

## How to combine calendars & other calendar help

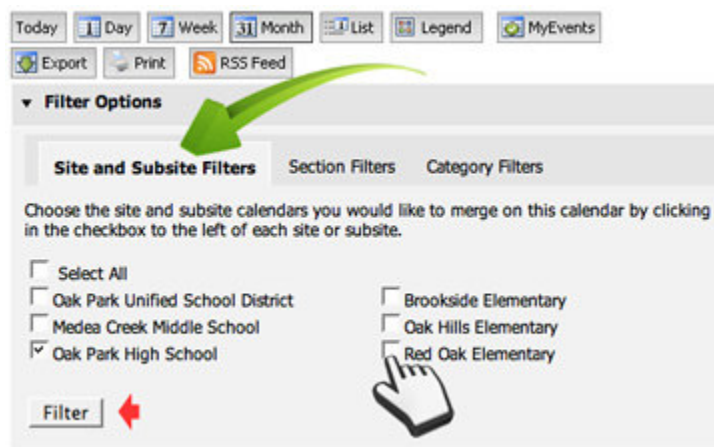
Calendars for each school and the district office can be combined so that if you have children at more than one school you can easily keep track of events at multiple schools. Also, all OPUSD calendared events are color-coded based on **category** (i.e. athletics, meetings, etc).

**Filtering** allows you to combine calendars from more than one school (schools are also called **subsites**) or choose events you'd like to see based on the event's **category**. By default, each site calendar includes events from all **categories** for just the school whose website you are visiting until you choose to filter your calendar.

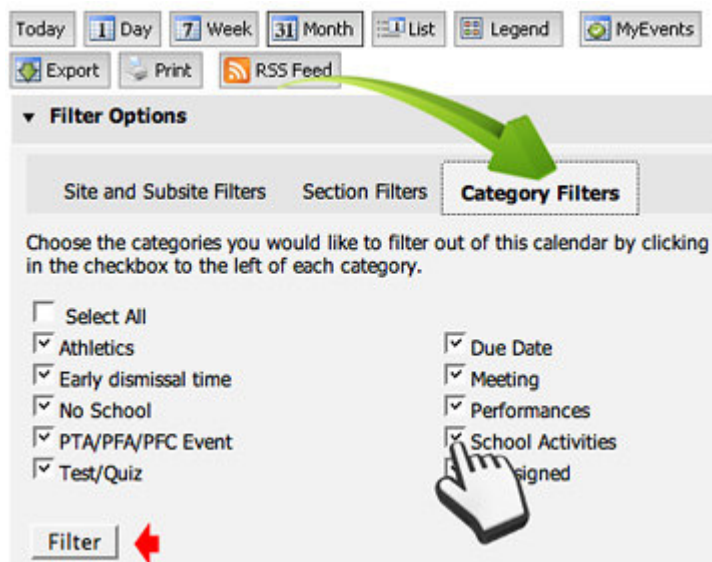
### Instructions for using Filtering

Click on the arrow next to **Filter Options** to expand the box. You will see three tabs. These instructions will focus on **Site and Subsite Filters** and **Category Filters**.

**Site and Subsite Filters** is where you'll see a list of OPUSD schools. The school name of the website you are viewing is already checked. To combine calendars from multiple **sites**, click on the box next to the name of school(s) you want to add. Then, click on the **Filter** button.



**Category Filters** is where you'll see a list of the categories of events at your school. By default, all categories have been selected and you will see check marks in each of the boxes. To customize your calendar, click on the check box next to a category that you want to filter out – or remove - from your calendar (the box will become blank). Click on the **Filter** button and the calendar will be updated to show only the events in the categories you have selected.



To undo, click on **Filter Options**, click **Category Filters** tab, click on the check box next to **Select All**, then click on the **Filter** button again. Your calendar will now show all events.

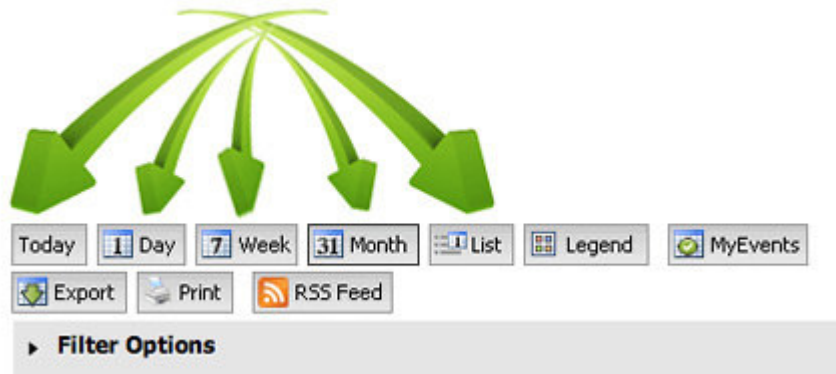
## How to combine calendars & other calendar help (continued)

### Different ways to view your calendar

By default, the calendar first appears in a full Month (31 day grid) view. If you prefer, you can change the view, or how the calendar looks, on your screen.

The view options include seeing the events for **Today** only, 1 **Day** (any single day of your choosing), a **Week**, or the default view - a **Month**. You can also change the **Month** view from a grid to a **List** format\*\*.

\*\* If you select **List**, the default view shows the event description. You can choose not to view all the events description details by clicking on the check box next to **Show event descriptions**.



Changing the view only applies while you remain on the calendar page of the website. Once you navigate away from the calendar page you are looking at, the view will revert back to the Month grid view.

### Printing calendars

Click on the **Print** button. A printable version of the calendar (in whatever view you are looking at) will appear in a new window on your screen. Use your computer's Print command to print this page.

### Exporting calendar information

To export calendar information into your PDA or a personal calendar program on your home computer, click the **Export** button and follow the simple instructions.

### What is RSS Feed?

**RSS** (Rich Site Summary) is a format for delivering regularly changing web content. RSS allows you to easily stay informed by retrieving the latest content from websites you are interested in.

Our new website offers **RSS** Feeds in various places (Headlines, Calendars, etc.). If you click on an RSS Feed button, content from our school websites will appear on your personalized Google, My MSN, My Yahoo! or My AOL homepage. In other words, on your Google homepage for example, you will see school headlines or calendar information that by clicking on will take you back to that area of the school's website.