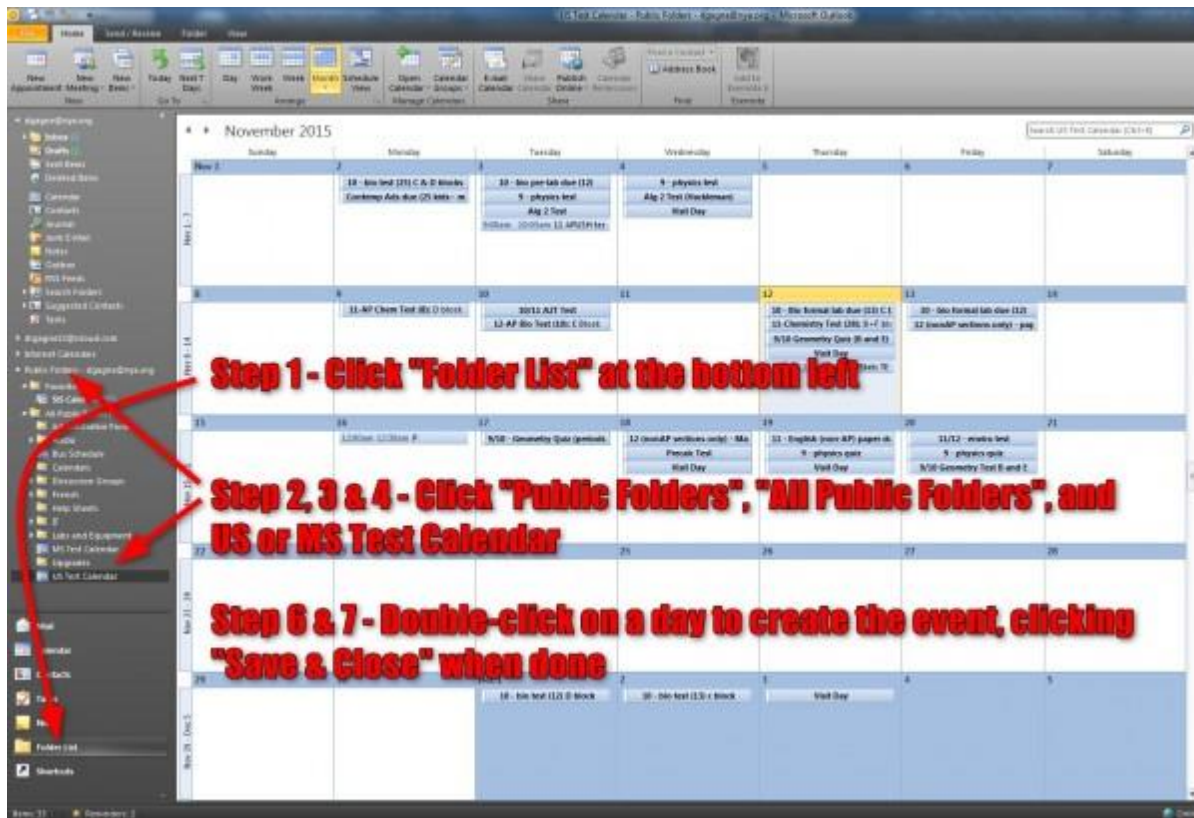


Using the MS or US Test Calendar

Significant tests, exams, and due dates for labs, papers, and projects should be entered into the MS or US Test Calendar for two reasons. It allows teachers to be mindful of workload when assigning major projects or scheduling major assessments. It also allows Admissions to select students to serve as hosts who are not sitting for an exam.

To enter your deadline or test date or to check a date in the Test Calendars in Microsoft Outlook, follow the steps listed below.

1. In Outlook, look at the list of options on the bottom left of your screen. Click once on **“Folder List”**. See graphic below the instructions for help.
2. In the list of folders and email boxes in the top left (just above the box in Step 1), you should see the text **“Public Folders – your email address”**. Double-click on that text once to open up the public folders.
3. Double-click on **“All Public Folders”**.
4. Click on **“US Test Calendar”** for Upper School or **“MS Test Calendar”** for Middle School. This will open the test calendar in your main window of Outlook.
5. Use the arrow buttons at the top left to navigate through the months or weeks (depending on the view selected).
6. To add a test or deadline to the calendar, **find the day and double-click on it**. This should open an “Untitled – Event” box.
7. In the subject line, please include the following information:
 - Grade of students affected
 - Class name
 - Reason for the event – Test, lab is due, paper is due, etc.
 - Class period
 - Examples could be:
 - 10 – Biology test, D Block
 - 7 – English major essay due – period 4
 - 12 (non AP sections only – English paper due, D+F block
8. Be sure to **click “Save & Close”** at the top left of the Event creation box. Your event should now appear in the calendar.



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