



DE LA SALLE HOLY CROSS COLLEGE  
High School

Catholic  
Education



2 February 2018

Dear Parents, Guardians and Students.

Following on from last year, we are continuing to use Google Calendar as a form of updated communication, if you have already connected and synced with the calendars last year, you are good to go, they are the same calendars. Please ensure that you also have the D6 Communicator as a number of alerts are sent via the Communicator that will be vital for your attention.

D6 Communicator

The download for the DLSHCC communicator is on the website main page towards the bottom.

<http://www.delasalleholycrosscollege.co.za>

Google Calendars

These calendars are also used by staff and form part of other forms of communication such as the D6 Communicator and the website.

Please note that there are a few limitations in comparison to the D6 communicator and the Sports website; you cannot “isolate” or request only a specific activity or sport to be shown within the calendar. The Sports Calendar shows both the High School and Junior School sports fixtures.

However, as the events and activities are updated on the relevant calendars, the change will be synced with your device or calendar within 24 hours; provided your device is connected to the internet and the “Sync” has been enabled.

You will be able to open the links and view the calendar in an internet browser or add the calendar to your device. The instructions for adding these calendars to your devices are attached to this document. There is also a Google Drive “Resources Folder” with the same instructions and documents on other applications within Google that may be of interest. The link for the resource folder is

<http://tinyurl.com/ParentsResources>

We hope that this new venture will assist us in improving communication.

Mr A. Murray  
Headmaster

Ms A. Lawless  
Head of Educational Technology



## DE LA SALLE HOLY CROSS COLLEGE High School



## Calendar Links - For Parents & Learners

These calendars are relevant DLSHCC calendars for VIEWING.

To view or add these calendars to your desktop calendar/account, follow the steps below (if you wish to add to mobile devices, please read "[Add Calendar to device](#)")

1. Copy the URL for the calendar below.
2. Open Calendar tab or open new tab "calendar.google.com"
3. Go to Other "Calendars" on the list on the left hand side (almost at bottom of page)
4. Click the drop down arrow
5. Click "Add by URL"
6. Copy and paste the above URL
7. Can change the colour of calendar if you wish. (In the drop down arrow menu)

### Calendars

These calendars are created either internally or externally and can be viewed by all staff, parents and learners.

#### Assessment Calendars

These calendars have the scheduled learning assessments and project due dates on them. Assessments can be changed or added, however learners will be given fair warning and the change will be reflected on these calendars.

#### Gr 8 Academic (Assessment) Calendar

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_0q2bod0ui3v1aodnqoojvp3o9g%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_0q2bod0ui3v1aodnqoojvp3o9g%40group.calendar.google.com/public/basic.ics)

#### Gr 9 Academic (Assessment) Calendar

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_emkth7ebb0cktiirpfnesnkqjk%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_emkth7ebb0cktiirpfnesnkqjk%40group.calendar.google.com/public/basic.ics)

#### Gr 10 Academic (Assessment) Calendar

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_p488o3ssnbhtcbg3rcd13eqc5c%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_p488o3ssnbhtcbg3rcd13eqc5c%40group.calendar.google.com/public/basic.ics)

#### Gr 11 Academic (Assessment) Calendar

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_9b0o5l1pdno0s7gekrnviensn4%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_9b0o5l1pdno0s7gekrnviensn4%40group.calendar.google.com/public/basic.ics)

#### Gr 12 Academic (Assessment) Calendar

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_u6g2r76ilusp5pema70knt5k5k%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_u6g2r76ilusp5pema70knt5k5k%40group.calendar.google.com/public/basic.ics)



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### Activities and Extra-curricular Calendars

These calendars show the activities taking place in the High School.

The Sports Calendar syncs straight from the Sports Website on a daily basis, so changes can take up to 24 hours to sync to devices, provided that the device is synced.

### DLSHCC General Activities

[https://calendar.google.com/calendar/ical/dlshcch.co.za\\_ipgmi43r52s3c8m9nglc0r1oqc%40group.calendar.google.com/public/basic.ics](https://calendar.google.com/calendar/ical/dlshcch.co.za_ipgmi43r52s3c8m9nglc0r1oqc%40group.calendar.google.com/public/basic.ics)

### DLSHCC Sports Calendar

<http://www.schoolssports.com/members/ical/SchoolCalendarFeed.aspx?key=5340BA77-0D76-473E-8CE9-BAA03C32AE80&CalName=Sports%20Calendar&Fixtures=True&Training=False&Competitions=True&Events=True>

Events can be copied to personal calendars, however please note that should a change be made on the original calendar the event copied will NOT show the relevant change.

### How to: Add DLSHCC Google Calendars to your mobile device calendar.

All Calendars will sync with the DLSHCC calendar within 24 hours of an edit being made.

Can download Google Calendar App from PlayStore or iTunes Stores

OR

Use S-Planner on Android device or Calendar on iOS device

### Add calendar to device.

Google Calendar App (requires a Gmail Account)

Follow instructions for Android Devices.

### iPhone

1. Copy URL of calendar.
2. Click on/Open "Settings"
3. "Mail, Contacts, Calendars"
4. "Add Account"
5. "Other"
6. "Add Subscribed Calendar"
7. Paste URL in Server box.
8. "Next"
9. Will need to give it a bit of time to sync and come through before activating display.



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### Android (Needs to be done on computer – not mobile device initially)

1. Copy URL of calendar.
2. Select Down-arrow next to “Other Calendars” (Near bottom left of screen)
3. “Add by URL”
4. Paste URL in address field.
5. “Add Calendar”
6. In Calendar app or S-Planner, choose to display additional calendars to view (Instructions below).

### Display Calendars (After added)

#### Google Calendar App

1. Click on “Hamburger” (≡) (On the top left)
2. “Settings”
3. Tap the name of the calendar you wish to show.
4. Slide toggle (on right) to right to sync (blue if sync’ing)
5. You can personalise the calendar settings:
  - a. Can change colour of the calendar (font/background of text)
  - b. Can edit notifications – advised to change, as default is no notifications.

#### S-Planner

1. “Options” (3 vertical dots top right or bottom left on main button bar)
2. “Calendars”
3. “Display”
4. Select/deselect calendars to be viewed on device.

### iPhone (iOS) (Remember to give the calendar time to sync and be “fetched” from the relevant server).

1. “Settings”
2. “Calendar”
3. “Accounts”
4. “Add Account”
5. “Other”
6. “Add Subscribed Calendar”
7. Paste link
8. “Name of the Calendar” (Sports Calendar/General Activities/etc)
9. Toggle to right (will be green) if activated.
10. Can rename the calendar to make it more recognisable for **you**.
11. “Done”
12. Open Calendar app.
13. “Calendars” in the middle at the bottom.
14. Scroll down to “Subscribed”
15. Select relevant calendar to be displayed (red tick when displayed).
16. “Done”