

Stirling and Clackmannanshire Education Service



20#20 Excellence in Learning Technology



A 5-Year Ambitious, Aspirational and Achievable ICT Strategy

Know Your Glow

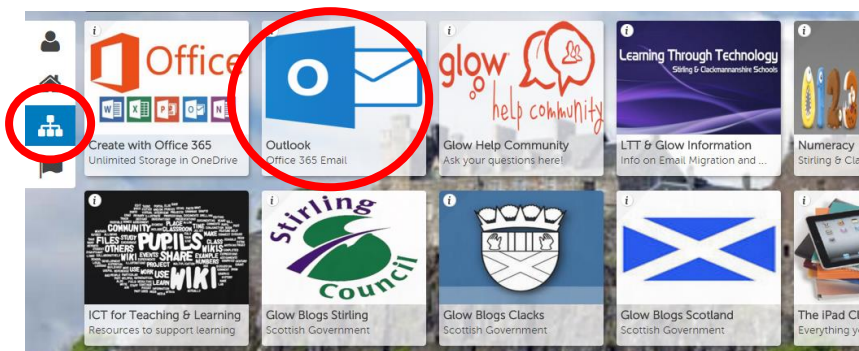
Make Your Glow Calendar Public

Why do this?

You may want to share a school calendar publicly with all parents, you may wish to share your personal calendar with family or friends who are not part of Glow, or with colleagues in other services (not part of Glow). In this sense, “publishing your calendar” means giving one or more people a web address link (URL) that is so long and complicated, that only the recipient could possibly know what it is. The recipient can only read the information that you have agreed to provide, and you can restrict access at a later date.

Log in to Glow using your Launchpad, then choose the Calendar or Email tile

1. You may want to choose the Council Launchpad, to easily find the email tile.



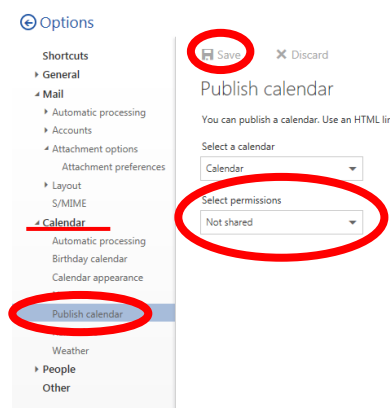
2. Once that has been completed, select the a cog at the top right of the screen and then select: “Options”



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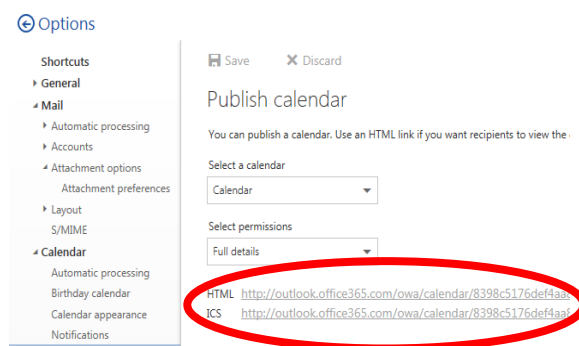
20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

3. In the Options screen that appears,
 - a. Find Calendar, then select “Publish Calendar”
 - b. Select Permissions to Full Details
 - c. Click “Save”



4. As soon as you have clicked save, you will be presented with 2 possibilities:

- a. An HTML weblink that you can copy, paste and share by email. The recipient simply needs to paste the address into a web browser to view your calendar.
- b. An ICS link. If this is pasted into a web browser an .ics file will be downloaded. If the recipient has the .ics file, they are able to load your calendar into their Gmail (etc) calendar viewer.



More information on .ics files and calendar sharing can be found here:

<https://digibites.zendesk.com/hc/en-us/articles/200134792-How-do-I-import-ics-ical-csv-files-into-Google-Calendar->

<http://www.howtogeek.com/howto/30834/add-an-ical-or-.ics-calendar-to-google-calendar/>

<http://help.unc.edu/help/how-to-import-an-icalendar-ics-file-to-outlook/>

Find more advice and helpsheets at

<https://blogs.glowscotland.org.uk/st/scotech4learning/know-your-glow/know-your-glow-helpsheets/>

Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government’s ICT in Learning Vision; *“Scotland’s educators, learners and parents take full*

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advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."



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