

Calendar Events Form

This is a main form with 3 subforms – month / week / day views – used for school calendar events
The month & day view load almost instantly.
The week view has more controls and takes 2-3 seconds

Month view

Add New Event
Calendar for March 2018
March 2018
Calendar Style
☐ Month
☒ Week
☐ Day
Print
Close

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
View Week					1 Assessment Week Student Book Swap Literacy Month Yr 7 09:00 - 09:00 More...	2 Assessment Week Year 7 Rivers Visit Literacy Month Yr 7 09:00 - 09:00 -	3
View Week	4 FLEXIDAY All Day WEX WK Year 7 Rivers Trip All	5 WEX WK Year 7 Rivers Trip All Assessment Week More...	6 WEX WK Year 7 Rivers Trip All Assessment Week More...	7 WEX WK Assessment Week Literacy Month Yr 7 09:00 - 09:00 More...	8 WEX WK Assessment Week Year 7 River Trip All More...	9 Progress Check 4 Year 7 River Trip Inter House sport More...	10 Family Breakfast
View Week	11	12 STEM Yr 8 All Day	13 Inter House sport 09:00 - 09:00 -	14 Inter House sport STAFF Mtg 09:00 - 09:00 -	15 Inter-House Music Competition MLDP 04:00 - 18:00 All	16 Inter House sport 09:00 - 09:00 -	17
View Week	18	19 ICELAND (Geog) Y8 Girls HPV 3 09:00 - 09:00 -	20 ICELAND (Geog) 19	21 ICELAND (Geog) 19	22 ICELAND (Geog) 19	23 Good Friday All	24
View Week	25 Easter Sunday All	26 Easter Monday All	27	28	29	30	31

Today's date: Sunday 8 April 2018
Today
Prev Month
Next Month

Double click - a blank slot to add a new event at that time
Double click - any calendar event description to edit it
Double click - a day header to view that day's events

Week View

Add New Event
Calendar for March 2018
4-10 March 2018
Calendar Style
☒ Month
☐ Week
☐ Day
Print
Close

	4 Sunday	5 Monday	6 Tuesday	7 Wednesday	8 Thursday	9 Friday	10 Saturday
All Day		FLEXIDAY WEX WK Year 7 Rivers Trip	WEX WK Year 7 Rivers Trip Assessment Week	WEX WK Assessment Week	WEX WK Assessment Week Year 7 River Trip	Progress Check 4 Year 7 River Trip	
08:00							
09:00			Literacy Month Yr 7 09:00 - 15:10	Literacy Month Yr 7 09:00 - 15:10	Literacy Month Yr 7 09:00 - 15:10	Inter House sport 09:00 - 13:20	Family Breakfast 09:30 - 12:00
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00				HODS/HOVS 15:30 - 16:30			
17:00							

Today's date: Sunday 8 April 2018
Today
Prev Week
Next Week

Double click - a blank slot to add a new event at that time
Double click - any calendar event description to edit it
Double click - a day header to view that day's events

This shows the week calendar subform in design view

The screenshot shows a week calendar subform in design view for the week of 7-13 December 2014. The calendar is set to 'Week' style. The header shows the dates and a 'Calendar for' dropdown set to 'Unbound'. The main area is a grid with days of the week as columns and time slots as rows. Events are represented by colored blocks with event IDs. For example, on Tuesday (9th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Wednesday (10th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Thursday (11th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Friday (12th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Saturday (13th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. The footer shows 'Today's date: =Date()' and buttons for 'Today', 'Prev Week', and 'Next Week'. A tooltip is visible over the footer area, stating: 'Double click - a link set to add a new event at that time. This tool is locked and can only be edited. Double click - any calendar event description to edit it. Double click - a day header to view that day's events'.

The screenshot shows a week calendar subform in design view for the week of 7-13 December 2014. The calendar is set to 'Week' style. The header shows the dates and a 'Calendar for' dropdown set to 'Unbound'. The main area is a grid with days of the week as columns and time slots as rows. Events are represented by colored blocks with event IDs. For example, on Tuesday (9th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Wednesday (10th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Thursday (11th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Friday (12th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. On Saturday (13th), there is a green block for 'London Visit' (ID 18267) from 09:00 to 18:00. The footer shows 'Today's date: =Date()' and buttons for 'Today', 'Prev Week', and 'Next Week'. A tooltip is visible over the footer area, stating: 'Double click - a link set to add a new event at that time. This tool is locked and can only be edited. Double click - any calendar event description to edit it. Double click - a day header to view that day's events'.

The week calendar subform has at least 452 controls:

- 7 days x 48 half hourly time slots = 336
- 7 days x 6 all day slots = 42
- 7 days x 6 timed event slots = 42
- 7 days x 6 event ID slots = 42

As previously mentioned this takes 2-3 seconds to load – not bad considering

Day View

Add New Event
Calendar for
November 2017

Wed 15 November 2017

Calendar Style
Month
Week
Day
Print
Close

15
Wednesday

All Day
Y10 Diso, Y11 GCSE Sci Controlled Assess. (All Day)

08:00

09:00
Numeracy Month Yr 7
09:00 - 15:10

10:00

11:00

12:00

13:00
Mentor Day/Evening
13:00 - 19:30

14:00

15:00

16:00
YR Mtgs
15:30 - 16:30

17:00



Today's date:
Sunday 8 April 2018

Today
Prev Day
Next Day

Double click - a blank slot to add a new event at that time
Double click - any calendar event description to edit it
Double click - a day header to view that day's events

Create Event

New Calendar Event

Description	<input type="text" value="Y10 Business Studies Trip"/>		
Category	<input type="text" value="Trip"/>		
Start Date	<input type="text" value="08/04/2018"/>	Time <input type="text" value=""/>	All Day? <input checked="" type="checkbox"/>
End Date	<input type="text" value="08/04/2018"/>	Time <input type="text" value=""/>	
Duration	<input type="text" value="1"/>	days	
Room	<input type="text" value=""/>		

Cancel
Save
Close

Exported Calendar in Outlook (Month View)

The screenshot displays the Mendip Heights School Calendar within the Microsoft Outlook application. The interface includes a standard Outlook ribbon at the top with tabs like Home, Send/Receive, Folder, View, Developer, and Outlook-Tab. Below the ribbon is a navigation pane on the left with options for Mail, Calendar, Contacts, and Tasks. The main window shows a calendar view for December 2014. The calendar is organized into a weekly grid. Key events include 'Assessment Week' (09:00-16:00) on December 1st and 2nd, 'STEM 9 to 11' on December 3rd, 'Progress Check 2' on December 5th, 'London Museums Visit' (09:00-18:30) on December 10th, 'Primary Schools' (09:30-13:15) on December 11th, 'End of Term 2' on December 19th, 'Christmas Day' on December 25th, and 'Boxing Day' on December 26th. The bottom status bar indicates 'Items: 35'.