

# Working with Quick View

1 / 5

V3 JUNE 2021

**Quick View** is a built in widget on your website that works with your calendar. Quick View displays the next 7, 14, 21 or 30 days of events from your calendar neatly in a widget on your homepage or any other page on your site.

### EVENT QUICK VIEW

Last Day Year 10 Semester 1 classes  
[Fri 4th June](#)

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Yr11/12 Onsite Learning /  
Yr7-10 Remote Learning  
[Fri 4th June to Thu 10th June](#)

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Assessment Completion Day  
(Student Free Day)  
[Fri 11th June](#)

[MORE DATES](#)

The date of each event is a link to the calendar entry – so parents can find out more information, or save the calendar date to their device.

## LAST DAY YEAR 10 SEMESTER 1 CLASSES

**Date** June 04,2021

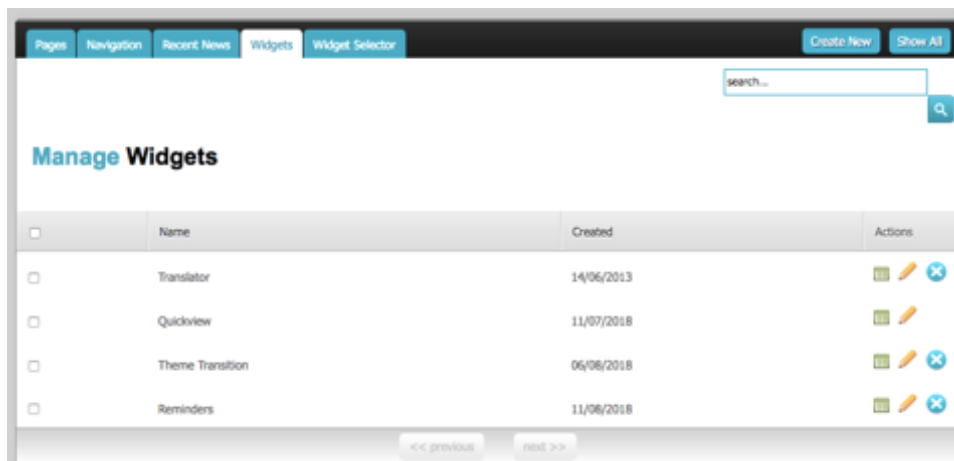
**Time** All Day

[Save this event to my calendar](#)

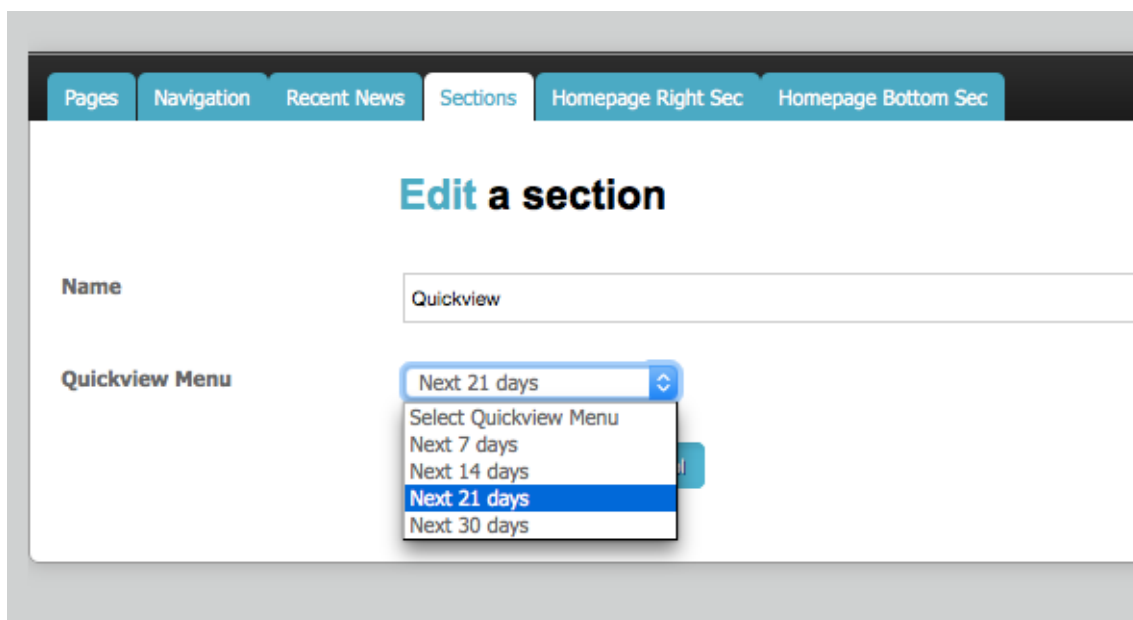
[Print Event Details](#)

# Working with Quick View

1. To edit the Quick View widget, click on WEBSITE CONTENT – Widgets.

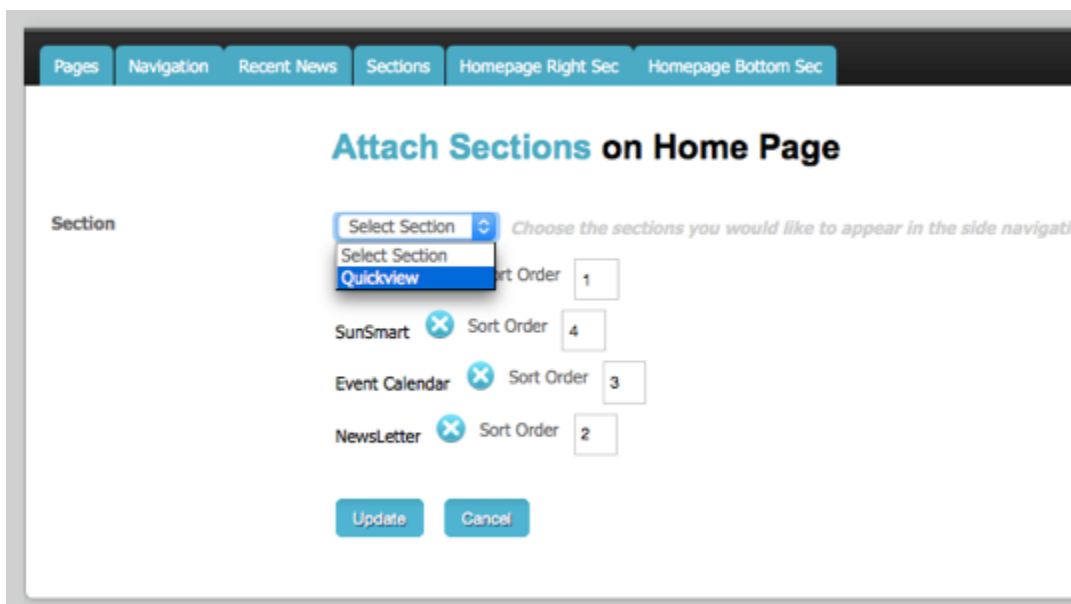


2. Click on the PENCIL icon beside Quick View. Use the drop down menu to choose the amount of days you wish to display. Then click on **UPDATE SECTION**.

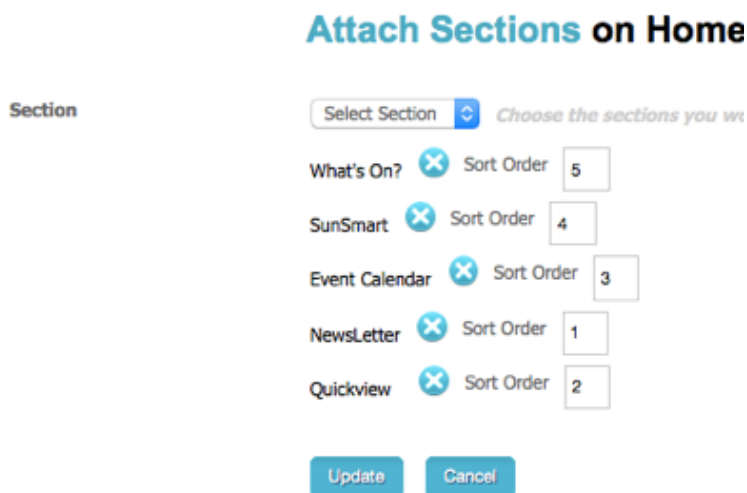


# Working with Quick View

- Ensure that Quick View widget is added to your homepage. Go to WEBSITE CONTENT – Widget Selector. Choose Quick View from the drop down menu.



- Use the numbering system to sequence your sections. Click on **UPDATE**.



- Visit your site to see your new Quick View Widget (at the bottom of your page).

# Working with Quick View

7. Quick View can be displayed as a widget on any page on your site – WEBSITE CONTENT - pages– click on the PENCIL icon beside the page you wish Quick View to appear.
8. Scroll down until you see the Widget option with drop down menu, choose Quick View.

**Show in navigation?**

**Publish Page?**  *Tick this box to publish this page, that is to be view*

**Insert Photo Gallery**  *Insert a photo gallery with the pag*

**Widget**  *Choose the sections you would like to*  
 Select Widgets  
 Blogs  
 Event Calendar  
 Translator  
 Theme Transition  
 Reminders  
 Quickview  
 Order

**Access Type**  *Choose public or private and s*

**Administrative Access**  
 Blog Moderator  
 Fund Raising Page Administrator  
 PMP Roster  
*Choose the Role that can edit this page besides your*

9. Give your widgets a number to sequence their order. UPDATE your page.

**Show in navigation?**

**Publish Page?**  *Tick this box to publish this page, that is to be viewed pub*

**Insert Photo Gallery**  *Insert a photo gallery with the page if app*

**Widget**  *Choose the sections you would like to*  
 Translator  Sort Order   
 NewsLetter  Sort Order   
 Quickview  Sort Order

**Access Type**  *Choose public or private and select th*

**Administrative Access**  
 eNews  
*Choose the Role that can edit this page besides your own.*

# Working with Quick View

**10.** Visit your site and find the page you just worked on! Done!

## PARENT INFORMATION

[Compass Parent Handbook](#)

**Office Hours**  
 Glen Waverley Secondary College General Office is open Monday - Friday at 8am. Monday - Thursday the office closes at 4.30pm. Friday closing time is 4pm. Phone: 88056700. Any enquiries may also be sent via email to [enquiries@gwsc.vic.edu.au](mailto:enquiries@gwsc.vic.edu.au).

Payments for most events and activities can be made online via Compass. <https://gwsc-vic.compass.education>  
 Other payments may be made by calling with a credit card to the above number or filling out a payment envelope that can be dropped into the drop box outside the general office. The College does not have Eftpos facilities. Credit Card, Cash and Cheque are welcome. Payment for excursions must include the appropriate parent consent form.

Teaching staff are generally not available to speak to on the phone during the school day unless a prior appointment has been made, they may respond to queries via email.

[Uniform price list](#)

[PSW Uniforms address and purchase information](#)

[Second hand textbooks and uniform user guide](#)

[Year 7 Book order form](#)

[Year 8 Book order form](#)

[Year 9 Book order form](#)

[Year 10 - 12 Book order form](#)

[Year 6 into 7 Parent information](#)

[Parent Payment Arrangements](#)


[Year 7 PSW Uniform Package 2021](#)

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MORE DATES

**11.** You can add QuickView to both your eNews and the original email system easily. See the cheat sheets "Working with eNews" or "Creating an eNewsletter".