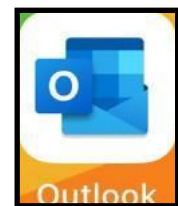


Peebles High School Homework Calendar



Using your iPad/Outlook to keep track of homework, assessments, and events

- Our new system for electronically recording homework and assessments **allows your teachers** to use the functions within Teams Assignments **to add key dates directly to your personal Outlook calendar.**
- This new system **also gives you greater flexibility to add your own key dates** (for example a sports fixture or your own study calendar).
- Parents can follow some simple steps to access your calendar on their own device.



Checking your Calendar

Step 1: Open Outlook on your iPad.

Step 2: Select the calendar from the bottom bar.

Step 3: Select the view you prefer from the top bar (button on the right). Month view is usually best.

Step 4: Click on a piece of homework you have due. The calendar will now open in 'Agenda View':

- You will see a list of homework on the left.
- Select the homework you want to check - it will open up the detail on the right of your screen
- If you/your teacher has added a description, you can open it to see all the details by clicking on the description. If your teacher has shared an assignment in Teams to your calendar, you will see a link to the assignment in Teams.

Step 1



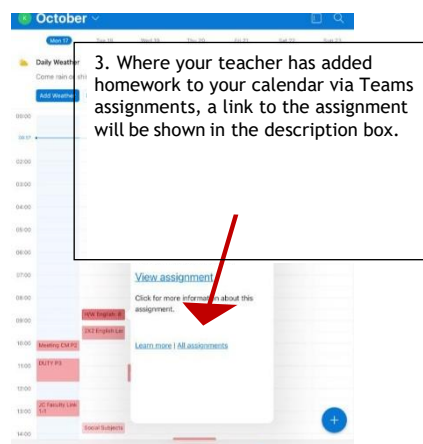
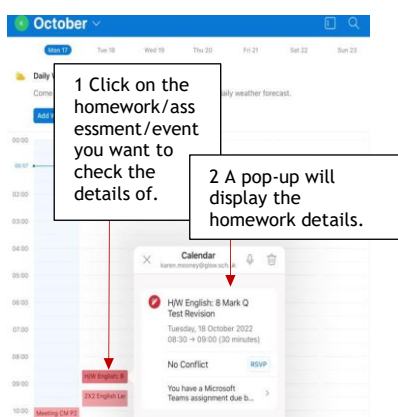
Step 2



Step 3



Step 4



Adding New Entries to your Calendar

Step 1: Open Outlook on your iPad.



Step 2: Go to the bottom bar and select the calendar option.



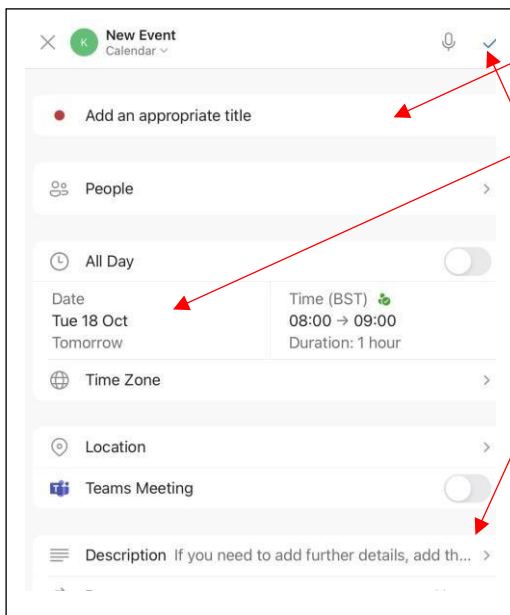
Step 3: Select the view you like from the top bar (button on the right). Month view is usually best.



Step 4: Select the add button



Step 5: Set your homework, assessment, or event reminder.



- I. Name your event.
 - Don't click 'People'
- II. Select due date and time (9am will keep your calendar organised)/date and time of the event.
 - Don't do time zone, location or Teams meeting
- III. Add a description if required - this could be details of when an event is taking place.
 - Don't click repeat
- IV. Set an alert if you would like a reminder (day before is usually best)
 - Don't click 'show as' and 'private'
- V. Click the tick to add this to your calendar.

