

Students – Managing your Calendar

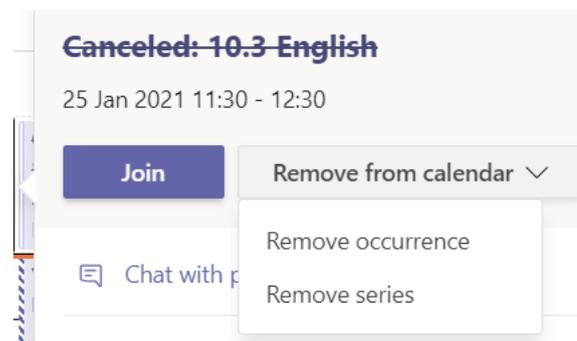
If your calendar is missing lessons, or is still showing cancelled lessons you can fix this.

Cancelled lessons are shown with a line through them.

Click on the lesson you need to remove.

Click on the arrow next to **Remove from calendar**.

Click on **Remove series** from the drop down box.



If your calendar is showing empty spaces where lessons should be then you can add these lessons. You will need to know what lesson should be in that space by checking your timetable.

Go into the class team for that lesson and you should see all the lessons that have been scheduled – they will show in blue.



Find the lessons that are missing and click on them to view the details.

Click on **+ Add to calendar** in the top left.

+ Add to calendar

Your calendar will hopefully be transformed from looking like this:

7CMN Tutor Chloe Morgan	Maths with Mr Cousté Edouard Couste	7CMN Tutor Chloe Morgan Canceled-7x/Hi2 Lesson Maria De La Paz Munoz Flores	SPANISH LESSON Maria De La Paz Munoz Flores	Canceled Lesson 1 - Intro to Python- 7X/IT2 Ricky Phillips	7CMN Tutor Chloe Morgan 7Y2 Science with Ms Wistow and Mrs Patel Payal Patel	7CMN Tutor Chloe Morgan 7x/Hi2 History Hannah Best
W 7 Geography Mr Cahill Monday P3 James Cahill	Canceled-7x2-Science Payal Patel	Canceled-7x2-Science-with Mrs Patel Payal Patel	7x PE James Sanderson	Canceled-Music-PRE-RECORDED Marc Robinson	Canceled-7x2-Science-with Mrs Patel Payal Patel	7x/Hi2 History Hannah Best
Canceled-7x2-Science Payal Patel	Canceled-7x2-Science-with Mrs Patel Payal Patel	Canceled-7x2-Science-with Mrs Patel Payal Patel	English lesson with 7x2/En Justyna Leszczyk	Canceled-7x2/En Wednesday P3 Edouard Couste	Art Simona Perrotta	7x/L42 Richard Harris
Canceled-Year 7 DT - Miss Lawner Lauri Lawner	Canceled-7x/Hi2 History Hannah Best	Canceled-7x2/En Friday P4 Edouard Couste		English lesson with 7x2/En Justyna Leszczyk	English lesson with 7x2/En Justyna Leszczyk	Canceled-7x2/En Friday P4 Edouard Couste

To looking more like this:

9 AM	7CMN Tutor Chloe Morgan	7CMN Tutor Chloe Morgan	7CMN Tutor Chloe Morgan	7CMN Tutor Chloe Morgan	7CMN Tutor Chloe Morgan
	Maths with Mr Cousté Edouard Couste	SPANISH LESSON Maria De La Paz Munoz Flores	Lesson 1 - Intro to Python- 7X/IT2 Ricky Phillips	7Y2 Science with Ms Wistow and Mrs Patel Payal Patel	7x/Hi2 History Hannah Best
10 AM	English lesson with 7x2/En Justyna Leszczyk	7x PE James Sanderson		SPANISH LESSON Maria De La Paz Munoz Flores	7x PE James Sanderson
11 AM					
12 PM	Yr 7 Geography Mr Cahill Monday P3 James Cahill	Maths with Mr Cousté Edouard Couste	Maths with Mr Cousté Edouard Couste	Art Simona Perrotta	7x/L42 Richard Harris
1 PM	7X2 Science with Ms Wistow Payal Patel	English lesson with 7x2/En Justyna Leszczyk	English lesson with 7x2/En Justyna Leszczyk	English lesson with 7x2/En Justyna Leszczyk	Maths with Mr Cousté Edouard Couste
2 PM	Year 7 DT - P5 MONDAY Lauri Lawner	7x/Hi2 History Hannah Best	7X2 Science with Mrs Patel Payal Patel	Yr 7 Geography Mr Cahill Thursday P5 James Cahill	7X2 Science Lesson (with Mr Ahmed) Miran Ahmed
3 PM					