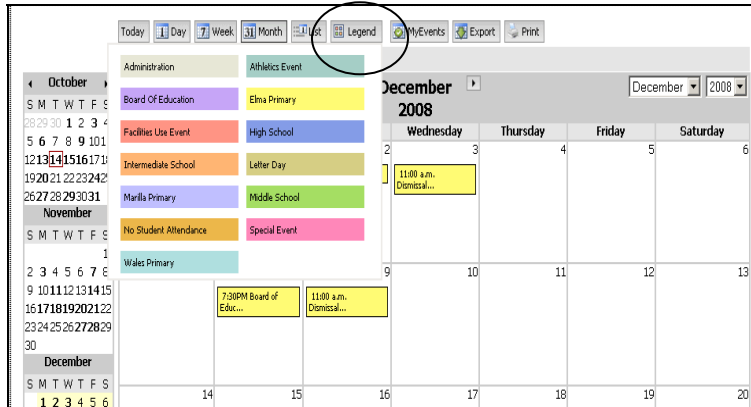


WEB SITE CALENDAR INSTRUCTIONS

Use filters to view a particular school or all school events. You can perform this function by going to the District home page calendar or any of the school calendars.

LEGEND

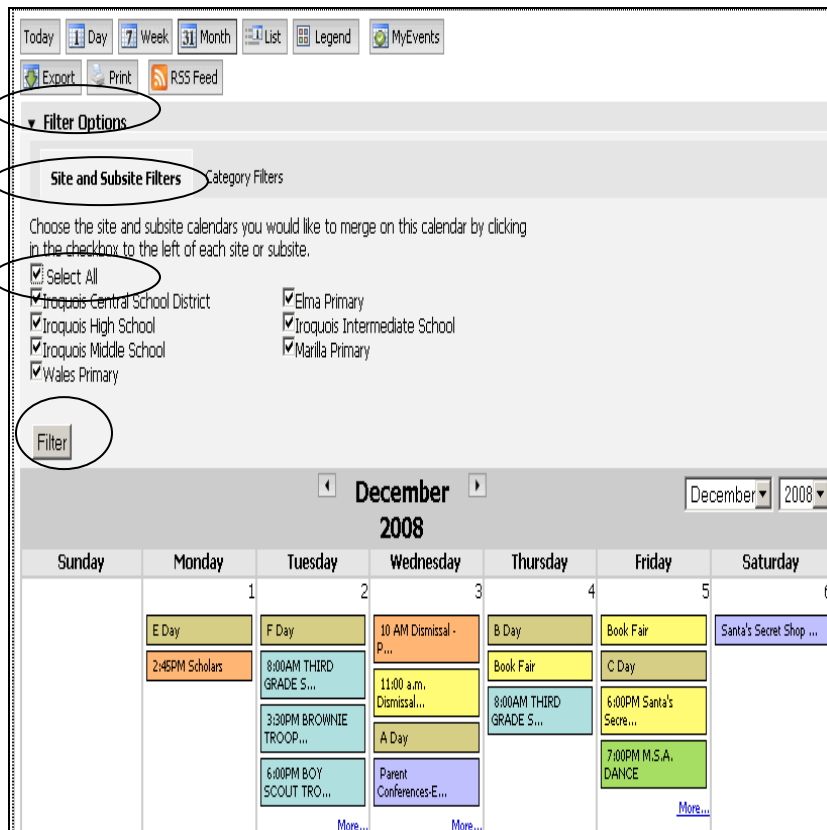
- Hover (place pointer) over Legend to view Event Categories.



Note: Begin by selecting all categories under the *Site & Subsite Filters* and *Category Filters* tabs when using filters to view calendars.

FILTERING – VIEW DISTRICT AND ALL SCHOOL CALENDARS

- Select *Filter Options*.
- Click *Site and Subsite Filters*.
- Click *Select All*.
- Click *Filter*.



Click on the *Category Filters* tab and *select all* as well.

FILTERING – VIEW SPECIFIC SCHOOL CALENDARS

- Select *Filter Options*.
- Click *Site and Subsite Filters*.
- Click the building calendars you want to view.
- Click *Filter*.

The screenshot shows a web-based calendar interface. At the top, there are navigation buttons for 'Today', 'Day', 'Week', 'Month', 'List', 'Legend', and 'MyEvents'. Below these are 'Export', 'Print', and 'RSS Feed' buttons. A 'Filter Options' dropdown menu is open, showing 'Site and Subsite Filters' and 'Category Filters' tabs. Under 'Site and Subsite Filters', there is a list of checkboxes for various schools: 'Select All', 'Iroquois Central School District', 'Iroquois High School', 'Iroquois Middle School', 'Wales Primary', 'Elma Primary', 'Iroquois Intermediate School', and 'Marilla Primary'. The 'Iroquois Central School District' checkbox is checked. Below the list is a 'Filter' button. The calendar view below shows the month of December 2008. The days of the week are listed as headers. The calendar grid shows events for Monday, Tuesday, Wednesday, Thursday, and Friday. Events include '2:45PM Scholars' on Monday, '10 AM Dismissal - P...' and '11:00 a.m. Dismissal...' on Wednesday, 'Book Fair' on Thursday, and 'Book Fair' and '6:00PM Santa's Secre...' on Friday.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	2:45PM Scholars		10 AM Dismissal - P... 11:00 a.m. Dismissal...	Book Fair	Book Fair 6:00PM Santa's Secre...	

Click on the event to view additional information.

NOTE: Check the filter settings each time you visit the calendar to ensure you are viewing the calendar the way you would like to view it.