

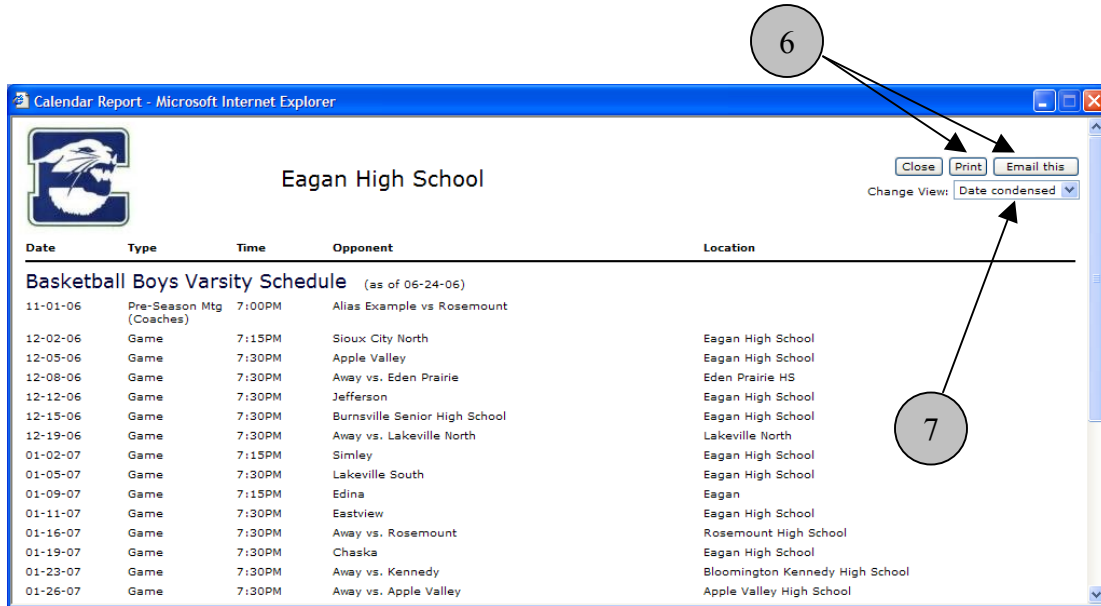
# rSchoolToday™ Activity Scheduler

We now use the Activity Scheduler as our all-School Calendar as it provides significant advantages to our school community. It is Web-based so the most up-to-date information is available at all times from any web-enabled computer. All changes are reflected instantly to you as soon as they are made. This will also save us time and money in our administrative operation so we are pleased on all fronts. Here are some of the key features for our school parents, students, and community:

The screenshot displays the 'rSchoolToday Calendar' in a Microsoft Internet Explorer browser window. The page title is 'Eagan High School Calendar'. The browser address bar shows 'http://www.lakeconference.org/g5-bin/client.cgi'. The page features a navigation bar with 'Calendar' and 'Rosters' tabs. A table lists activities for Monday, May 22, 2006, with columns for Time, Event, Details, and Comments. A calendar grid for May 2006 is visible in the top right, and a 'View Schedules' sidebar is on the right. Five numbered callouts (1-5) point to specific features: 1 points to the 'Calendar' tab, 2 points to a location link in the 'Details' column, 3 points to a 'Notify me!' button, 4 points to the 'Rosters' tab, and 5 points to the 'View' button in the 'View Schedules' sidebar.


1. Instant view of all activity on any given day across ALL areas of the school
2. Locations can be links to printable maps and directions to that location
3. You can set yourself up for automatic email reminders before any activity or for email notice for any changes to schedules
4. The latest rosters and scores can be available right from the calendar
5. You can get the latest schedules for any activity. Click on the schedule you want and then click **View**.
  - a. Note: You can also hold down the control key and click all the activities your kids are involved in, then click the **View** button and get your 'taxi' schedule.
  - b. IMPORTANT NOTE: if you have a pop-up blocker on your computer, the first time you try to view a schedule, you will need to allow pop-ups to occur from this site so you can see the schedules. How do you know if you have a pop-up blocker? If you try to view a schedule and it seems that the "loading..." screen never goes away, you have a pop-up blocker turned on. With most blockers, closing the window that says "loading..." generally shows you a light yellow bar across the top of the screen that notifies you of the pop-up being blocked. If there is no immediate choice in that bar to "always allow pop-ups from this site," you can usually right-click on that yellow bar and then choose "always allow pop-ups from this site." This is a one-time set-up. If you still can't view schedules, please consult with someone who knows how to use the specific pop-up blocker you have.

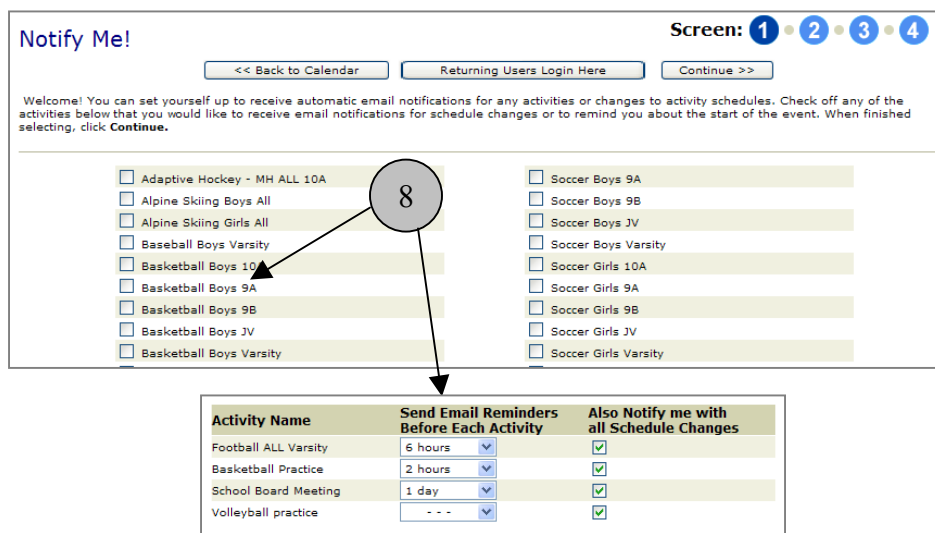
## When viewing Schedules:



6) You can print schedules, rosters, and scores yourself or email these to anyone you want. Emailing schedules sends a link to the latest version of the schedule (even if it is changed after you send the email). It also attaches a file with the schedule info but its best to always just click the link in these emails as it is the MOST up-to-date.

7) You can choose various ways to view the schedule once it pops up. The same is true of Rosters.

8) If you click "Notify Me" from the main calendar screen,  [Notify me!](#) you can choose which activities you want to receive reminders or change notices on by just checking them off from a list and clicking Continue to move to the next screen. You can edit these settings anytime you want.



## Advanced View

For the few of you who might want very specific information about events, the Advanced View is the place to find it.

9) Click here to go to the Advanced View:

Calendar Rosters

All Schedules subject to change. Please check frequently for updates. For further detail on an event, please click on the link.

Monday, Jun 19, 2006

Time	Event	Details	Comments
7:00am	Summer School	West Commons ,C1 Cluster ,B1 Cluster	
8:00am	Gymnastics Camp	No. Gym	
8:00am	Theatre Camp	Performing Arts Center ,Choir Room ,C350 Hallway ,Band Room	Ramboldt
8:30am	Basketball Camp	So. Gym	Durocher
9:00am	Basketball Camp	Main Gym	Gerber
9:00am	Dance Camp	Dance Studio	Gerber
9:00am	Tennis Practice	Tennis Courts	Raithe
11:00am	Tennis Lessons	Tennis Courts	Captain's Practice C.E.

**View Schedules:**

- 9th Grade Orientation
- Academic Awards Ceremony
- ACT Test
- Adaptive Soccer-POHI
- Alpine Skiing - Boys All
- Alpine Skiing - Girls All
- AP Testing Week
- Band Concert
- Band Practice
- Baseball - Boys Varsity
- Basic Standard Testing

View Help

Go to Advanced View

10) From the advanced view you can choose any report criteria and then select **Show Activity Report**. The default setting for each field is "All" and will show that way unless you change it. Note: you can control+click or shift+click any number of entries from any of the larger dropdown windows. So for instance, you can easily get a report of all girl's home basketball games in January for all levels.

rSchoolToday Calendar - Microsoft Internet Explorer

Address: http://www.lakeconference.org/g5-bin/client.cgi

Use any or all of the selections below to create a variety of printable reports.

**Activity:** All, 403B Benefits Meeting, 8th Grade Registration Meeting, 8th Grade Registration Night, 9th Grade Meeting, 9th Grade Orientation, AAU Basketball, Academic Awards Ceremony, ACT Test, Adapted Floor Hockey, Adapted Softball Meeting, Adaptive Hockey - MH, Adaptive Hockey - POHI, Adaptive Soccer - MH, Adaptive Soccer - POHI, Adaptive Soccer MH, Adaptive Soccer-POHI, Adaptive Softball - MH, Adaptive Softball - POHI, All School Awards, All State Auditions MEA, Alpine Skiing, American Invitational Math Exa, American Mathematics Contest, AP Lit Testing, AP Practice Test, AP Testing Week, Award Selection Meeting, Badminton, Band Banquet

**Location:** All, 1st Floor, 2nd Floor, 2nd Floor Academic Wing, 3rd Floor, A1 Cluster, A2 Cluster, A204, A3 Cluster, Abbott Field, Academic Wing, Agricultural & Food Sciences Academy, Aldrich Arena, Alexander Park, Alexandria, Alexandria High School, Alimagnate Park, Ames Arena, Andover High School, Andover YMCA, Anoka High School, Apple Place Bowl, Apple Valley, Apple Valley Exec Golf Course, Apple Valley Executive Golf Course, Apple Valley High School, Apple Valley Sport Center, Apple Valley Sports Arena, Armstrong, Aronson Park

**Gender:** All

**Level:** All, 10A, 10B, 10C, 9A

**Event Type:** All, Bye, Easter, Game, Good Friday, LC Event, LC Tournament, Match, Meet, Opening Day, Other, Post-Season Mtg (Coaches), Practice

Conference Events

Non-Conference Events

Home  Away

School Only Events

Show Ending Times

NOTE: To Select more than one Activity, Location, Event Type, Level, hold down the Control or Command Keys when Selecting events. Holding down the shift key and clicking events will select a range of events.

Choose a Time Period:  The Week of: June 19-25, 2006

Month: June, 2006 Show 01 Months

Date Range: 06 / 24 / 2006 - 07 / 24 / 2006

This School Year (through June 30)

Show Activity Report Show Transportation Report

We hope you like the new Calendar and look forward to your feedback about it!

## Quick User Guide

The screenshot shows the Apple Valley Calendar website. At the top right, there is a "Close Calendar Window" button. Below it, a "View:" dropdown menu is set to "November 2007". To the left of this menu are "Notify me!" and "Subscribe" buttons. A calendar grid for November 2007 is displayed on the right side. Below the calendar is a "View Schedules:" section with a scrollable list of events and a "View" button. At the bottom right, there is a "Go to Advanced View" button and a "Login" link. The main content area shows a list of events for each day from Monday, Nov 26, to Friday, Nov 30, 2007. Each event entry includes a time, event name, details, and a comments link.

**Apple Valley Calendar**

Close Calendar Window

View: November 2007

Notify me!

Subscribe

November 2007

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

View Schedules:

- Last edited testing
- 1 test
- 10th Grade Registration Handout
- 2nd June Meeting
- 4th Grade Demo. Band Concert
- 8th Graders to AVHS
- A Big Staff Party
- A student meeting
- aaa
- AABonfire
- Acting Class

View

Help

Go to Advanced View

Login

**Monday, Nov 26, 2007**

Time	Event	Details	Comments
2:00pm	first aid training	Alex Building - Room 1001, Auditorium, test A	

**Tuesday, Nov 27, 2007**

Time	Event	Details	Comments
10:00am	Alpine Skiing ALEX TEST	*HS Soccer Field 1	
11:00am	Tennis- Alex test	Gyms ABC	
1:00pm	first aid training	Alex Building - Room 1001, Auditorium, test A	

**Wednesday, Nov 28, 2007**

Time	Event	Details	Comments
1:00pm	first aid training	Alex Building - Room 1001, Auditorium, test A	

**Thursday, Nov 29, 2007**

Time	Event	Details	Comments
10:00am	Alpine Skiing ALEX TEST	*HS Soccer Field 1	
1:00pm	ROR Meeting	Room 302, Art Room (transferred from FS 20-6-2007 11:49AM)	
5:00pm	Basketball Practice	Gym B	

**Friday, Nov 30, 2007**

Time	Event	Details	Comments
8:00am	Set-Up for Advertising		
9:00am	Advertising	Recreation Room (transferred from FS 13-6-2006 3:09PM)	

### 1. View

Under the 'View' option you will be able to select the month you would like to see on the calendar, by default the current month will show.

## **2. Notify me!**

Under 'Notify me!' you will be able to add your email address in order to get the latest updates on your kids activities.

## **3. Subscribe**

This option will allow you to subscribe to a weekly mailing list for the entire calendar from your school.

## **4. Calendar**

All the events for the current week displayed on the main calendar window.

## **5. View**

To view specific activities, click on the activity or activities inside the View Schedules box you want to; then click on View. A new window containing the schedule of the activities you selected.

Tip: You can use Shift key or Ctrl key to select more than one activity. Thus, you can see the schedule for Baseball Boys Varsity only or for Baseball and Football or Soccer all levels, for instance. You can print or e-mail this report, in case you want to.

## **6. Advanced view**

You will be redirected then to School Calendar - Advanced View page. Your School Calendar contains school only events, and Conference and Non-Conference events that your school is part of.

## Notify me!

Click on the **Notify Me** located at the top of the page.



## Notify Me!

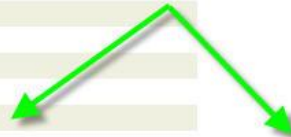
Screen: [1](#) • [2](#) • [3](#) • [4](#)

[<< Back to Calendar](#)   [Returning Users Login Here](#)   [Continue >>](#)

Welcome! You can set yourself up to receive automatic email notifications for any activities or changes to activity schedules. Check off any of the activities below that you would like to receive email notifications for schedule changes or to remind you about the start of the event. When finished selecting, click **Continue**.

<input type="checkbox"/> Alpinism ALL 10A		<input type="checkbox"/> Football ALL JV
<input type="checkbox"/> Alpinism ALL Ale test Level		<input type="checkbox"/> Football Boys 10A
<input type="checkbox"/> Alpinism ALL C		<input type="checkbox"/> Football Boys 9A
<input type="checkbox"/> Alpinism Boys 10A		<input type="checkbox"/> Football Boys 9B
<input type="checkbox"/> Alpinism Boys JV		<input type="checkbox"/> Football Boys JV
<input type="checkbox"/> Alpinism Boys Varsity		<input type="checkbox"/> Football Boys Middle School
<input type="checkbox"/> Alpinism Girls 10A		<input type="checkbox"/> Football Boys Varsity
<input type="checkbox"/> Alpinism Girls 6		<input type="checkbox"/> Football Girls 7
<input type="checkbox"/> Alpinism Girls JV		<input type="checkbox"/> Football Girls 9B
<input type="checkbox"/> Athletic conditioning ALL 10A		<input type="checkbox"/> Football Game Boys Middle School
<input type="checkbox"/> Athletic conditioning ALL 9C		<input type="checkbox"/> Freshman/JV Basketball Official ALL Varsity
<input type="checkbox"/> Athletic conditioning ALL All		<input type="checkbox"/> Girls Hockey Girls Varsity
<input type="checkbox"/> Athletic conditioning ALL Level Name		<input type="checkbox"/> Golf ALL C
<input type="checkbox"/> Athletic conditioning ALL Varsity		<input type="checkbox"/> Golf Boys 10A
<input type="checkbox"/> Athletic conditioning Boys 10A		<input type="checkbox"/> Golf Boys All
<input type="checkbox"/> Athletic conditioning Boys Varsity		<input type="checkbox"/> Golf Boys JV
<input type="checkbox"/> Athletic conditioning Girls 10A		<input type="checkbox"/> Golf Boys Varsity
<input type="checkbox"/> Athletic conditioning Girls All		<input type="checkbox"/> Golf Girls 7/8
<input type="checkbox"/> Athletic conditioning Girls Varsity		<input type="checkbox"/> Golf Girls JV

Activities



In the following pages, check off the activities you want to receive notifications from.



### Notify Me!

<< Back to Calendar   << Back one Screen   Continue >>

Below are the activities you have chosen. Now, please select when you would like to receive automatic email notifications for these activities. When finished, please click **Continue**.

Activity Name	Send Email Reminders Before Each Activity	Also Notify me with all Schedule Changes
Football ALL JV	<div style="border: 1px solid black; padding: 2px;">           -- -- --            1 hour            2 hours            4 hours            6 hours            8 hours            12 hours            20 hours            1 day            2 days            3 days            4 days            5 days            6 days            1 week            2 weeks         </div>	<input type="checkbox"/>
Lange's PC display		<input type="checkbox"/>

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Select how long before the start of each of these types of events that you want to receive email notification from the **'Send Email Reminders Before Each Activity'** dropdown menu.

Select whether you want to be notified of any changes to these schedules by checking off the **'Also Notify me with all Schedule Changes'** boxes.



## Notify Me!

Screen: 1 • 2 • 3 • 4

<< Back to Calendar   << Back one Screen   Save Settings

Here is where you set up your name and email address and also set up a password so that if you ever want to edit these settings, you can login to do so.

Your First Name:   
Last Name:   
Email Address:   
A Second Email Address:   
(to also receive notifications)  
Create Your Password:   
(letter or numbers)

**IMPORTANT NOTE:** Many Spam Blockers will not let these auto-notification emails get through to you. This is not something we can control. If you think there is a chance that a spam filter is in place at the email address you provided (either your company or your Internet Service Provider), please copy this paragraph of text into an email message to them to ask them to allow emails from "auto-notify@rschooldtoday.com" or "mail.dwebsite.com" to be delivered to you.

Save Settings

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Fill out the different fields. Only **Your First Name** and **Email Address** are the required fields, the rest are optional. Click **Save Settings** to save the entry.

The notifications will be sent from '**auto-notify@rschooldtoday.com**' please make sure this email address is set as an authorized one on your email account.

## Modify Subscription


If, by any chance, you would like to modify your subscription once created, all you need to do is press the option 'Returning Users Login Here' and on the next screen enter the email address you receive your notifications at and the password you set for it.


## Subscribe





## Apple Valley Calendar

Click one of the links below to set up an automatic **weekly subscription** of all activities taking place:

 Click [HERE](#) to add the weekly schedule for all activities to your **iCal reader** (MAC only)

 Click [HERE](#) to add the weekly schedule for all activities to your **RSS reader**

 Click [HERE](#) to add the weekly schedule for all activities to your **Google Reader**

 Click [HERE](#) to add the weekly schedule for all activities to your **Yahoo Reader**

You will have the option to subscribe to a **weekly mailing** list for the entire calendar from your school, the only thing you will need is a **feed reader** or any of the above, just select the one you have and subscribe.



Subscribe to this feed using

Always use feedreader.exe

- feedreader.exe
- Live Bookmarks
- feedreader.exe
- Choose Application...
- B Bloglines
- My Yahoo
- G Google

## Apple Valley

Apple Valley for Apple Valley



Subscribe to this feed using

Always use feedreader.exe to subscribe to feeds

feedreader.exe

Subscribe Now

## Apple Valley

Apple Valley for Apple Valley

## View



## Apple Valley

Date	Time	Opponent	Location	Bus	Dismissal	Return	Comments
<b>1 test Schedule</b> (as of 11-28-07)							
06-14-07	8:00AM		Art Room				
06-25-07			--				
06-28-07	4:00PM		ABC- Laura S Room				
07-14-07	2:00PM						
07-15-07	6:00PM		*HS Pool				
08-20-07	8:00AM		ABC- Laura S Room				(Cancelled)
10-20-07			*HS Auditorium West	5:00PM	4:45PM	6:00PM	Public comments ALEX test
12-15-07	3:00PM		*HS Auditorium West				testing comments

Close Print Email this Download

Change View: Date condensed

- Day/date
- Date condensed
- Month View

Subscribe

Close Print Email this Download

On the new page which contains the report, you have viewing options to select from. On the upper right side of the screen, select a viewing option from the **Change View:** dropdown menu - **Day/Date, Date Condensed, Month View.**

- Day/Date** - this is the view you are used to seeing.
- Date Condensed** - Now you can get your longer schedules on one page!!
- Month View** - this is the hallowed 30 day calendar grid.

You can print or email the generated report.

- Click **Close** to close the window.
- Click **Print** to print this page.
- Click **Email this** to send an email containing the activity report as an attachment and a link to the report.



## Apple Valley

**1 test Schedule** (as of 11-28-07)

**From:**  (Type the email address here)

**To:**  (Type the email address here)

**Subject:** 1 test Schedule

**Comments:**

**Include an attachment:**

- Attach an Excel file (for Microsoft Excel)
- Attach a CSV file. This is a 'comma-separated-value' file which can be opened in most word processors and spreadsheet applications.
- Attach a VCAL file (for PDA's with Palm Desktop)
- Attach a ICAL file (for MAC iCal)
- Attach a CSV file (for Pocket PC with Microsoft Outlook)

<< Back

Email this

By clicking **Email this**, a new window will pop up asking for the details of your email.

- a. Enter your correct email address on **From:** field.
- b. Enter the correct email address of the recipient on **To:** field.
- c. Enter your comments/message inside the **Comments** box (optional).
- d. Choose the type of file you want your attachment to be - **Attach an Excel file** or **Attach a CSV (generic data) file**.

After clicking **Email this**, a new page then will display a message about the status of the email you sent. Click **Close** to close the window.



## Apple Valley

### 1 test Schedule (as of 11-28-07)

#### Choose file type to download:

- Download a **VCAL file** (for PDA's with Palm Desktop)
- Download a **CSV file** (for Pocket PC with Microsoft Outlook)
- Download an **ICAL file** (for MAC iCal)
- Download an **Excel file** (for Microsoft Excel)
- Download a **CSV (generic data)** file(This is a comma-separated-value file which can be opened in most word processors and spreadsheet applications)

**NOTE:** Click [HERE](#) if you need help importing your schedules into your PDA or Pocket PC

By clicking **Download this**, a new window will pop up asking for the details of your download.


You will have the option to download in many formats, VCAL CSV ICAL XLS CSV, the most common one is Excel (XLS)





## Apple Valley

### 1 test Schedule (as of 11-28-07)

**Click one of the links below to subscribe to the selected Activity Schedule(s):**

 Click [HERE](#) to add this schedule to your iCal reader (MAC only)

 Click [HERE](#) to add this schedule to your RSS reader

 Click [HERE](#) to add this schedule to your Google Reader

 Click [HERE](#) to add this schedule to your Yahoo Reader

**NOTE:** Google Reader will not take more than **15** schedules. Yahoo Reader will not take more than **5** schedules. Please subscribe one by one.

You will have the option to subscribe to a **mailing list** for the specific schedule you choose, the only thing you will need is a **feed reader** or any of the above, just select the one you have and subscribe.

## Advanced View

Close Calendar Window



## Apple Valley Calendar - Advanced View

Use any or all of the selections below to create a variety of printable reports.

<< Back

<div style="border: 1px solid green; padding: 2px;"> <b>Activity</b>                  All                  &amp;quot;Internet Proof&amp;quot;                  --Last edited testing                  1 test                  10th Grade Registration Handou                  1st Day of Winter Trimester                  2nd June Meeting                  4th Grade Demo. Band Concert                  4th Grade Demo. Band Concert                  8th Grade Parent Registration                  8th Grade Valley Fair Trip                  8th Graders to AVHS                  9th Grade Health Screening                  9th Grade Orientation                  9th Grade Registration Handout                  A Big Staff Party                  A student meeting                  aaa                  AABonfire                  ABC                  Academic and Senior Awards                  ACT National Test Dates                  ACT Prep Class                  ACT Test Date                  Act1 sh1                  Act2 sh1                  Acting Class                  activity from zero2                  Advertising                  All District Mid Level Band Fe             </div>	<div style="border: 1px solid green; padding: 2px;"> <b>Choose Event Category:</b> - All Categories -  <b>Gender:</b> All  <b>Level:</b> All, 10A, 10C, 6, 7  <b>Event Type:</b> All, Ale test EVENT TYPE- Just a GA, Basket Weaving Class, Bye, Conference Meet, Easter, Event Sample Name, Game, Good Friday, Invitational, LC Event, LC Tournament, Opening Date  <input checked="" type="checkbox"/> Conference Events  <input checked="" type="checkbox"/> Non-Conference Events                      <input type="checkbox"/> Home Only                      <input type="checkbox"/> Away Only  <input checked="" type="checkbox"/> School Only Events  <input type="checkbox"/> Show Ending Times  <input checked="" type="checkbox"/> Show Bus Times             </div>	<div style="border: 1px solid green; padding: 2px;"> <b>Location</b>                  All                  *HS Auditorium East                  *HS Auditorium West                  *HS Baseball Field 1                  *HS Baseball Field 2                  *HS Cafeteria                  *HS Computer Lab                  *HS Conference Room                  *HS Football Field                  *HS Media Center                  *HS Parking Lot                  *HS Pool                  *HS Rm 100                  *HS Rm 101                  *HS Soccer Field 1                  *HS Soccer Field 2                  *HS Softball Field 1                  *HS Staff Lounge                  --                  1 test location                  2 Test location                  98th St. Racquet Club                  ABC Auditorium                  ABC- Laura S Room                  Abraham Lincoln High School                  Academy of Holy Angels                  Adrian (SD)                  Albert Lea Channel View Tn Courts                  Albert Lea City Arena                  Albert Lea High School             </div>
--	--	---

NOTE: To Select more than one **Activity**, **Location**, **Event Type**, **Level**, hold down the Control or Command Keys when Selecting events. Holding down the shift key and clicking events will select a range of events.

**Choose a Time Period:**

The Week of: Nov 26-Dec 2, 2007

Month: November, 2007 Show 01 Months

Date Range: 11 /28 /2007 - 12 /28 /2007

This School Year (through June 30)

<< Back

Show Activity Report


Show Transportation Report

Here you can create many kinds of reports. You can modify your report or make it more specific by setting the different fields. You can select the **Activity** (or activities) **(a)**, **Gender (b)**, **Level (c)**, **Event Type (d)**, **School (e)**, **Location (f)**, or any combination of these.

Check **Show Ending Times** if you want the ending times to be included.

**Choose a Time Period** by ticking on the date range you would like to view.

Click **Show Activity Report** to generate the report or Click **Show Transportation Report** to generate a report with more detailed transportation information. This will include the Dismissal and Return time of the bus.



## Apple Valley

[Subscribe](#)

Close Print Email this Download

Change View: Date condensed ▼

Day/date  
Date condensed  
Month View

Date	Time	Opponent	Location	Bus	Dismissal	Return	Comments
<b>1 test Schedule</b> (as of 11-28-07)							
06-14-07	8:00AM		Art Room				
06-25-07			--				
06-28-07	4:00PM		ABC- Laura S Room				
07-14-07	2:00PM						
07-15-07	6:00PM		*HS Pool				
08-20-07	<del>8:00AM</del>		<del>ABC- Laura S Room</del>				(Cancelled)
10-20-07			*HS Auditorium West	5:00PM	4:45PM	6:00PM	Public comments ALEX test
12-15-07	3:00PM		*HS Auditorium West				testing comments

Close Print Email this Download

Clicking **Show Activity Report/Show Transportation Report**, a new window will pop up with the generated report.