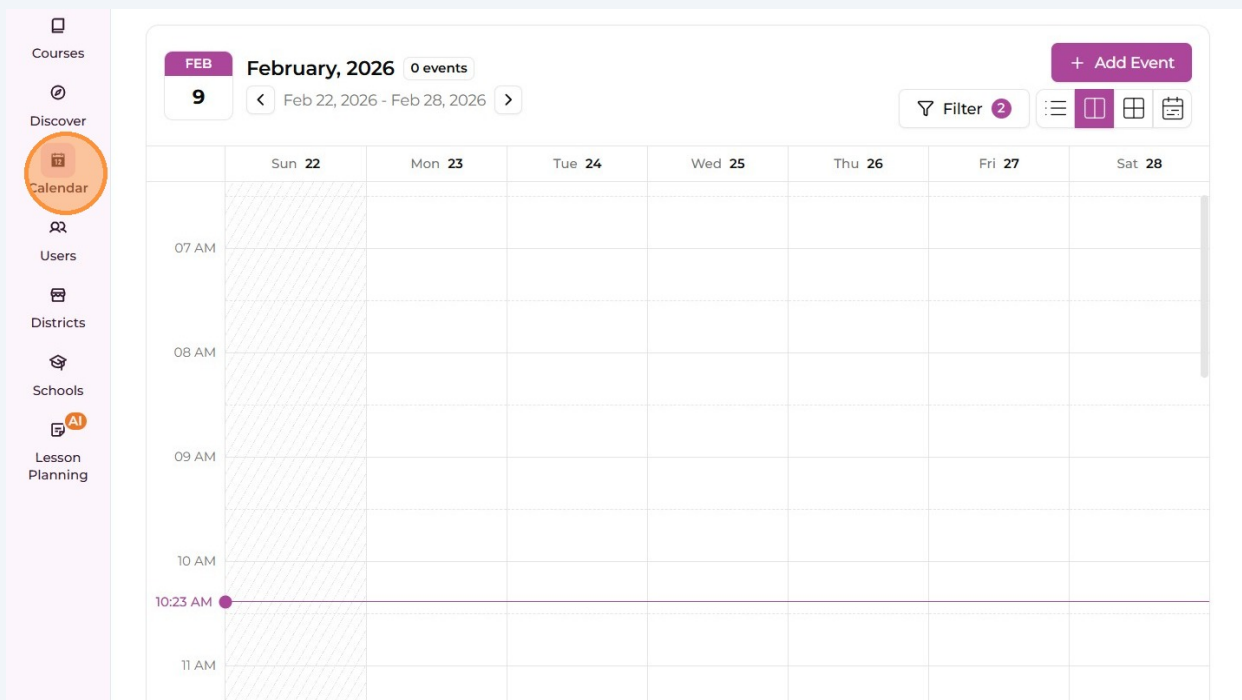


# Utilizing your Calendar

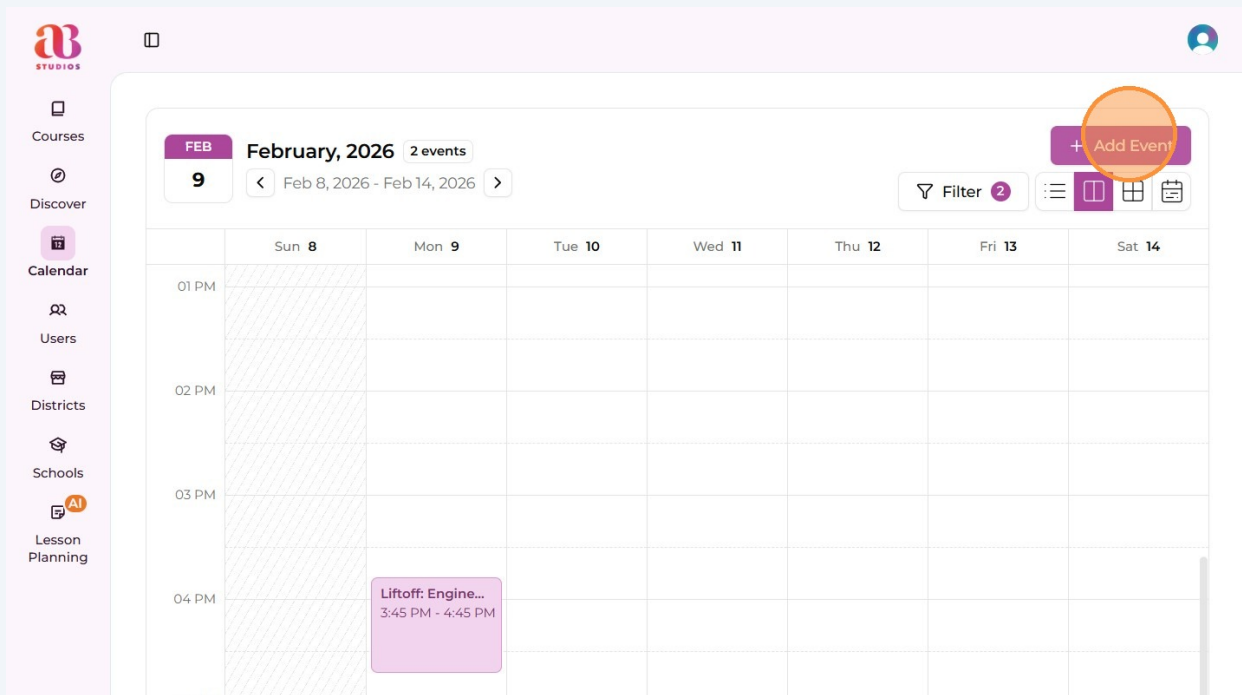
This guide will show how to add, edit, delete and view your calendar.

For managers and administrators, this guide also covers how to view your team's calendars.

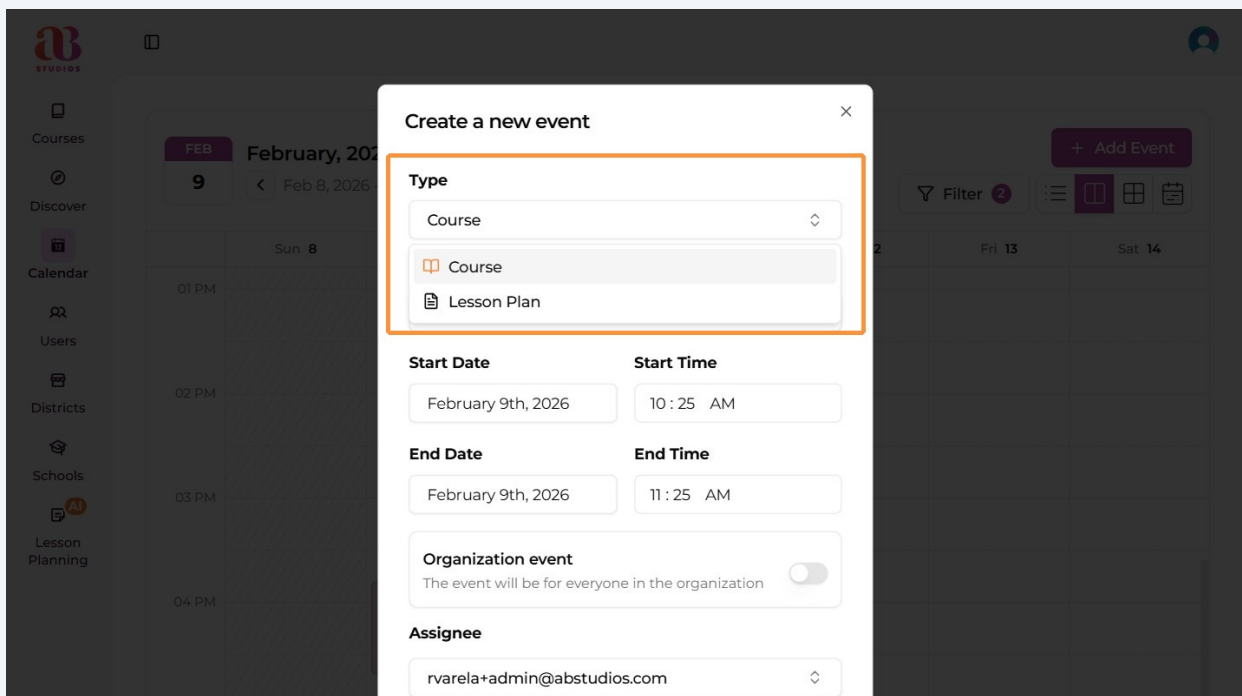
1 Navigate to <https://app.abstudios.com/app/events>



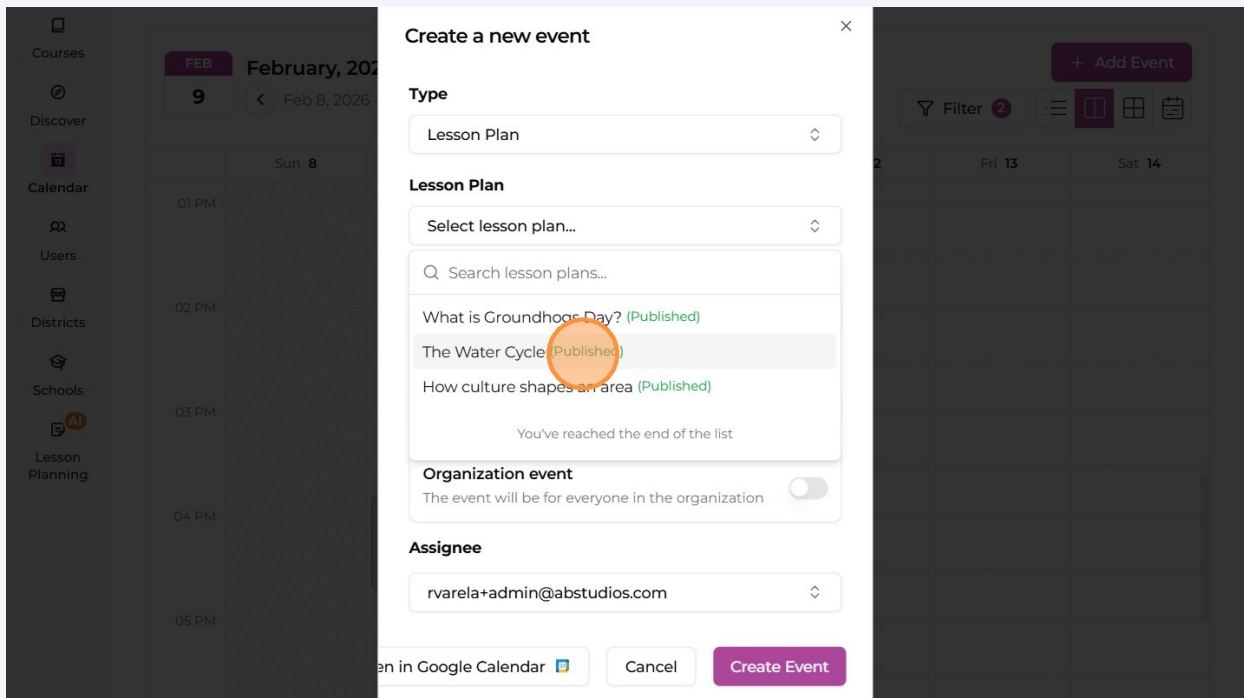
## 2 To add a lesson to your calendar, select "Add Event"



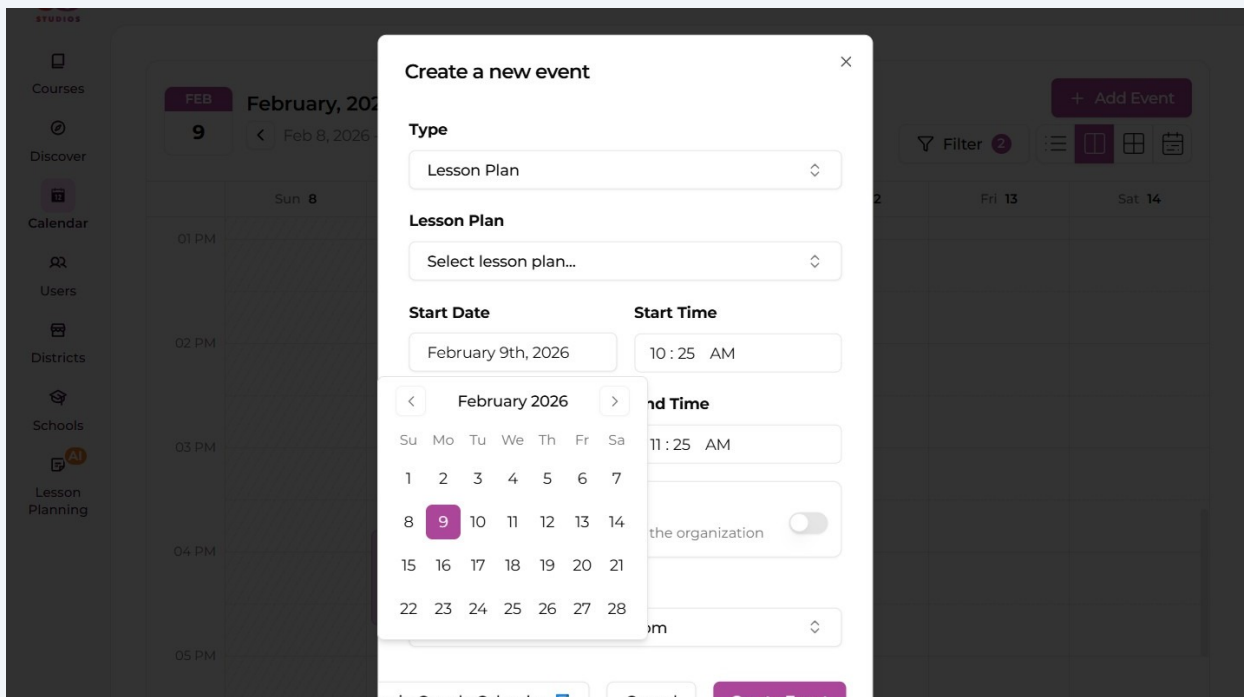
## 3 Select which type of lesson you want to schedule



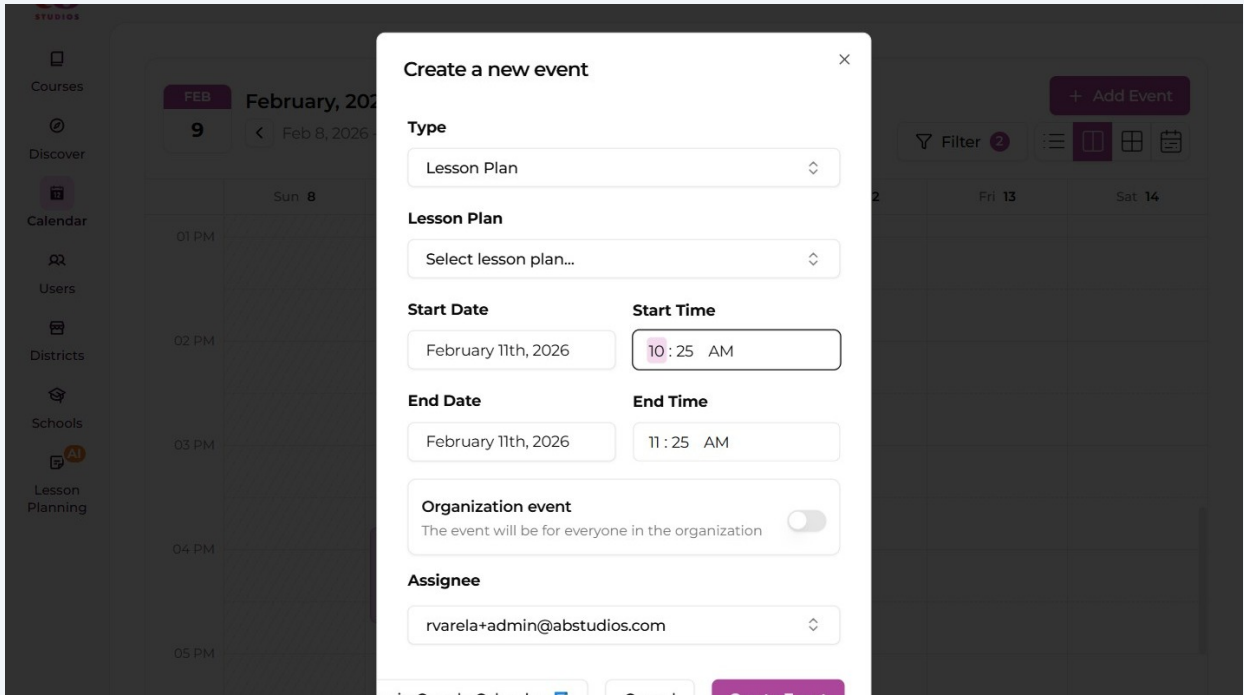
## 4 Select your specific course or lesson



## 5 Select the date and time for this lesson

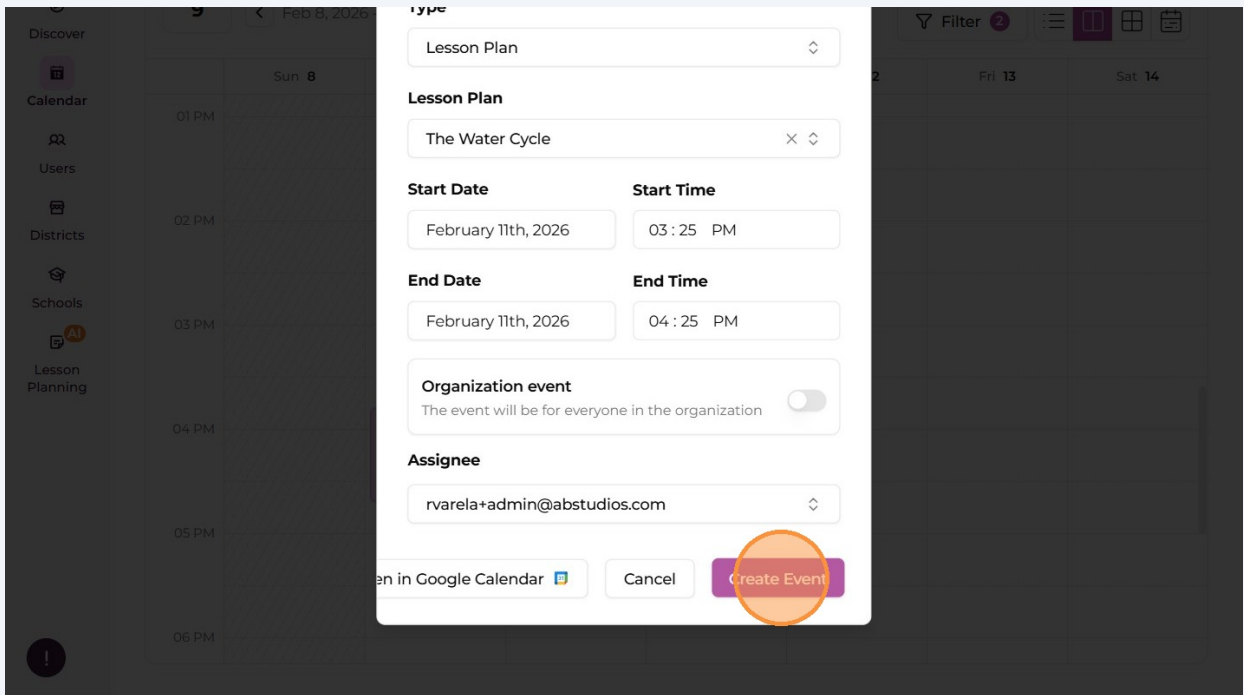


6



7

Once date and time are complete, select "Create Event"



8

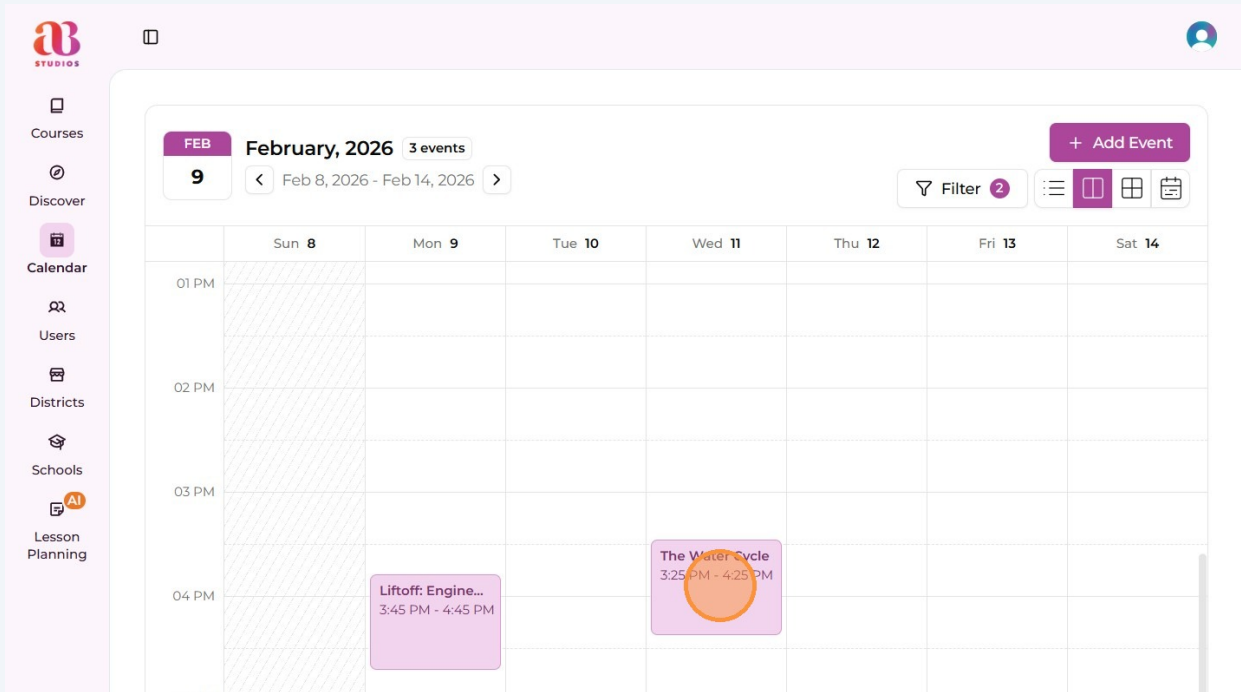
We now see "The Water Cycle" scheduled for Wednesday, February 11th. Woot woot!

The screenshot displays the AB Studios calendar interface. On the left is a sidebar with navigation icons for Courses, Discover, Calendar, Users, Districts, Schools, and Lesson Planning. The main calendar area shows a grid for February 2026, with the current date set to February 9th. The calendar view includes a header with the month, year, and event count, along with navigation and filter controls. The grid shows two events: 'Liftoff: Engine...' on Monday, Feb 9th (3:45 PM - 4:45 PM) and 'The Water Cycle' on Wednesday, Feb 11th (3:25 PM - 4:25 PM). The event 'The Water Cycle' is highlighted in a purple box.



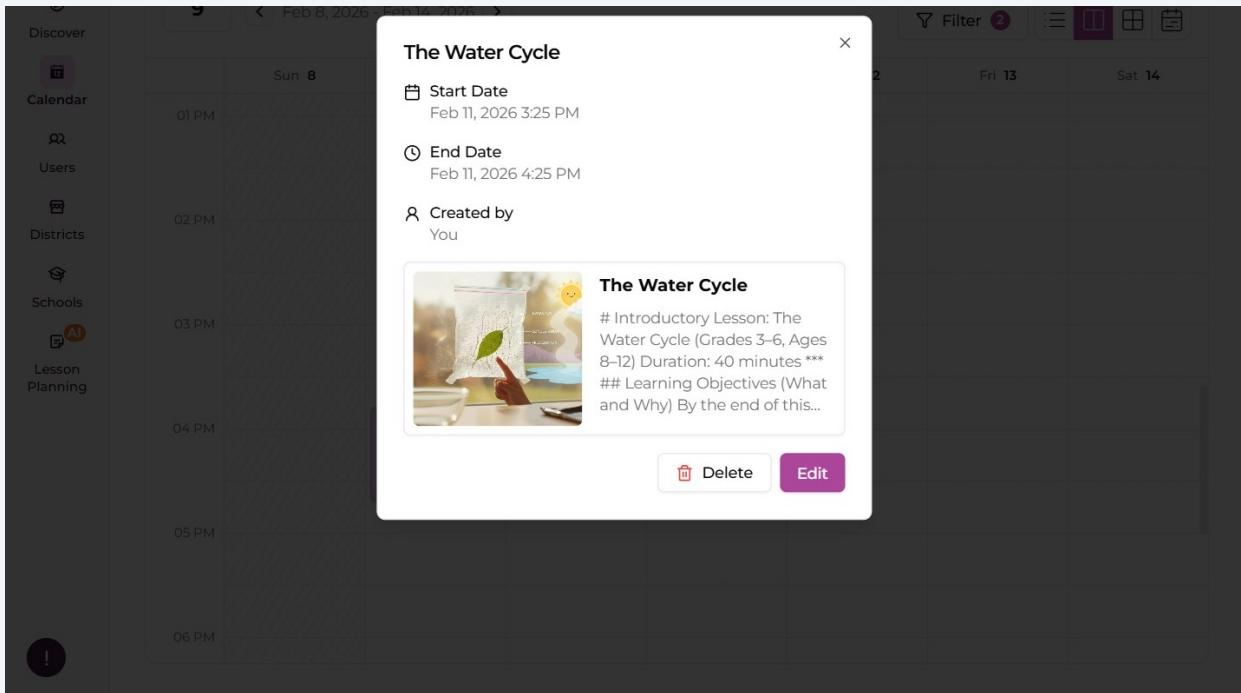
You can easily navigate to your scheduled lessons by clicking them from the calendar

9



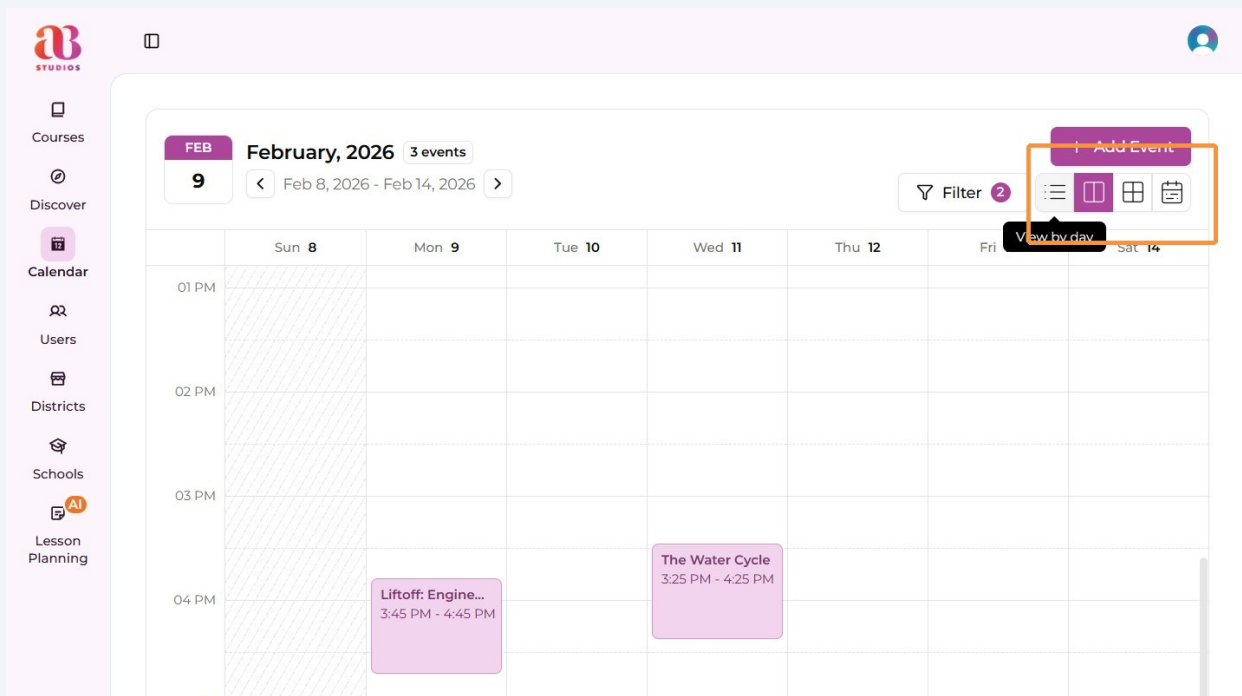
10

Once inside the lesson you can see the details, make edits and click directly to the lesson



## 11 You can view your calendar several different ways:

- View by Day
- View by Week
- View by Month
- View by Agenda



## 12 View by Month example

The screenshot displays a monthly calendar for February 2026. The interface includes a sidebar with navigation options: Courses, Discover, Calendar, Users, Districts, Schools, and Lesson Planning. The main calendar area shows a grid of dates from 1 to 21. Events are listed as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Stop-Mo... 3:15 PM	5	6	7
8	9 The Wa... 2:45 AM Liftoff: E... 3:45 PM	10	11 The Wat... 3:25 PM	12	13	14
15	16	17	18	19	20	21

## 13 From any view you can click directly in the lesson to access it

The screenshot shows a detailed view of lessons from the calendar. The lessons are listed by date:

- Wednesday, February 4, 2026**
  - Stop-Motion Live: National Park Adventure**  
3:15 PM - 4:15 PM  
Explore some of the most iconic National Parks in America and document your travels with stop-motion animation. Using the stop-motion animation app, students will create animations of themselves watching geysers erupt at Yellowstone, riding donkeys to the bottom of the Grand Canyon, and rock climbing at Acadia National Park. We will zig-zag across the country, learn fun facts about America's National Parks, and then tell everyone about it through stop-motion creativity.
- Monday, February 9, 2026**
  - The Water Cycle** (highlighted with a red circle)  
2:45 AM - 3:45 AM
  - Liftoff: Engineering Rockets & Rovers**  
3:45 PM - 4:45 PM  
3...2...1...Blast off! We can't wait to introduce our explorers to this aerospace engineering expedition from the Boston Museum of Science. We're going to experiment with several unique variables as we design and engineer rockets, rovers and more that students will send into the air with a stomp launcher. As we go, the students will also learn about the International Space Station, the work that aerospace engineers are doing at NASA and other aerospace-related information.
- Wednesday, February 11, 2026**



Congrats! Educators you are ready to maximize your calendar

For Managers and Administrators continue down below for more helpful tips to maximize your calendar.

14

Administrators and managers can view and schedule lessons on their manager(s) and educator(s) calendars as well.

Select Filter and User to select which users calendar you want to view.

The screenshot displays the AB Studios calendar interface. On the left is a navigation sidebar with icons for Courses, Discover, Calendar, Users, Districts, Schools, and Lesson Planning. The main calendar area shows the month of February 2026 with 4 events. A 'Filter' button is highlighted with an orange circle, and its dropdown menu is open, showing a search bar and a list of users: 'rvarela+educator2@abstudios.', 'rvarela+educator@abstudios.c', 'rvarela+manager@abstudios.c', and 'rvarela+admin@abstudios.' with a checkmark next to it. The calendar events include 'Stop-Motion Live: National Park Adventure' on Wednesday, February 4, 2026, and 'The Water Cycle' and 'Liftoff: Engineering Rockets & Rovers' on Monday, February 9, 2026.

## 15 Select the user whose calendar you want to view.

The screenshot shows the AB Studios calendar interface. On the left is a navigation sidebar with icons for Courses, Discover, Calendar, Users, Districts, Schools, and Lesson Planning. The main content area displays a calendar for February 2026 with 4 events. A search box is open, showing a list of email addresses: rvarela+educator2@abstudios.com, rvarela+educator@abstudios.com, rvarela+manager@abstudios.com, and rvarela+admin@abstudios.com. The last address is selected with a checkmark. A 'Filter Options' dropdown is also visible, showing 'User' as the selected filter. The calendar events include 'Stop-Motion Live: National Park Adventure' on Wednesday, February 4, 2026, and 'The Water Cycle' and 'Liftoff: Engineering Rockets & Rovers' on Monday, February 9, 2026.

## 16 You can view any calendar in the same 4 view formats

The screenshot shows the AB Studios calendar interface with a 'View by Week' button highlighted. The calendar displays events for Monday, February 2, 2026, and Wednesday, February 4, 2026. The events are 'Liftoff: Engineering Rockets & Rovers'. The interface includes the same navigation sidebar as in the previous screenshot. The main content area shows the calendar for February 2026 with 3 events. The 'View by Week' button is located at the bottom right of the calendar view.



You can assign lessons to educators directly on their calendar by following steps 2-7

Once those steps are complete continue on

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Select "Assignee" to select who you want to run this lesson. You can select individual assignee's or schedule this lesson across all of your organizations calendars.

