



Lincoln Nursery School

Online Calendar Documentation

Prepared by the Information Management Committee

Updated August 2010, v2

1. Available Calendars

The calendar is set up so that the following groups have individual calendars:

- LNS All: School-wide calendar
- Staff
- Steering Committee
- Blue Class
- Blue Parent Help
- Yellow Class
- Yellow Parent Help
- Purple Class
- Purple Parent Help
- Pilot Class
- Pilot Parent Hel

Calendar Internet Addresses (URLs) for Subscribing (see instructions on next page, item 2b)

Copy the following addresses when subscribing to each calendar. **DO NOT CLICK THESE LINKS!!!!** If you do, the calendar will import instead of “subscribe”, which means it will not automatically update. This is a little fussy to do, but you must highlight the url, then control-c to copy. When you go to highlight, your mouse should look like a text tool (a vertical bar with antennae on the top and bottom). If your mouse turns into a hand, move it further to the left of the text until it turns into the text tool, then begin highlighting.

LNS All: an all school calendar including the board schedule

<http://www.google.com/calendar/ical/lnsmaster%40gmail.com/public/basic.ics>

Blue Class

<http://www.google.com/calendar/ical/it0mq6sqn4kh42f4udba136v58%40group.calendar.google.com/public/basic.ics>

BLUE Parent Help

<http://www.google.com/calendar/ical/lnsblueclass%40gmail.com/public/basic.ics>

Yellow Class

<http://www.google.com/calendar/ical/lnsyellowclass%40gmail.com/public/basic.ics>

YELLOW Parent Help

<http://www.google.com/calendar/ical/2rnb5sq7tj37qhvqnkiqf279ec%40group.calendar.google.com/public/basic.ics>

Purple Class

<http://www.google.com/calendar/ical/lnspurpleclass%40gmail.com/public/basic.ics>

PURPLE Parent Help

<http://www.google.com/calendar/ical/ipqpk96jj1o43a6rtolfq51uqc%40group.calendar.google.com/public/basic.ics>

DeCordova Pilot Class

<http://www.google.com/calendar/ical/decordova%40lincolnnerschool.org/public/basic.ics>

DeCordova PILOT Parent Help

<http://www.google.com/calendar/ical/0au7aveaieubco2q3q6it32jmk%40group.calendar.google.com/public/basic.ics>

Staff

<http://www.google.com/calendar/ical/lnsteachers%40gmail.com/public/basic.ics>

Steering Committee

<http://www.google.com/calendar/ical/4u0mh9i5vpcbpn5sfjah70uj1c%40group.calendar.google.com/public/basic.ics>

2. Viewing the Calendars

There are two options for the viewing of calendars:

(a) **View online** on the LNS website

(b) **“Subscribe”** to any calendar in your computer’s calendar program. For example, if you have an Apple computer, you can download all the calendars into your iCal program. If you are a PC user, you can download into Outlook or Windows Calendar.

a. Viewing the calendars online at lincolnnurseryschool.org

Go to:

www.lincolnnurseryschool.org/resources/

There you can follow the calendar links and choose your class to view the class specific calendar.

b. “Subscribe” to each calendar in your computer or phone’s calendar program

Calendars will automatically update at specific intervals, determined in the calendar program’s settings. For further help, go to your calendar program’s help feature and search for “subscribing to a Google calendar”.

1. In the list of Calendar Internet Addresses above, **find the calendars you are interested in** (e.g. LNS All). You can subscribe to as many as you would like, but you must do this process for each calendar.
2. **Copy the URL** (internet web address):
(e.g.:<http://www.google.com/calendar/ical/lnsmaster%40gmail.com/public/basic.ics>)
 - a. **Highlight the text. DO NOT CLICK ON THE LINK or it will import instead of subscribe, which means it will not update when changes are made.**
 - b. Then on the **Edit menu**, click **Copy**.
3. In your **calendar program**, do the following:
 - a. **Apple iCal:**
 1. On the **Calendar** menu, Click **Subscribe**.
 2. **Paste in the URL** you copied in step 2 (on **Edit** menu, click **Paste**), then click **OK**.
 3. **Check Refresh**, and choose a frequency. This keeps your calendar automatically updated when changes are made.
 - b. **Outlook:**
 1. On the **Tools** menu, click **Account Settings**
 2. On the **Internet Calendars** tab, click **New**
 3. **Paste in the URL** (press CTRL+V) you copied in step 2
 4. Click **Add**
 5. In the **Folder Name** Box, type the name of the calendar, as you want it to appear in outlook, then click **OK**.
 - c. **Google (for those who already or would like to use Google as their calendar program):**
 1. In the left column, under **Calendars**, click the **Arrow** button next to **“Add”** at the top right corner of the Calendars list (or next to the calendar you want to add).
 2. Click **Add by URL**.
 3. **Paste in the URL** you copied in Step 2 on the **Edit menu**, click **Paste**), then click **OK**.
4. **Repeat steps for each required calendar.**

3. Troubleshooting

If you are having any technical issues, please refer to the Frequently Asked Questions section. This section will be updated periodically. For direct questions, please send email to Libby Maynard at libby@tower34.com

4. Frequently Asked Questions

Q: I typed in the website address, however, I am not getting the correct website?

A: The URL you typed in is probably incorrect. Please copy and paste the URL into your browser to ensure accuracy.

Q: Who is responsible for each calendar?

A: The Vice President that oversees the room parents is in charge of the calendar and will initially train and assist each entity with their respective calendars. After the initial training, each entity will be responsible for their calendars. For example, each room parent will be responsible for his or her own calendars.

Q: How do we either as a teacher or parent add something to the calendar?

A: Each entity (LNS staff, room parent) will be assigned an account to log into their own calendars. Each entity will have a person(s) assigned the responsibility to manage his or her own calendars.

Q: When I subscribe, the calendar comes in as a different color than on the Google calendar. How do I change it back?

A: Each calendar program allows you to color code your calendars. Refer to your calendar program's help for specific instructions on Changing a Calendar's Color.