

SLP Support

Advice and Guidance for iPost

Title [How to Use the iPost Calendar](#)

Description [The iPost calendar is to make school staff aware of meetings and events they may be interested in attending.](#)

Further Advice If you require further advice or encounter an error while following the guidance in this document – please [click here](#) for our guide on logging a call about the Somerset Learning Platform.

[Please click here to find out what we support](#)

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What is the iPost Calendar?

The purpose of the iPost Calendar is for SCC staff to notify their school colleagues of any meetings and events they may be interested in attending, while facilitating a coordinated approach to organising meetings where school staff attendance is required.

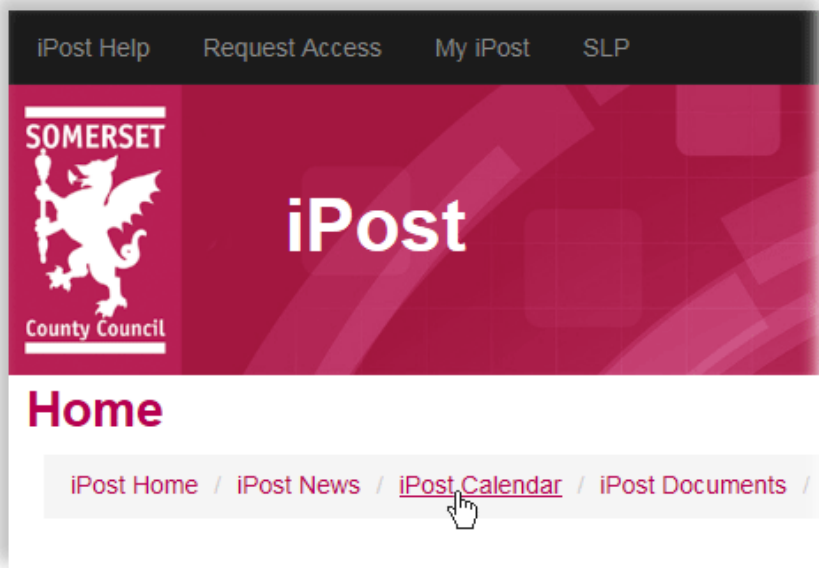
Examples of such events include:

- ADL meetings
- Meetings or conferences for SASH, SAPHTO, SAHSP, SALT, etc
- Compact Primary Headteacher briefings
- Schools Forum
- etc

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Where will I find the iPost Calendar?

Click on the link to **iPost Calendar** under the site banner, as shown below:



You will then see the iPost Calendar page for the current month, as illustrated overleaf.

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How to Use the iPost Calendar

1. If you cannot see the full title of an event, hover your cursor over the title link and the full title will display as shown in the example below.

2. To see further details of an event, click on the title of the event inside the green box.

An event window similar to the one shown overleaf will open.

The screenshot shows a window titled "iPost Calendar - The Somerset Logo Debate". The main content is a table with the following fields:

Title	The Somerset Logo Debate
Location	Meeting Room 1
Start Time	05/02/2015 11:30
End Time	05/02/2015 12:30
Description	An example of a calendar item for a meeting set up in the iPost Calendar.
Category	Meeting
All Day Event	
Recurrence	
Workspace	
Attachments	The Somerset Logo Debate.doc

Below the table, the following metadata is displayed:

- Content Type: Event
- Created at 04/02/2015 11:04 by [slptestuser](#)
- Last modified at 05/02/2015 14:17 by [slptestuser](#)

A "Close" button is located in the bottom right corner of the window.

3. The information you will see will vary depending on the type of event. Information you will always see is:

- **Title** – the title of the event.
- **Start Time** and **End Time** – this will always include the relevant date(s). If the event runs from a specific time to a specific time, these times will also be displayed.

Information that may also be included (some of this may depend on the type of event and what the administrator has chosen to publish about it):

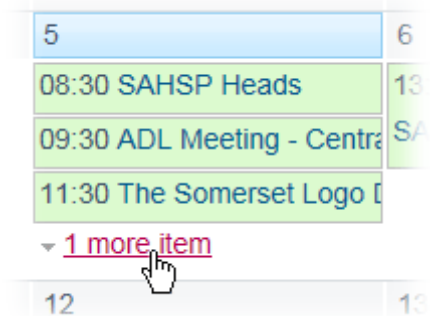
- **Location** – the venue for the event.
- **Description** – a description of the purpose of the event and any additional information that the administrator has seen fit to include.
- **Category** – the event may be a meeting, a conference, or other type of event as specified by the administrator.
- **All Day Event** – if the event is scheduled for an entire day but without a specific start or end time, this will be indicated.



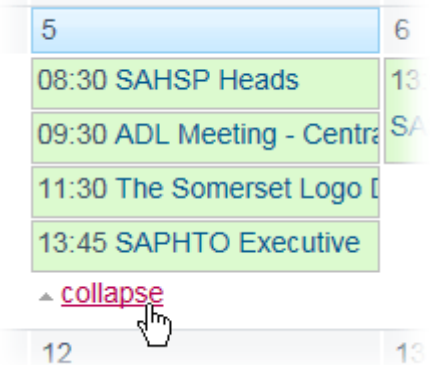
- **Recurrence** – if the event is one of a series scheduled (for example) for successive days of a week, or the same day of the week for a succession of weeks, this will be indicated. You will then need to consult the calendar for successive event items with the same event title for further details.
- **Workspace** – this will only be available if the administrator has set this function up.
- **Attachments** – if the administrator has attached a document to the event (for example, the agenda for a meeting), this will be presented as a link which you can use to download the document.

4. By default the calendar shows the first 3 events for any given day; if there are more than 3 events, this will be indicated by a 'more item(s)' link, as illustrated here.

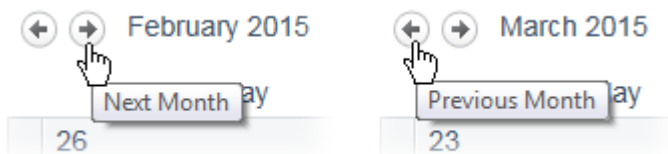
To expand the list of items, click on the link.



If you wish to collapse the list of items, click on the 'collapse' link and the display will return to that shown in the previous illustration.



5. To move from the month currently displayed to the next month or the previous month, use the navigation arrows provided alongside the month name at the top left corner of the calendar.



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