A few things to keep in mind when entering calendar items:

1. **Make sure you search for an event before creating a new one.** This is important, as occasionally someone will have already entered information about a particular event. If something gets added to the system before it is searched for, we end up with duplicate events (sometimes with different information) that can be confusing to students and site visitors. When adding an event, simply do a quick search for the event prior to adding. If the event is not entered already, proceed with entering information. If an event already appears on the calendar and info needs to be changed/edited, please see who the contact is for that event and coordinate with that person on what the best way to go about changing it.

2. **Include contact information in your events.** All events added in to the calendar should have some contact information included, e-mail or a phone number is typically sufficient. Although admins are able to post an event without including contact information, it is important to students and other people interested in attending to know whom to contact if they have questions. Similarly, anyone else who has more information or sees something that needs to be changed will know the contact (see above).

3. **Make sure your Event Title is descriptive.** Sometimes it’s easy for us to put an event online without thinking about each audience—especially if we’re in a hurry and need to get it online quickly. This is problematic because sometimes event titles don’t make sense when they’re seen outside of a department/program website. For example, if a department puts “Faculty Meeting” into the calendar without including more specific information about which department has a faculty meeting, when that event shows up on the College home page, people from other departments may think that there is a college-wide faculty meeting by mistake. A better choice would be “TE Faculty Meeting,” or “HALE PhD Program Faculty Meeting.” Remember, the calendar item will show up on the college homepage.
2013 Calendar Guide for Administrators

Visit [http://calendar.outreach.msu.edu/Welcome.aspx](http://calendar.outreach.msu.edu/Welcome.aspx) and enter login info.

Begin by clicking on Create new event:

1. Fill in basic event info:

   * Mandatory fields are marked by a red asterisk.

   **First step:**
   Be sure to add a title, location & brief description of the event.
On event title:
- No bold, italics or quotations
- Be as brief and concise as possible
- Spell check!

Once fields are filled in, click **Next**.

2. Select Classifications:
Note that all boxes checked next to department, program or office name will also appear on that calendar page.

**Department subpages, audiences**
- First ask: What departments are involved in the event?
- What departments should know about the event?
- Who are the audiences? What students and/or faculty would be interested?
- The below arrows indicate “main” boxes that have no function. Be sure to check all specific departments, programs or offices. (See arrows below.)

When all boxes necessary are checked, click **Next** button.
3. Select frequency:
Note: Most events require the One Time Only bubble.

4. Date and Time:

When the date and time are entered, click the Next button.
5. Optional Event Details

This admin page includes fields for an event website, image, map, sponsors and contact. If an RSVP is required, enter it in the **Contact** field; or simply leave fields blank if none apply.

Create or Edit an Event

Once complete, click **Next** button.

The next screen will allow admins to review all info prior to being published.
6. Review selections:

Create or Edit an Event

Review Your Selections

Please review your selections below. If everything looks correct, please use one of the save buttons below the review to complete your work.

After you have saved the event, you will have the option to copy the event to additional calendars.

Title: CREATE for STEM program and reception ft. Dr. Stephen Pruitt
Location: Kellogg Center, Lincoln Room - Michigan State University, East Lansing, MI
Description:
The Institute for Collaborative Research in Education, Assessment, and Teaching (CREATE for STEM) invites you to an inaugural program, Developing the Next Generation Science Standards.

Special guests will include Dr. Stephen Pruitt, vice president for content, research and development at Achieve, Inc., and State Superintendent of Public Instruction Mike Parham. The presentation will be followed by a reception, and will include an informational session.

Developing the Next Generation Science Standards:
The informational session will provide an update on the Next Generation Science Standards (NGSS), including the development process and timeline. Revisions based on the first public release, how science educators can be involved, and implications for science teaching.

Funded by the Carnegie Corporation, the development of NGSS is a joint effort of the National Research Council and Achieve Inc., in partnership with the American Association for the Advancement of Science and the National Science Teachers Association (NSTA), to design the foundations for all students to be able to meet K-12 science education. NGSS will comprise K-12 science standards created through a collaborative process led by Michigan and 35 other leading states.

The NGSS developers, Achieve, and NSTA encourage educators to review the final public draft, which is available online at www.nextgenscience.org, and provide feedback online to Achieve prior to January 20. The final standards are expected to be released in late March.

Categories:
Academics
CEDRC
Educational Psychology and Educational Technology
Educational Technology
Special Education
IALE
Doctorate in IAHE
Master of Arts in IAHE
Master of Arts in Student Affairs Administration
K-12 Administration
Doctorate in K-12 Educational Administration
Masters in K-12 Educational Administration
Specialist in Educational Administration
Elementary Education
Master of Arts in Literacy Instruction
Master of Arts in Teaching and Curriculum
Secondary Education
Teacher Education PhD Program
CREATE for STEM
Educational Policy Center
IALE Center
Office of K-12 Outreach
Audience:
College of Education Faculty, Staff, and Students
General Public

Date and time: 1/28/2013 4:00 PM to 1/28/2013 6:00 PM

Contact: Please RSVP by Jan. 21 to Melissa at 517-432-5685 or statsdm@msu.edu
Private/Public: This event is not a private event (if you request approval below, it will be shown on the public calendar once approved).
Scroll down the page to Save Options – a very important step, so please read options carefully:

<table>
<thead>
<tr>
<th>Save Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save as planned</td>
</tr>
<tr>
<td>Planned events are not reviewed by editors and are useful for saving events for further editing later. They never appear on the public calendar. You may continue to edit the event until you change its status from planned.</td>
</tr>
<tr>
<td>Save as pending</td>
</tr>
<tr>
<td>Pending events are reviewed by editors and will appear on the public calendar after they have been reviewed, unless they are marked private. You may continue to edit the event until it has been approved.</td>
</tr>
<tr>
<td>Save as approved</td>
</tr>
<tr>
<td>Approved events are immediately available on the public calendar unless they are marked private. The original author can no longer edit the event once approved, unless that author is also an editor.</td>
</tr>
</tbody>
</table>

Click **Finish** button, and the following screen will appear:

**Create or Edit an Event**

**Finished**

Your event has been saved.

You may choose to save the event and approve it immediately. It now appears on the public calendar.

You may [create another event](#), make a copy of this event on the same calendar, [view your event](#), or make a selection from the Administration Menu below. If you are finished working, please log out.

Admins may then view the created event, which will look like:
Is something left out or spelled wrong? Not to worry! Simply click the **Edit this event** link or return to make changes at any time.

For questions, email **Sarah Wardell**, communications specialist at wardells@msu.edu or Justin Rappaport, programmer analyst/webmaster, at rappopo7@msu.edu