## Berwickshire High School Homework Calendar

Berwickshire High School



## Using your iPad to keep track of Homework and Test dates

Adding New Homework Dates

	Q	28				
	Step 2					
Outlook August						
Step 1	Step	53	Step 4			
X loop New Event	~	1. Open Outlook on your iPac	ł.			
Science weekly review - 8 for	rms of energy	<ol><li>Select the calendar from the bottom bar.</li></ol>				
	ine of onorgy	3. Select the view you like from the top				
Ogene People	>	bar (button on the right), month view is usually best.				
🕒 All Day		4. Click the + on the bottom	right of the			
Date	Time (BST) 🗳	screen.				
Mon 23 Aug In 1 month	09:00 → 10:00 Duration: 1 hour	5. Set your homework:				
Time Zone	>	a) Name your homework				
		<ul> <li>Don't click: People</li> </ul>				
<ul> <li>Location</li> </ul>	>	b) Select the date it is due				
Skype Meeting		<ul> <li>c) Set a time for it to be de all homework is easiest)</li> </ul>	•			
	formation write it here. For e >	<ul> <li>Don't click: Timezone and Skype</li> </ul>	e, Location,			
🗇 Repeat	None >	d) Add a description if you	need to			
☐ Alert	15 minutes before >	add more information				
<ul> <li>Show As</li> </ul>	Busy >	<ul> <li>Don't click: Repeat</li> </ul>				
Private	Dusy /	e) Set an alert if you would like a				
• Private		reminder - day before is	best			
		• Don't click: Show As,	and Private			

## Checking what Homework you need to do

	tlool		Augu	st			Q Step 2	23 Science weekly review - 8 f			
Ste	ep 1						Step 3	Step 4			
August											
Mon	Tue	Wed	Thu	Fri	Sat	Sun	<b>Calendar</b> gw20stewartrobert1@glow.sch.uk	Ø			
16	17	18	19	20	21	22					
23	24	25	26	27	28	29	Science weekly review - 8 forms of energy Monday, 23 August 2021 09:00 → 10:00 (1 hour)				
Mon 23 Aug							If you need to write extra information write it here. For example:				
09:00 Science weekly review - 8 forms of energy					view -	8	n you need to write extra miorination write it here. For example	··			
Tue 24 Aug					Show More	~					

Step 5

- 1. Open Outlook on your iPad.
- 2. Select the calendar from the bottom bar.
- 3. Select the view you prefer from the top bar (button on the right), Month view is usually best.
- 4. Click on a piece of homework you have due..
- 5. The calendar will now open in 'Agenda View':
  - You will see a list of homework on the Left.
  - Select the homework you want to check, it will open up the detail on the right of your screen
  - If you have added a description, you can open it to see all the details by clicking on the description.