

## INSTRUCTIONS FOR USING AND VIEWING THE TITLE II CALENDAR

In order to keep you informed and up-to-date about what is happening in the Title II community, the Title II web site now includes a calendar feature. Using this feature, you may view and/or edit the Title II Working Group calendar and your individual state calendar.

### **LOGGING ON**

In order to access the calendar feature, click on the Calendar icon on the Schedules & Calendars page of the web site. You will then be asked to enter your Username and Password. (If you forget your Username and/or Password, or need a Username and/or Password, contact us by calling our toll-free helpline at 877-6title2, or email us at title2@westat.com.)

After entering your Username and Password, you will see a list of calendars accessible to you. This list will include the Title II Calendar and your individual state calendar. Those with proper access (state Title II Coordinators) will also be able to manage calendar users in their state.

### **GENERAL CALENDAR FUNCTIONS**

All Title II Calendars share certain characteristics. The calendars will show one month at a time. To view the previous month or the next month, click on the appropriate link located in the top left- and right-hand corners of the calendar. Events shown on the calendar are color-coded. For examples, meetings are listed in green, while conference calls are listed in blue.

To view more details of a particular event, click on the event listing on the calendar. This page will show all events for that particular day. If you have proper access (state Title II Coordinators), you may add, edit or delete events from your individual state calendar (see **ADDING, EDITING AND DELETING EVENTS** section below). A small monthly calendar will appear in the upper left-hand corner of this events page. Under this small calendar, you will find links to take you back to the full monthly calendar, or that will allow you to add an event. At the bottom of every calendar page, you will find links to take you back to the calendar listing or that will allow you to logout of the calendar function. Upon logging off, you will be taken back to the Schedules & Calendars page of the Title II web site. You will NOT be taken out of the Title II web site.

### **TITLE II CALENDAR**

The Title II Calendar is for the Title II Working Group only. If you are not part of the Working Group, you will not have access to view this calendar. State Title II Coordinators will have access to add, edit or delete events on this calendar.

### **STATE CALENDARS**

Once you log on to the calendar feature of the web site, you will have access to a calendar for your individual state. Appropriate persons (State Title II Coordinators) will have access to add, edit or delete events on this calendar.

### **ADDING AN EVENT**

To add an event to a calendar, open the appropriate calendar and click on the date of the event you want to add. Click on the link to "Add an Event"; this link is located under the small calendar on the left-hand side of the page. Fill in the following fields for the event:

- **Start Date:** This field will automatically be filled. This is the date on which your event will begin.
- **End Date:** This is the date on which your event will end. If the event is only on one day, the End Date should be the same as the Start Date.
- **Title:** This is how your event will be listed on the calendar. It is a good idea to include the time of your event in the title.
- **Details** Explain your event here. Include a short description of the event and any other important details, such as the time of the event.

- **Link:** If there is a web site regarding your event, type in the Internet address here. Do not type "http://." These characters are automatically set at the beginning of the web address. If you type "http://," the link to the web address you enter will not work.
- **Display Color:** Choose the best description of your event - Staff Meetings, Presentations, Conference Calls, Due Date, or Other.

Click on the Save button to display your event on the calendar. Clicking on the Cancel button will delete anything you have entered, and your event will not be displayed on the calendar.

### **DELETING AN EVENT**

Once you have added an event, you will have the ability to delete it as well. To do this, simply click on the Delete button in the event description box.

### **EDIT AN EVENT**

To edit an event, click on the event you wish to edit. In the event description box, you will see an Edit button. Click on this button and make any changes to the event information. To save the edits, click on the Update button. To cancel the changes, click on the Cancel button.

### **MANAGING CALENDAR USERS**

Some users will have rights to add, delete, or edit calendar users. To do this, click on the Manage Calendar Users link on the calendar list page. You will see the login name, first name, and last name of all users for your calendar. To add a user, click on the "Add a New User" link at the top left-hand corner of the page and enter the new user's information. In the Level field, you will be asked to assign the new user with a level of access. The levels are as follows:

- 0:** read only permission
- 3:** read/write permission
- 5:** all permissions, including managing users.

To save the new user's information and add them to the user list, click on the Save button. To cancel the information, click on the Cancel button.

To edit or delete a current user's information, click on the icon in the Edit column next to the person's login in name. To update the record, change the necessary information and click on the Update button. To delete this user, simply click on the Delete button.

### **LOGOFF**

To log out of the calendar feature, simply click on the Logoff button found at each of the calendar pages. This will take you back to the Schedules & Calendar page of the Title II web site.

If you are inactive in the calendar function for over 20 minutes, you will automatically be logged off and will receive a "time out" error message.