

## PARENT GUIDE

### VIEWING EVENTS FROM THE SCHOOL CALENDAR

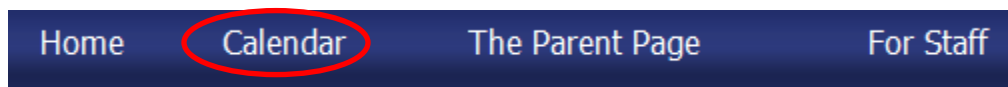
The School Calendar contains information on important events going on at the school. You can also view activities going on in your child's classroom from the School Calendar.

### VIEWING SCHOOL EVENTS

**STEP A:** Locate the School Calendar.

You can get to the School's Calendar from the school's home page by the following two methods:

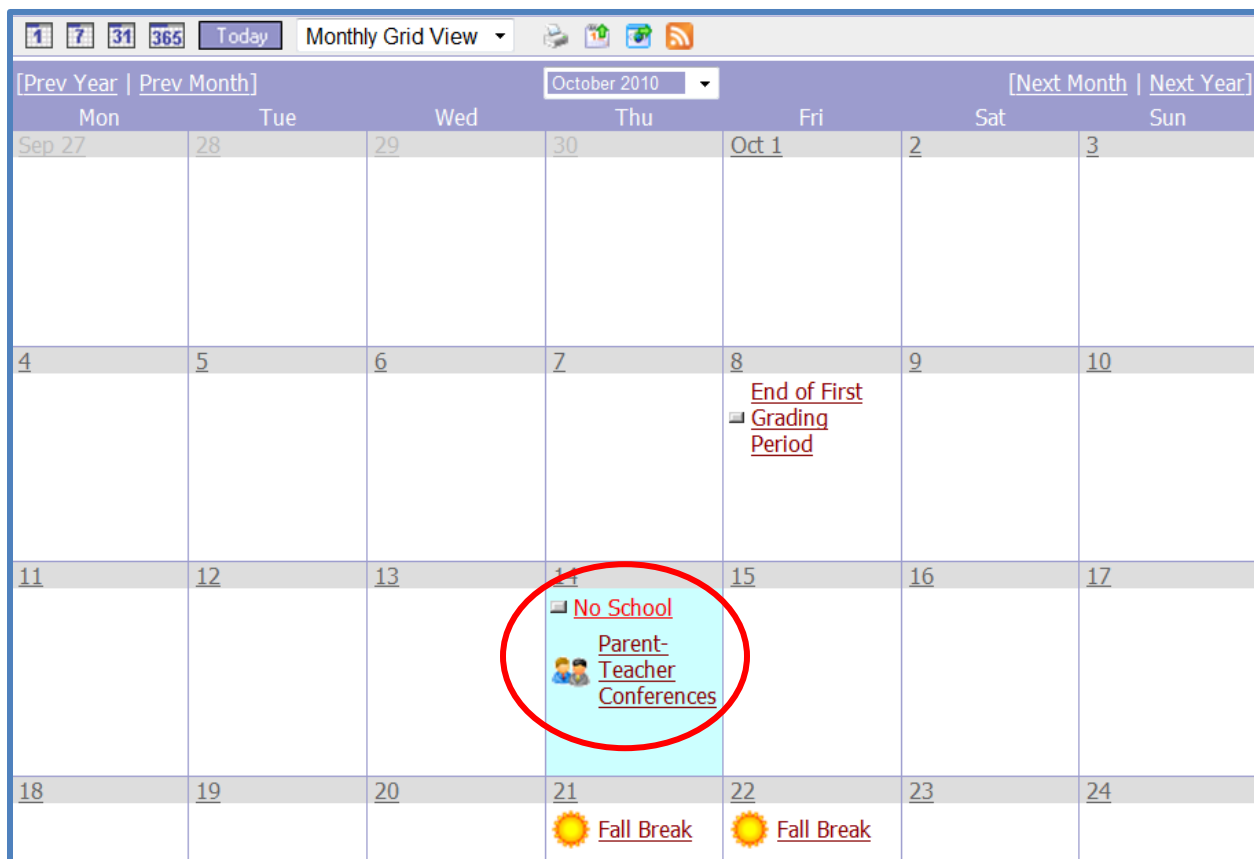
1. By clicking on the Calendar link located on the navigation menu.



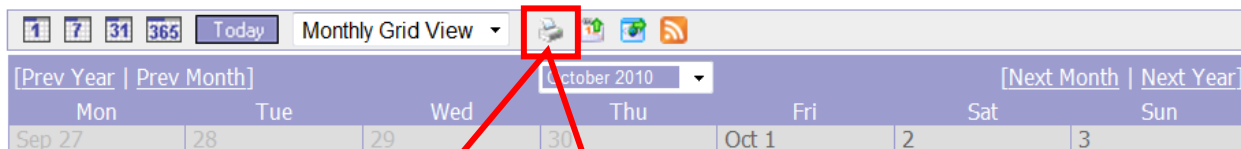
2. By clicking on the **Go to Main Calendar** link located below the mini-calendar region on the home page.



**STEP B:** Once you are on the school's calendar you can view upcoming events for any given month as shown below. To learn or read more about an event click the name of the event.



You can now either click on the Event/Activity name to read more about the event or simply print the calendar with all the event information as shown below:




Click the **Print** button to print out the calendar

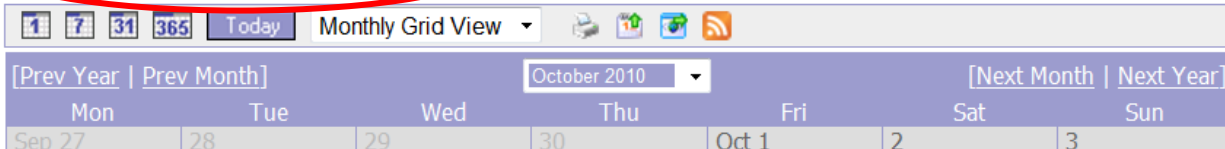
## VIEWING CLASSROOM EVENTS

You can view your child's classroom activities from the main school calendar. You are able to view activities from multiple classroom calendars all at once.

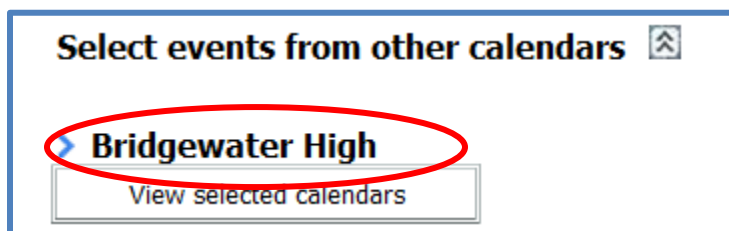
**STEP A:** Click the **Select event from other calendars** link located at the top of the school calendar.

## Calendar

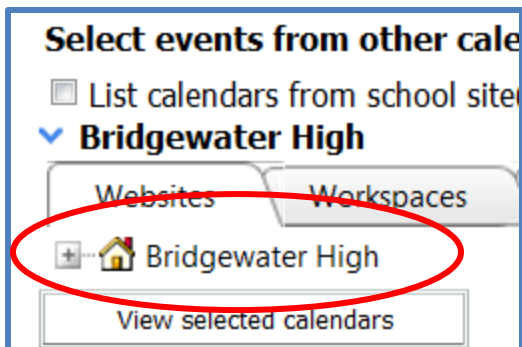
**Select events from other calendars** 



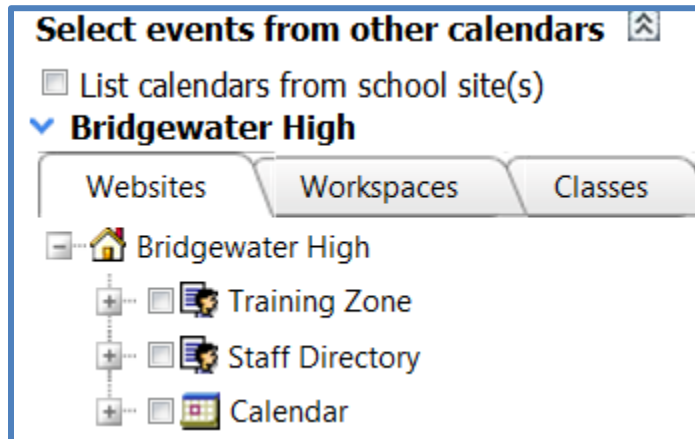
**STEP B:** The name of the school which will show up below the select option as shown below. Now click on the school name.



**STEP C:** You will see the school name appear once again but this time with a small + sign in front of it. Click the + sign.

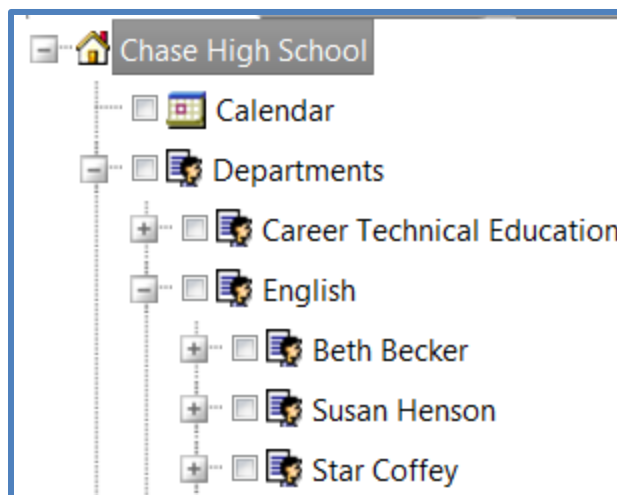


**STEP D:** You will get to see the various sections of the school site as shown in the example below:



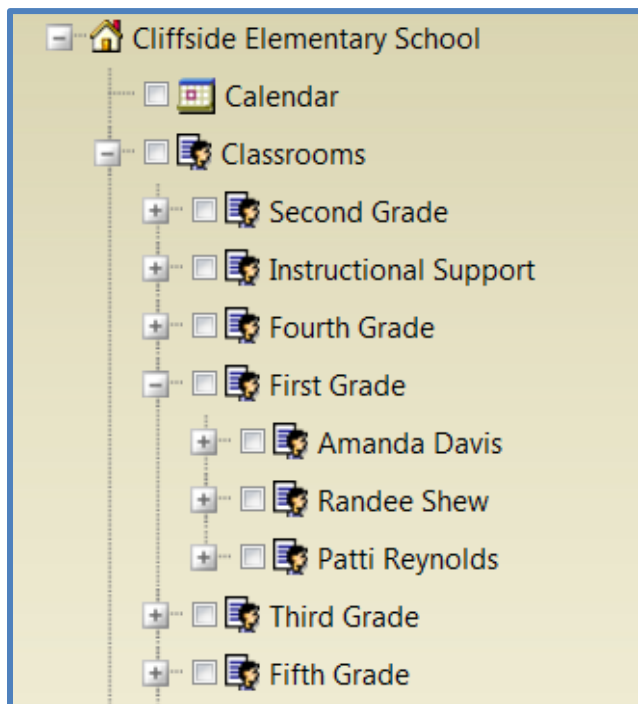
**STEP E:** The teacher's calendar will be located either within the Staff/Staff Directory/Departments/Classrooms section. So now, you need to click on the + sign in front of these sections which will give you a listing with either Grade levels or Department names.

Example school:



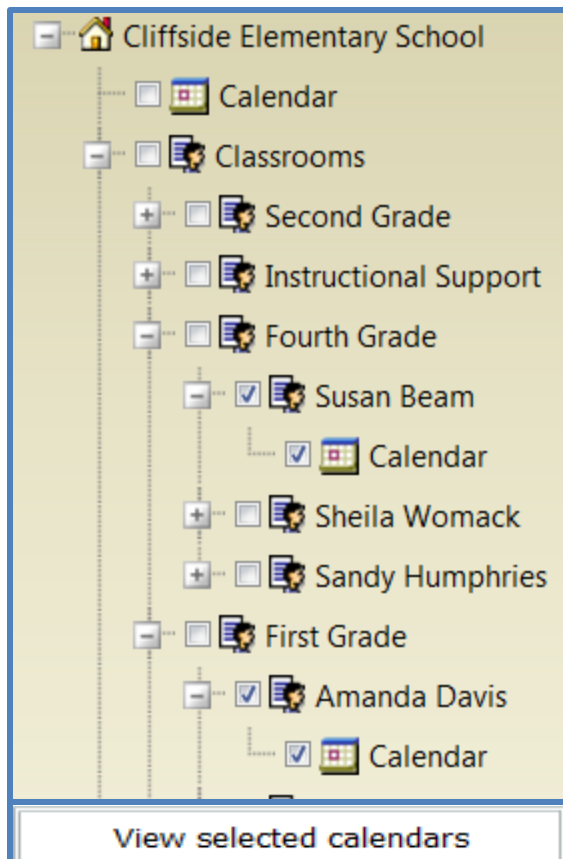
As you can see above, in this case the teacher's calendars are located below their respective department.

Example of another school:



In this case, you can see that the teacher's calendars are located within their respective Grade levels.

**STEP E:** Once you have located the teacher(s) whose calendars you want to view place a check mark next to their name as shown below and click the **View selected calendar** button.



**STEP F:** The school calendar will now show you events from the selected teacher's classrooms. You can now print out this calendar for your reference.