AGORA: THE CALENDAR FEATURE

In this guide we will taking an in-depth look at how to view School calendar events, as well as tailor it to what is relevant to you as a user.

Let's say as an example, I was the parent of a Year 10 student in the Senior School in House Deakin and I wanted to see what events were most relevant to me. I'll start by going over to the left hand side menu where 'Calendar' is.

You will notice that there are two items under this icon. Both will show the events taking place around the School with the only difference being how they are displayed to the user.

CALENDAR OVERVIEW

Calendar Overview is similar to a Google Calendar- in that by default it will show all the events available. You can switch between day, week or month mode using the button circled in the above image.
But what if I only wanted to see information that was relevant to me—that is, Senior School, Year 10 and Deakin items?

The way to do this is to go where it says ‘Filter by’ (circled in the below image)

A pop-up will open which looks like this:

Go to it says ‘Show events in my calendar only’ (circled in the above image), select it, then press the Continue button.
The calendar will now only display items relevant only to the items I am interested in as seen below:

Even if you have filtered the calendar, you still have the ability to see what else is happening each day around the school on the side underneath the heading 'Other events'.

A very important thing to remember about this filtering feature is that when you log out of the portal, the calendar will reset to show all events, so you will need to go to 'Filter by' and select the 'Show events in my calendar only' each time.
The second way of viewing events most relevant to you, that may be easier is to go to 'Event Activities'. This simply brings up an entire list of events happening over the year which are most relevant to you based on the campus, year level and house your child belongs to.

You can click 'Show more' to see more of the event activities list.

If you are looking for the fastest way to see a list of what is going on that's relevant to you, I would recommend using the 'Event Activities' function.

The filtering feature on the 'Calendar Overview' is something that we are seeking to make improvements on and we thank you all for your patience as we continue to develop the portal and make it a good user experience.