

Within EPSS, some forms may have meetings associated with them that must be scheduled, such as Classroom Observations, School Site Visits, or Evaluation Conferences. After an EPSS event is scheduled, you may wish to add that event to your default personal calendar. This help document will illustrate some common scenarios and offer guidance for accomplishing this personal calendar integration.

Important Note: Depending on your district's email and calendar installation/configuration, as well as the browser and file association settings on your device (e.g. laptop, desktop, tablet, etc.) you may experience different on-screen behavior than what is outlined in the steps herein. To achieve the smoothest possible integration of EPSS calendar events within your personal calendar application, please consult your technology support department for district-, building-, and/or device- or computer-specific guidance.

Schedule a Form

The Schedule Element function is found in the **Evaluation Profile** of the **Process View**. (It can also be accessed via the **Detail View**.)

1. From the user's **Evaluation Profile**, expand the specific component of the Evaluation Profile to locate the form that requires scheduling.
2. Click the Schedule (calendar) icon to the right of the Status column and to the left of the Form Finalize icon).
3. Use the Schedule pop-up window to complete the logistics for the meeting that you would like to schedule.
4. After scheduling, the Status for the form changes to **In Progress** (or **Scheduled**, depending on the pre-determined form settings.)
5. Once scheduled, a **Download Calendar File** link is presented within EPSS to the person doing the scheduling. This can be used to add the event to your default local calendar application (e.g. Microsoft Outlook or Apple iCal). This file can also be uploaded into many web-based calendar applications such as Google Calendar.

Name	Evaluation Type	Evaluation Period	Progress	Status
Teacher, Jack	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher01, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher02, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher03, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress
Teacher04, EPSS	Teacher	08/01/2011-08/30/2012	0 of 8	In Progress

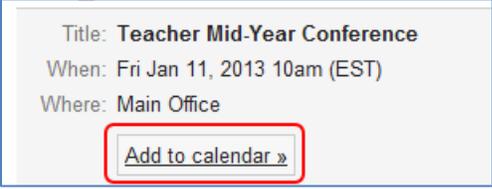
Component Name	Progress	Status
Beginning of Year: Teacher	0 of 5	Incomplete
Classroom Observation #1	0 of 1	In Progress
Classroom Observation #2	0 of 1	In Progress
Mid-Year: Teacher	0 of 1	Incomplete
Teacher Mid-Year Conference	Not Scheduled	Not Scheduled
Classroom Observation #3	0 of 1	Incomplete
Professional Foundations: ...	0 of 1	In Progress

Schedule/Assigned Admin

Date: 01/11/2013
 Time: 10:00 AM - 10:00 AM
 Where: Main Office
 With: Evaluator, Elaine

[Download Calendar File](#)

6. At the same time, if applicable, the person you've scheduled this meeting with and the assigned evaluator, if selected from the Administrator list, will receive a system-generated calendar invite via email re: this upcoming event. Within that email will be an option to **Add to Calendar**.



Title: **Teacher Mid-Year Conference**
When: **Fri Jan 11, 2013 10am (EST)**
Where: **Main Office**

[Add to calendar »](#)

Download Calendar File (via EPSS)

As outlined in step 5 above, the Download Calendar File link within EPSS is presented to the evaluator when an event is scheduled. This allows you to download an iCalendar or “.ics file” to your device. If your device is using Microsoft Outlook or Apple iCal as its default calendar application, the computer’s handling and import of this .ics file should be quick and seamless.

If, on the other hand, you use a web-based calendar application such as Google Calendar, you’ll need to perform a few additional steps to import the file into your calendar. Consult your calendar application’s online documentation for how best to accomplish this. For your convenience, below are the published steps for doing this with Google Calendar, obtained from support.google.com:

To import events from iCalendar or CSV files, just follow these steps:

1. Click the down-arrow next to **Other calendars**
2. Select **Import calendar**
3. Click **Choose file** and find the file that contains your events, then click **Open**.
4. Select the Google Calendar where you'd like to import events, then click **Import**.

Attention Chrome Users: If you are using Google Chrome as your internet browser, there is a free Chrome extension in the Chrome Web Store entitled “Add to Google Calendar.” This extension simplifies the process by skipping the download/upload process. However, this solution only works within Chrome and, like most Chrome extensions, it is neither endorsed nor supported by Google.

Add to Calendar (via email)

As outlined in step 6 above, assigned meeting participants will receive a system-generated calendar invite via email after scheduling the event. Within that email will be an option to add the event to your calendar.

Unlike downloading the .ics file from within EPSS, this calendar invite is typically being viewed within your native email/calendar application, be it Outlook, iCal, or Gmail. As a result, clicking Add to Calendar will typically work smoothly with no additional steps required.

Google Sync - Advanced Integration for Google Calendar Users

One additional solution for bringing EPSS calendar events into your Google Calendar is to use your locally-installed Microsoft Outlook or Apple iCal client as a bridge to Google Calendar. Google calls this process Google Sync and you read their full support documentation at <http://google.com/sync>

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