



skoleraTM

How to review your children's calendar and create personal events?

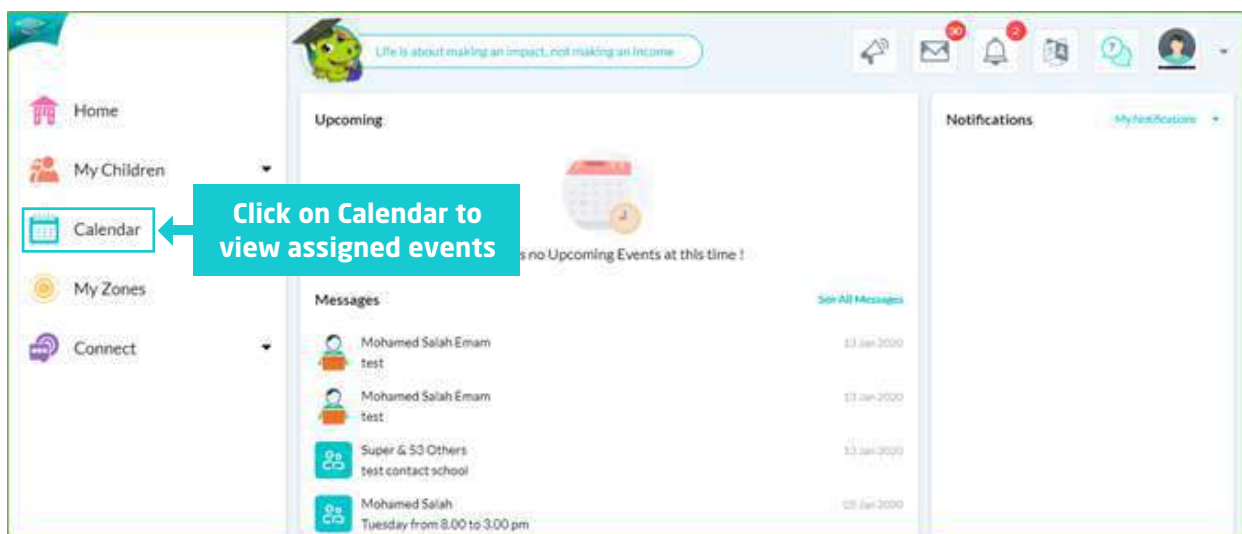
Parents Interface



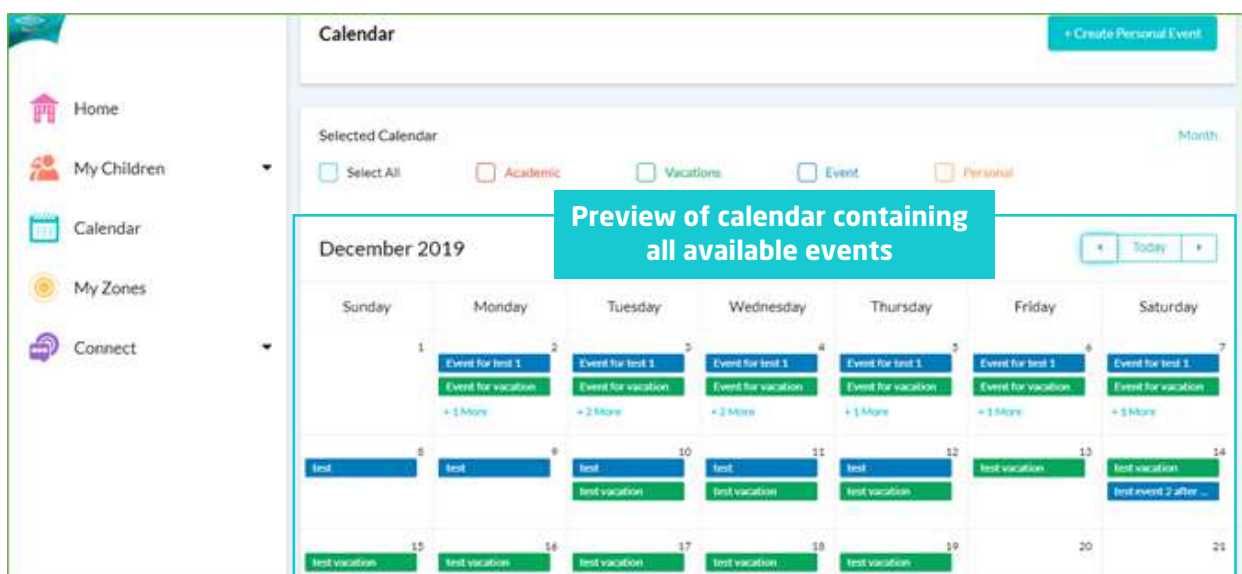
- One of the tools provided by the Skolera platform for parents is to review the calendar and create personal events which may help to track his children, whether it's academic such as school meetings and vacations, events such as forums or personal events related to child so that parents can follow his son/daughter through these options.

To access these options follow the next steps :

1 After logging in Parents' interface ... Click on " Calendar " on the left side.

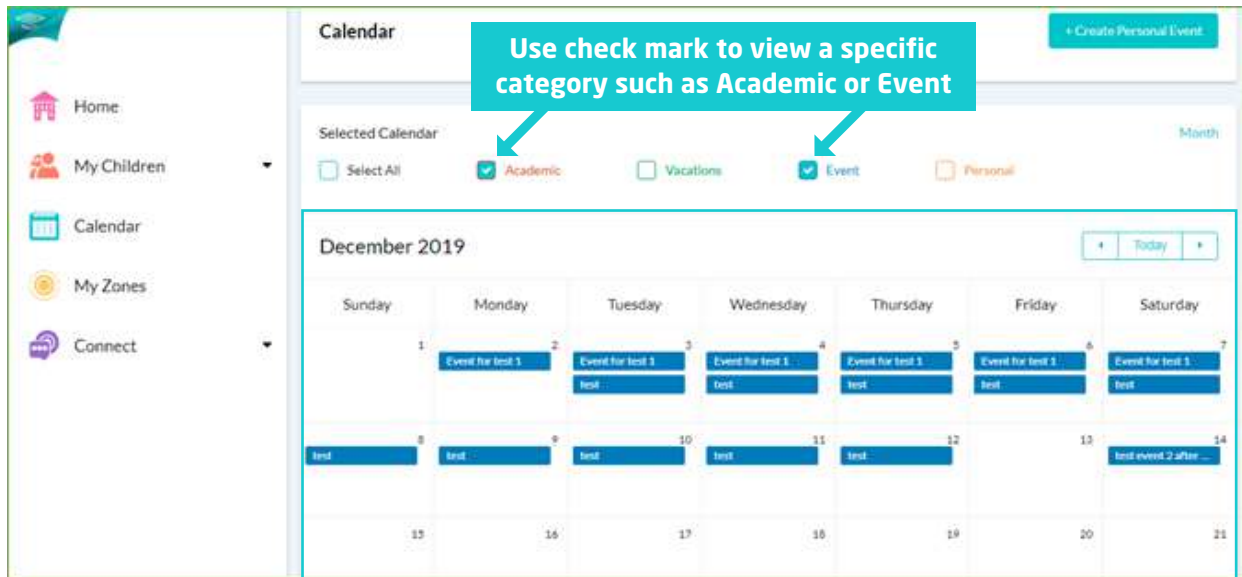


2 You will now find the calendar screen that shows a monthly calendar that lists daily events, categorized whether they are academic, vacations, events or personal.



3 Viewing calendar can be determined by filtering events to view only academic or academic and events for example, in addition, to present all of them by pointing on " Select All " to be displayed.

- Academic
- Vacations
- Event
- Personal
- Select All

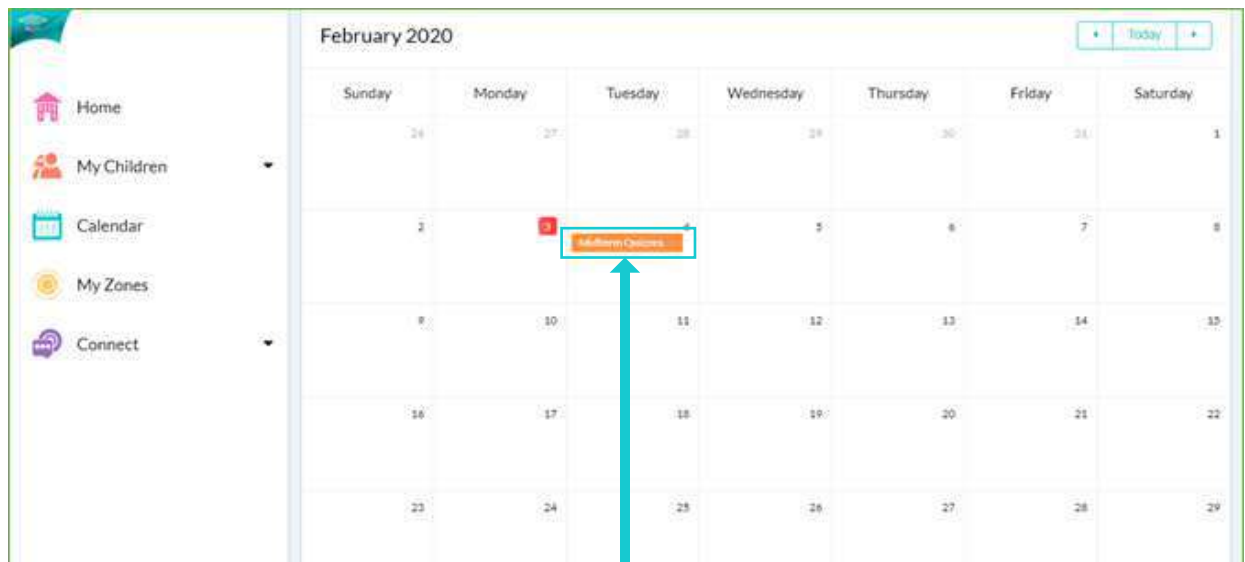


4 Parents can create a personal event for a particular day or month as they wish as follows:

- From the top of the calendar screen, click on " Create Personal Event "
- On the screen that appeared to you, start to record all the following data :
 - When event will starts (Date - Time)
 - When event will ends (Date - Time)
 - Subject
 - Notes in case of any adds
- Once you finish click on " Create "

The screenshot shows the 'Create Personal Event' form. It includes fields for 'When' (Date and Time), 'To' (Date and Time), 'Subject', and 'Notes'. A blue callout box with arrows pointing to the date and time fields contains the text: 'Fill these data to create the personal event'. At the bottom, a blue callout box with an arrow pointing to the 'Create' button contains the text: 'Click on "Create" to save the personal event'. The 'When' field is set to 'Tue, Feb 4' and the 'To' field is set to '2/4/2020 10:00 AM' to '2/4/2020 1:00 PM'. The 'Subject' field is 'Midterm Quizzes' and the 'Notes' field contains 'Summary of Intended Learning Objectives'.

- 5 Once you create the event it'll appear on the main screen of the calendar categorized under personal field.



The personal event which is created by parent

- In this way, we've done the explanation of how to review the calendar and create new personal activities for the parents in simple steps.