

# Berwickshire High School Homework Calendar

Berwickshire High School



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

### Adding New Homework Dates



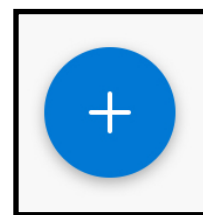
Step 1



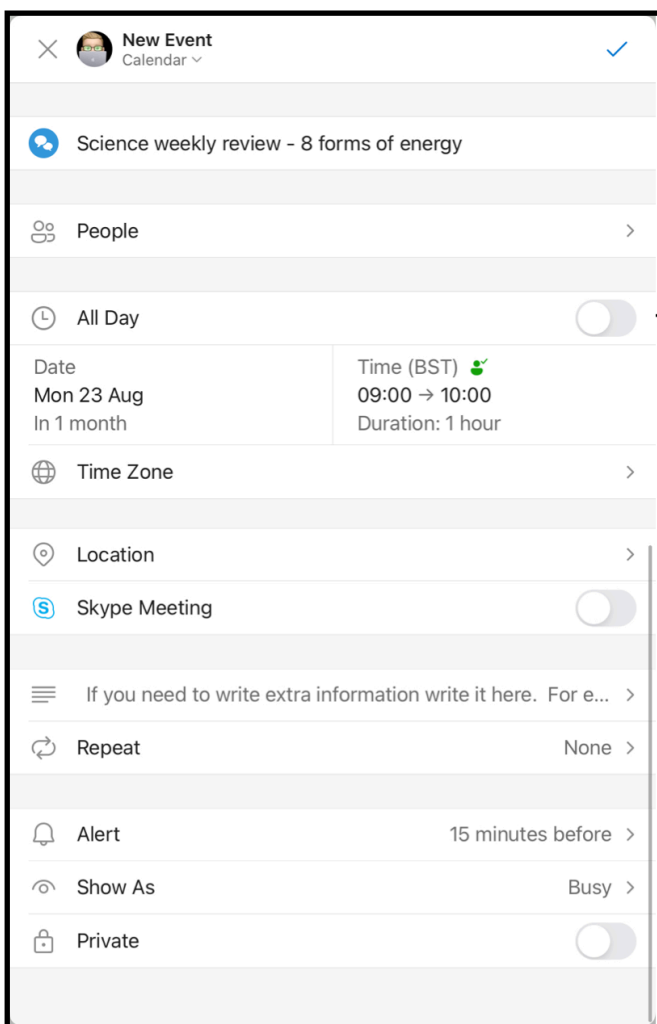
Step 2



Step 3



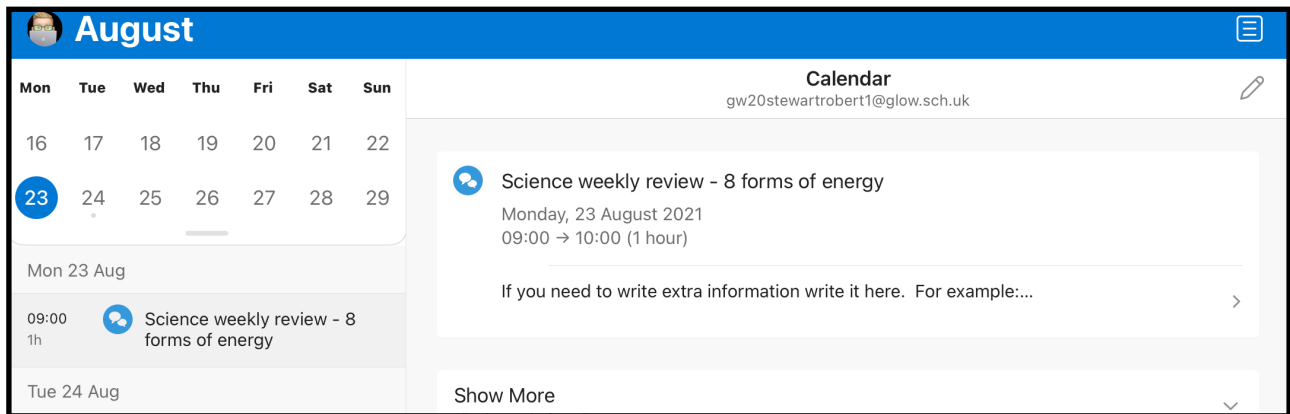
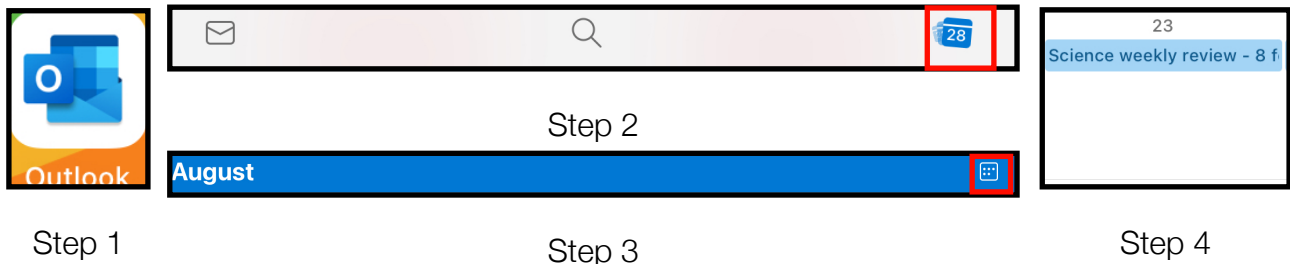
Step 4



Step 5

1. Open Outlook on your iPad.
2. Select the calendar from the bottom bar.
3. Select the view you like from the top bar (button on the right), month view is usually best.
4. Click the + on the bottom right of the screen.
5. Set your homework:
  - a) Name your homework
    - Don't click: People
  - b) Select the date it is due
  - c) Set a time for it to be due (9am for all homework is easiest)
    - Don't click: Timezone, Location, and Skype
  - d) Add a description if you need to add more information
    - Don't click: Repeat
  - e) Set an alert if you would like a reminder - day before is best
    - Don't click: Show As, and Private

# Checking what Homework you need to do



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.