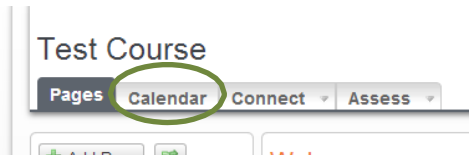


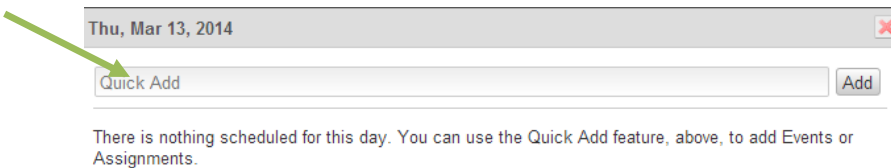
Calendars in Haiku

One of the great features about Haiku is their integrated calendars. Once the students are added to all of their courses an integrated calendar will be available showing all class assignments and events.

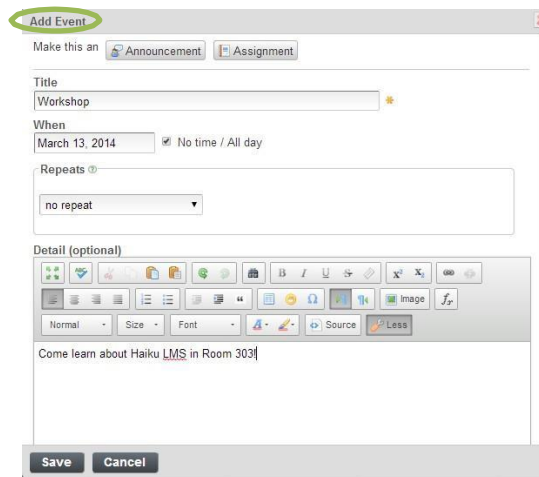
- a) First click on the **Calendar** tab at the top



- b) There are a couple of different options for adding events and assignments to your calendar
- c) **Click on the day** you want to add information to
- d) The dialogue box below should appear. You should see the date at the top. Type in a title of the event or assignment where it says **Quick Add** and click **Add**

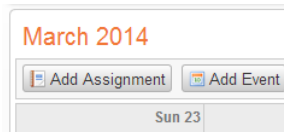


- e) A new dialogue box will appear asking for additional information

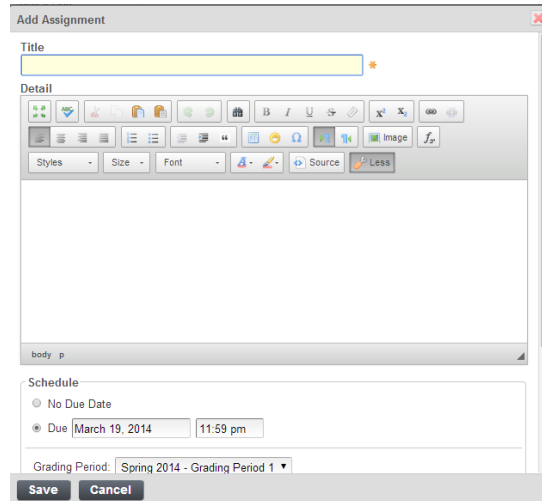


- f) Now you will see that you are adding an event. If you want to change this to an **Announcement or Assignment** click on the button at the top
- g) If you would like to leave this as an event, fill in the rest of the information.
- Set a time with your date, uncheck the No time/All day box
 - Will your assignment repeat?
 - Last provide a description the student can see when they click on the title.
- h) Once you hit **Save** you will see the item added to your calendar

- i) The other way...Click **Add Event or Add Assignment** at the top of the calendar



- j) Let's try an **Assignment** this time. A dialogue box appears and again you will fill out the information



- k) **Add a title and description.** Then decide on a **DUE date**
- a. Haiku will set the default due date as the day you clicked to add the assignment
- l) Last, decide if students will turn this in through Dropbox
- m) Now you will see your assignment on the calendar and in the Dropbox