

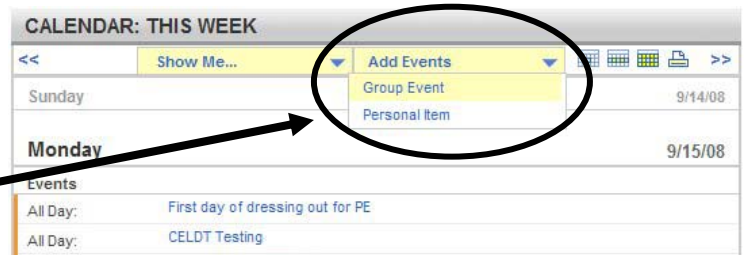
School Loop Calendar

- The master calendar is on the SchoolLoop Home Page
- Staff members can add events to the calendar and print a hard copy.

Add a Group Event

School Loop

1. Log in to
2. Scroll down to the Calendar and click **Add Events**, then **Group Event**
3. Select the date, time, and duration; and enter the title.



DATE, TIME, AND DURATION

Date: (mm/dd/yy)

Time: :

Duration: :

All Day Event

EVENT

Title:

Attachments: [Attach File](#) [Post Link](#)

[Publish](#) [Cancel](#)

Options

DETAILS

Description:

Location:

Contact:

4. Add description, and enter repeat options (if necessary)

REPEAT (NOTE: ASSIGNMENTS VISIBLE TILL DUE)

Does not repeat

Repeat:

Repeat until: (mm/dd/yy)

[Publish](#) [Cancel](#)

5. Click **Publish**

6. Select **School** (on the left), then deselect Parents and Students if you don't want to include them

School

- Assistant Principals → Chavez & Perossio
- Associate → Non-staff who but work on campus, such as Boys & Girls Club, Prob. Officer, etc.
- Parents
- Principals → Chavez & Perossio
- Staff → Counselors, Facilitator, Office Staff, Staff Assistants, etc.
- Students
- Sys Admins → Anderson, Rosenthal, Stone, Wilhelmi
- Teachers → All Teachers

For assistance, please contact Vanitha Chandrasekhar at ext. 2960 or via e-mail vchandrasekhar@lbschoools.net