



ALL SAINTS
CATHOLIC COLLEGE

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Setting up your virtual learning calendar

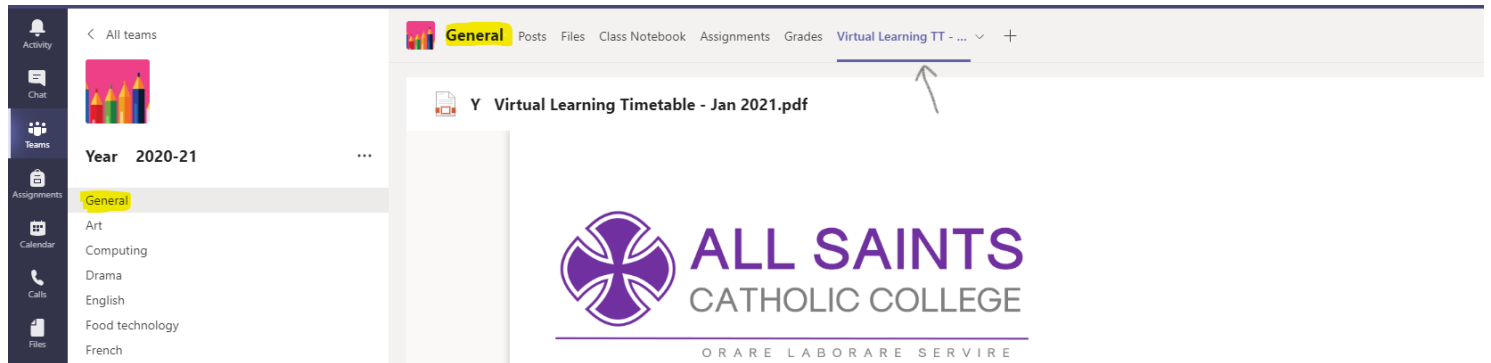
Guidance for students

Purpose

This guidance aims to provide instruction to set up your calendar so that you can easily access your virtual lessons. Lessons will start promptly at 9am with assemblies starting at 8.30am.

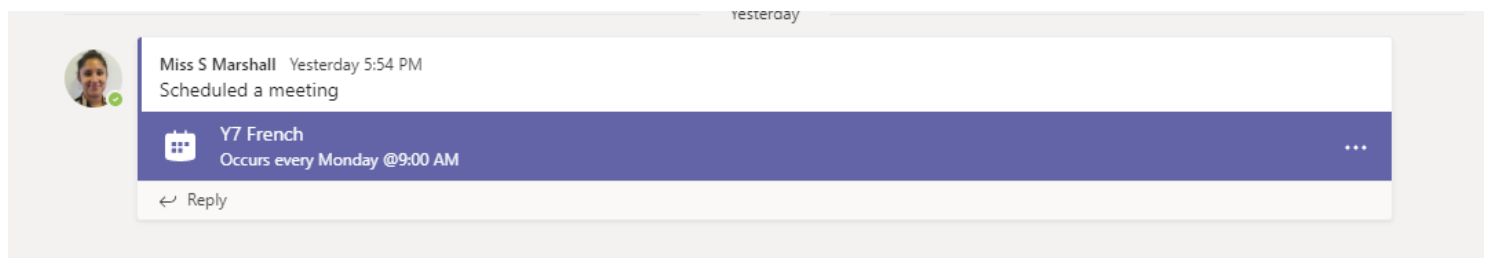
Your timetable

You should have received your timetable in a letter posted to you before Christmas. This has also been posted in your year group Team and tabbed at the top of the 'General' channel (see image below).

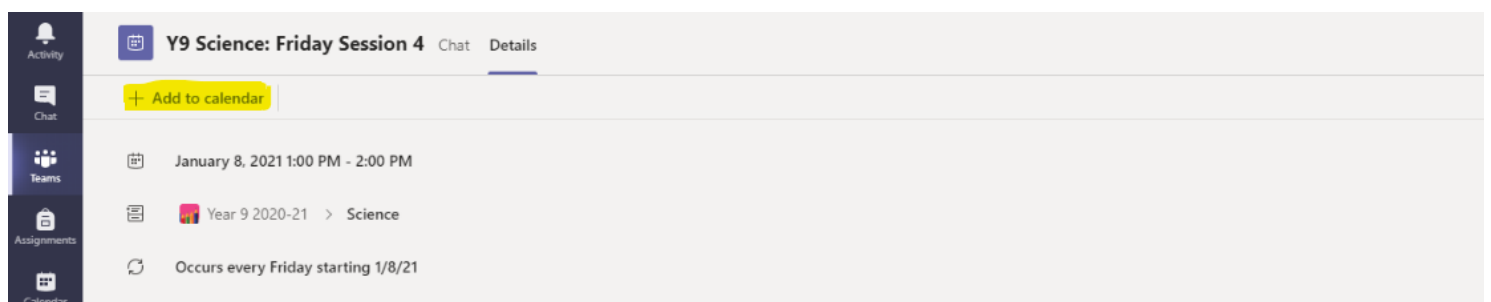


Setting up your calendar

1. Click into the channel of the subjects you learn.
2. At the bottom of the conversation thread you will see a lesson set up by Ms Marshall, similar to the image shown below.



3. There may be several of these in the thread; you will need to click into each of these individually.
4. Click into the lesson and press 'Add to calendar' (see image below) to put the lesson into your calendar.



5. You only need to put into your calendar the lessons that you need to attend. Once done, you can now easily access the virtual lessons by clicking the calendar icon on the left hand side (as seen in the image above) instead of navigating through the subject channels.