

## INTERACTIVE ONLINE CALENDAR USER GUIDE

### WHAT THE CALENDAR OFFERS

As a default, the Calendar on your Dashboard is populated with upcoming JCQ key dates information and details of the national conferences and training events hosted by The Exams Office.

The Interactive Online Calendar area of the Hub allows a user to add centre-specific data (referred to as **events**) to the Calendar on their Dashboard.

Data added could include details of internal key dates/deadlines and key tasks which need to be undertaken on a particular date or within a particular week/month.

Functionality also allows users to:

- filter/search events and/or export data to Excel
- retrieve centre added data across academic years enabling the content to be used as part of a centre's contingency planning in the event of the absence of the exams officer, and succession planning to support a new exams officer identify key tasks and when they should be completed
- share their Dashboard Calendar

### FILTER/SEARCH/EXPORT EVENTS

Data can be filtered, searched and/or exported.

#### To filter/search events

Events can be filtered or searched on:

- **Created By** (All, TEO or User)
- **Calendar Type** (All, TEO or User)
- **Date** (From and To)

**(Note for User added events, this can include dates added in previous academic years)**

Make selections, click **Search**.

Clear selections by clicking **Clear Search**.

#### To export data

To export all events data or filtered/searched events to save locally, click **Export To Excel**.

Date	Title	Created By	Type	Active	Action	View
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## CENTRE-SPECIFIC DATA

Data (events) can be added/edited by following the instructions below.

### To add an event

Click on + Add New Event

+ Add New Event

Select the **date**, add a **title** and relevant **description** of the event you would like to add to your Calendar, then click **Submit**.

A possible example of a User added event:

**Date \***  
03/03/2025

**Title \***  
Summer exam series entries

**Description**

B I U  

During this week:

- Check awarding body entry feedback/resolve any issues
- As applicable, make any required entry amendments

 UL LI SPAN      CHARS: 105 WORDS: 17

Active

Submit

The addition will then appear in date order in the list of created events, showing event **Created By** (Centre user) and event **Type** (USR):

Date	Title	Created By	Type	Active	Action	View
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If the date of the event is in the future, the event will also appear as upcoming in your Dashboard Calendar:

Calendar [Export Calendar](#)

< March 2025 >  
Wednesday 2 April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Upcoming Events

### To edit a saved event

Find (or search for) the event in the list of created events and click on the **Edit** icon under the **Action** column.

(Note you can only edit events added by you)

Type	Active	Action	View
USR	✓		 

Edit the details as needed, then click **Submit**.



## SHARING YOUR DASHBOARD CALENDAR

Relevant user roles (such as Centre Admin, Exams officer/Exams assistant) can export their populated calendar into their own calendar application.

This will then allow the internal calendar to be shared within the centre with, for example a senior leader/line manager to use in the event of the absence of the exams officer and to support a new exams officer upon their appointment.

### To share

Click **Share Calendar**.



Click **Start Sharing**.



There are two options to sharing:

- Select **Click here to open calendar application**



This will open your preferred mailing application and allow you to follow the steps provided to add your internal calendar.

- Alternatively, select **Click here to copy manual link**



This will allow you to copy the link and manually add your internal calendar to your preferred mailing/calendar application.

**Note** it can take up to 24 hours for the calendar to show, although updates should happen approximately every 3 hours. This is dependent on your system.

### To stop sharing

Click **Share Calendar**.



Click **Stop Sharing**.



■ Stop Sharing

Alternatively, you can remove the calendar manually within your preferred mailing/calendar application.

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### **Further support**

Links are provided below to help support you further if required in terms of sharing calendars.

#### **Outlook users:**

[Import calendars into Outlook - Microsoft Support](#)

#### **Google mail users:**

[Google Calendar Help](#)

#### **Mac users:**

[Apple Calendar Support \(UK\)](#)