the event. To see other events that will occur on other days, simply click on the day on the calendar. The events for the day that you clicked on will now be available to view.

Use the arrows (to the right and left of the month) to quickly move from one month to the next or use the "GO TO" feature and select a month and a year then click go.

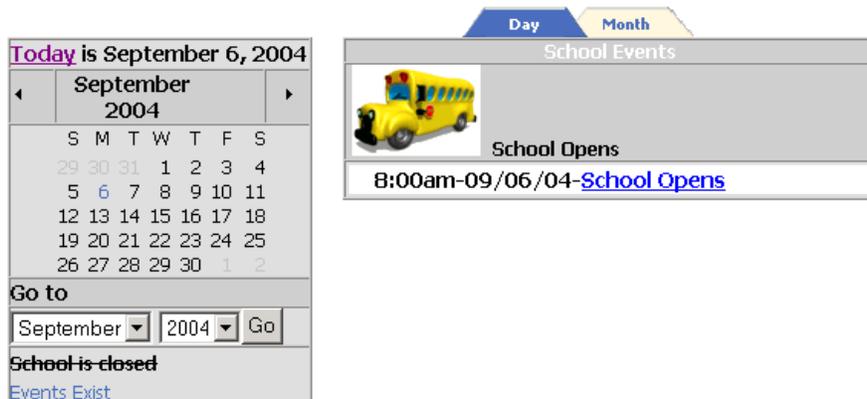
The screenshot shows two parts of the 'School Events' interface. On the left is a calendar for September 2004. The title is 'Today is September 6, 2004'. The calendar grid shows days of the week (S M T W T F S) and dates. The 6th is highlighted. Below the calendar is a 'Go to' section with dropdown menus for 'September' and '2004', and a 'Go' button. Below that, it says 'School is closed' and 'Events Exist'. On the right is a 'School Events' panel with tabs for 'Day' and 'Month'. It features a yellow school bus icon and the text 'School Opens' with a blue underlined link '8:00am-09/06/04-School Opens'.

Figure 2

View Month Events

To view the Month Events click on the Month Tab. All Events for that month will be available to view. Click on the Event name (underlined in blue) to see more details regarding the event.

Use the arrows (to the right and left of the month) to quickly move from one month to the next or use the "GO TO" feature and select a month and a year then click go.

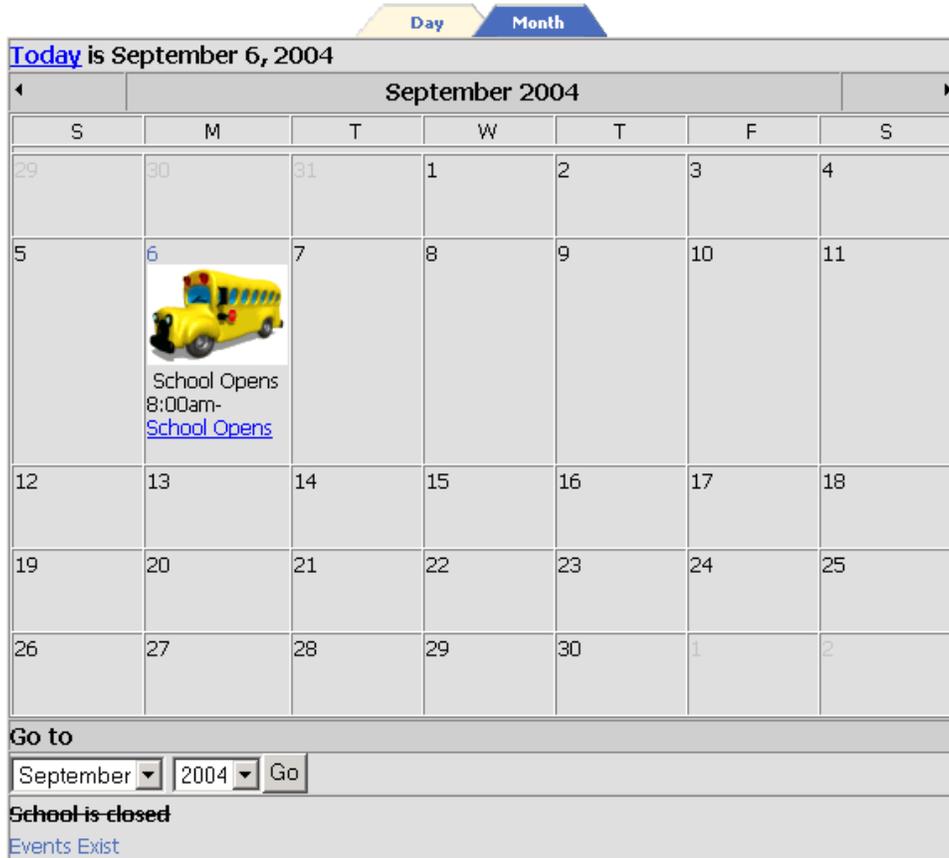


Figure 3

Event Icons

Event Icons are loaded by IMG.

Add/Modify Events

This menu item allows you to Add Events and Modify Event. Events are tied to the School(s) that can view the event.

<Events>

Use this tab to Search for Events, Add Events or Modify Events.

Search for Events

You can search by School, Event Type, Event Date or Event Name.

The image shows two parts of a web interface. The top part is a 'Search Criteria' form with the following fields: 'School' (dropdown menu set to 'All Schools'), 'Event Type' (dropdown menu set to 'All Types'), 'Event Date' (text input field), and 'Event Name' (text input field). Below these fields are 'Clear' and 'Submit' buttons. The bottom part is an 'Events' table with the following data:

School	Type	Date	Name
IPASS Testing High School		08/20/2001	hello
IPASS Testing High School		09/04/2001	Teachers Return
All Schools		08/21/2001	Students Return
IPASS Testing High School		08/21/2001	Pep Rally
All Schools		08/21/2001	School Dance
IPASS Testing High School		08/21/2001	Meet the Teacher Night
All Schools	Lower School Field Trip	05/12/2003	Plymouth Plantation
All Schools		08/21/2001	Parade
IPASS Testing High School		09/20/2001	Pep Rally
All Schools	Sporting Events	01/10/2003	Basketball Game

Below the table are navigation links: '<< Prev Next >>' and an 'Add' button.

Figure 4

Add Events

⇒ Click the  button.

School

⇒ Select the School(s) to see the event.

Select the Type of Event

⇒ Select the Event Type

Date of Event

⇒ Enter the date of the Event or click on the  to see a calendar.

The image shows a calendar for December 2004. The days of the week are listed as S M T W T F S. The dates are: 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1. Below the calendar, there are three lines of text: '= closed' (green), '= weekend' (blue), and '= School wide event' (red). Below the calendar is a 'to' dropdown menu with 'December' selected, a '2004' dropdown menu, and a 'Go' button.

Figure 5

Time of the Event

⇒ Select the Time of the Event.

Event Title

- ⇒ Enter the Title of the Event, which will appear on the Events Calendar screen.

Event Description

- ⇒ Enter the Description for the Event, which will appear when you click on the Event Name.

⇒ Click **Submit** to save the Event.

⇒ Click **Cancel** to leave this screen and abort changes.

Update School Event

School: All Schools

Select the type of event: Teacher

Date of event: 12/23/2004

Time of Event: 12:00 AM

Event Details

Event Title:

Event Description:

Submit Cancel

Figure 6

Modify an Event

To Modify an Event simple click on the Event name (underlined in Blue) on the Search Events screen located on the <Events> tab.

Events			
School	Type	Date	Name
All Schools	Sports Physicals	11/10/2004	<u>Sports Physicals</u>
Charles McCann Technical High School	Teacher	11/02/2004	<u>Early Dismissal</u>
<< Prev Next >>			
ADD			

Figure 7

School

- ⇒ Modify the School(s) to see the event.

Select the Type of Event

⇒ Modify the Event Type

Date of Event

⇒ Modify the date of the Event or click on the  to see a calendar.

Time of the Event

⇒ Modify the Time of the Event.

Event Title

⇒ Modify the Title of the Event.

Event Description

⇒ Modify the Description for the Event.

⇒ Click  to save the changes to this Event.

⇒ Click  to leave this screen.

Delete an Event

If you need to delete an Event, simply open the Event. Go to the bottom of the Event Screen and click on the Delete Event box to place a check mark in it.

⇒ Click  to delete the Event. [Delete Event?](#)

Maintenance - Events

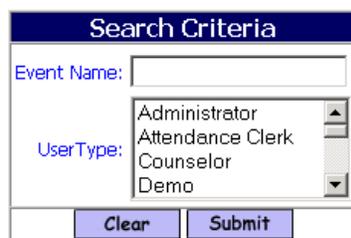
This menu item allows you to Add Events Types and Modify Event Types. Event Types tie the event to the user types that can view the event.

<Event Types>

Event Types are tied to the User Type Groups that can see the Event.

Search Event Types

You can search Event Types by Event Name and by User Type Groups.



Search Criteria

Event Name:

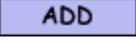
UserType:

Administrator
Attendance Clerk
Counselor
Demo

Clear Submit

Figure 8

Add Event Types

⇒ Click the  button.

Name

⇒ Enter the name of the Event Type

Who do you want to see this Type of Event?

⇒ Select the User Type Group(s)

Icon

⇒ Enter the Icon Name. Here are a few examples.

- eventballoon.gif 
- btn_list.gif 
- eventsocial.gif 

Modify Event Types

To Modify an Event Type simply click on the Event name (underlined in Blue) on the Search Event Types screen located on the <Events Types> tab.

Name

⇒ Modify the name of the Event Type

Who do you want to see this Type of Event?

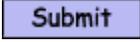
⇒ Modify the User Type Group(s)

Icon

⇒ Modify the Icon Name.

Delete Event Types

If you need to delete an Event Type, simple open the Event Type. Go to the bottom of the Event Type Screen and click on the Delete Event Type box to place a check mark in it.

⇒ Click  to delete the Event Type. Delete Event Type?