



Main Menu Quick Reference

Organize Menu

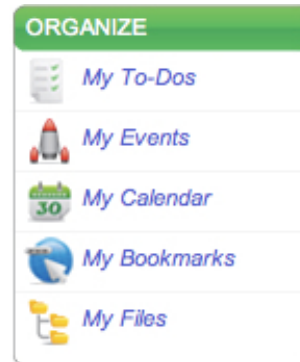
Click **My To-Dos** to schedule tasks.

Click **My Events** to create events.

Click **My Calendar** to view events and to-dos.

Click **My Bookmarks** to add or visit websites or other online resources.

Click **My Files** to upload or download files.



Add a To-Do

Enter a **Subject** and **Description** of the task that needs to be completed.

Click to set a **Start Date** and **Due Date** for the task.

Optional: Click to set a **Start Time** and **Due Time** for the task.

Optional: Enter a **Location** or upload **Attachments** if applicable.

Click **Save** to create the To-Do, or **Cancel**.

Add an Event

Enter a **Subject** and **Description** for the event.

Click to set a **Date** for the event.

Click to set a **Start Time** and **End Time**.

Optional: Select a **Location** if you have saved Places or enter a **Place Name, Street Address, City, State, and Zip**.



Optional: You may also upload **Attachments** if applicable.


Click **Save** to create the Event, or **Cancel**.

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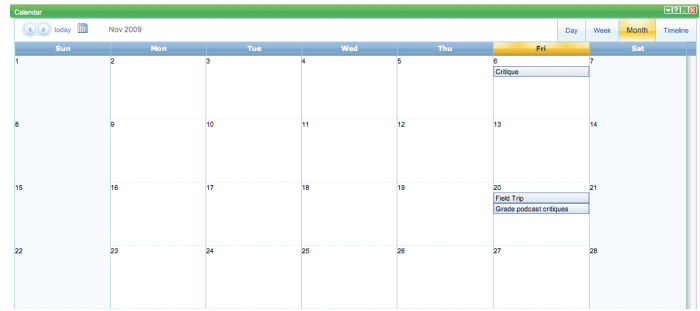
Calendar

Click **Month** to see all events for the month.

Click   to move the calendar view to the previous or next month.

Click  to open the calendar control and then click on a specific day to move the calendar to that date.

Use the view control to change the calendar view from **Day** to **Week**, **Month**, or **Timeline**.



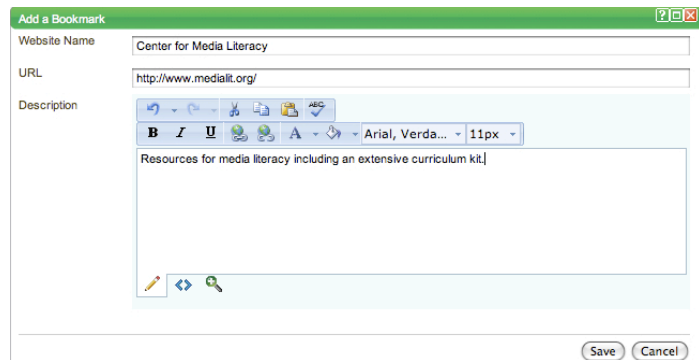
Add a Bookmark

Enter a label for the bookmark link in **Website Name**.

Enter the **URL** for the bookmark.

Enter a **Description** of the bookmarked website that explains why it is useful.

Save the bookmark or **Cancel**.



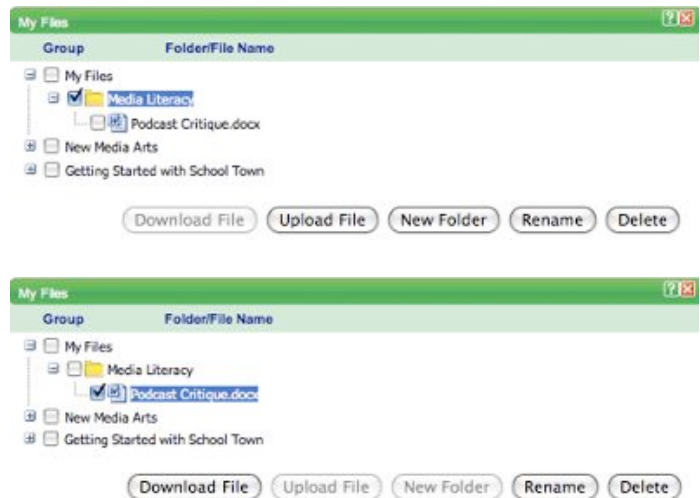
Manage Files

Click the checkbox next to a folder in **My Files** to select the folder, then:



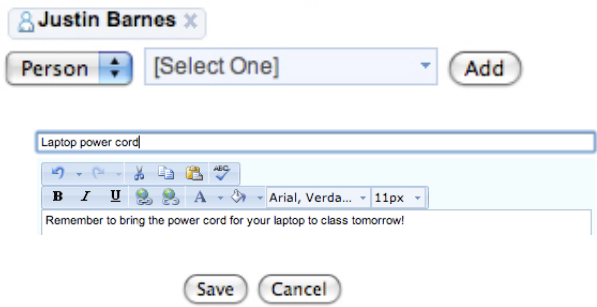
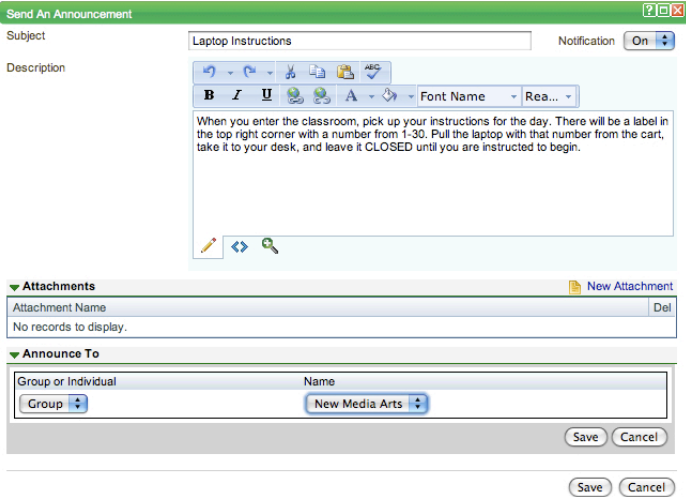
- Click **Upload File** to add a file to the folder from your computer.
- Click **New Folder** to create a sub-folder.
- Click **Rename** to change the name of the folder.
- Click **Delete** to remove the folder.

Click the checkbox next to a file in **My Files** to select the file, then:

- Click **Download File** to save the file to your computer.
- Click **Rename** to change the name of the file.
- Click **Delete** to remove the file.



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<p>Communicate Menu</p> <p>Click Messages to view and send messages to students.</p> <p>Click E-Mail to configure an external e-mail account.</p> <p>Click Announcements to send messages to all School Town users.</p> <p>Click Chat to connect to a chat room.</p>	
<p>Send a Message</p> <p>Chose a Person or Group to receive the message and click Add. Click  by a recipient's name to remove.</p> <p>Enter the Subject of the message and type the message body in Description.</p> <p>Click Save to send the message, or Cancel.</p>	
<p>Send an Announcement</p> <p>Enter a Subject and Description for your announcement.</p> <p>Click New Attachment to add a file such as a flyer to the announcement.</p> <p>Click New Announce To if you want to send the announcement to an individual rather than the whole group.</p> <p>Click Send to distribute the announcement or Cancel.</p>	
<p>Connect to Chat</p> <p>Click a chat room to enter.</p> <p>Compose a message and choose whether to send To All or to an individual user.</p> <p>Click Send to send your message.</p> <p>Click Disconnect to leave the chat room.</p>	