Toronto District School Board

Operational Procedure PR525

Title: **SYSTEM MEETINGS, EVENTS AND PROFESSIONAL DEVELOPMENT CALENDARS**

Adopted: April 2000

Revised: Sept. 4, 2001, Jan. 16, 2003, August 26, 2003 (replaces E.010), June 30, 2004, **July 2011**

Reviewed: June 2013

Authorization:

1.0 OBJECTIVE

To provide information about the system meetings, events and Professional Learning and Training sessions that are available on TDSBweb

2.0 RESPONSIBILITY

Director of Education

3.0 PROCEDURES

3.1 <u>TDSB System Meeting Calendar</u>

(a) The TDSB System Meeting Calendar is intended to list meetings of ten or more people that represent a specific group (e.g. superintendents, principals, vice-principals, administrative assistants, caretakers) or Departmental meetings.

(b) Individuals planning to hold a meeting should first consult the calendar for available dates/times and schedule their meeting so that the same group of people are not absent from their positions an inordinate amount of time and meetings are not double-booked. It is recommended that individuals also check the Professional Development Calendar to avoid possible conflicts.

(c) The weeks have been numbered (1-4) are included as part of the calendar. Weeks (1-3) are designate weeks: Week 1, Week 2 - Panel, Week 3 - Family of Schools.

3.2　TDSB Events Calendar

The TDSB Events Calendar is intended to list special events within the Board (e.g. celebrations, school anniversaries and reunions, employee retirement festivities). Regular school activities (e.g. Fun Fairs, Music Nights, Open Houses) will not be included on the calendar.

Individuals planning an event should first consult the calendar for available dates/times and schedule their event accordingly.

3.3　TDSB Professional Development Calendar

The TDSB Professional Development Calendar is intended to list all professional development opportunities that are available to staff. All professional development opportunities will be vetted through the Manager, Professional Learning, Training and Leadership Development. This information will also be available on Key to Learn.

Individuals planning workshops should first consult the calendar for available dates/times and schedule their workshop accordingly. It is recommended that individuals also check the System Meeting Calendar to avoid possible conflicts.

3.4　Submissions for the Meeting, Events and Professional Development Calendars

Postings for the calendars should be submitted using the Submissions Form on the TDSB calendars' banner. Submission Form

3.5　How to View/Navigate the Meeting, Events and Professional Development Calendars

(a)　Click on the Internet Explorer.

(b)　The TDSB Intranet screen will appear. Select Calendars and Events. The TDSB Calendars home page will appear. From the left side bar select System Calendar. Once you have logged onto the calendar, you can then toggle between calendars.

(c)　At the top of the screen, select the year and month you wish to view.

(d)　To navigate, scroll down to the Display key at the bottom left of the screen which will enable you to view the calendar in a monthly, weekly or daily format.

(e)　Selecting List' or Condensed will enable you to view the calendar in a chronological list order.

(f)　If you require further information about a particular meeting, event or workshop, move the cursor directly onto the name of the meeting, event or workshop and click. A pop-up screen will appear giving further details of the meeting, event or workshop.

(g)   You can search for a particular meeting, event or workshop by using the "Search key at the bottom right of the screen.

(h)   To exit Search, click on the Back key located at the top left of the screen.

(i)   You cannot add meetings, events or workshops or administer the calendars. Use the Submission Form (see section 3.4).

Any questions in regard to these calendars please call 395-8208.

If you have technical difficulties accessing the Calendars, please contact the Help Desk at 365-HELP (395-4357).