

### **HOW TO FIND THE CALENDAR**

 You can access the calendar from any page on our websites by clicking the calendar icon in the menu on the right side of each page.



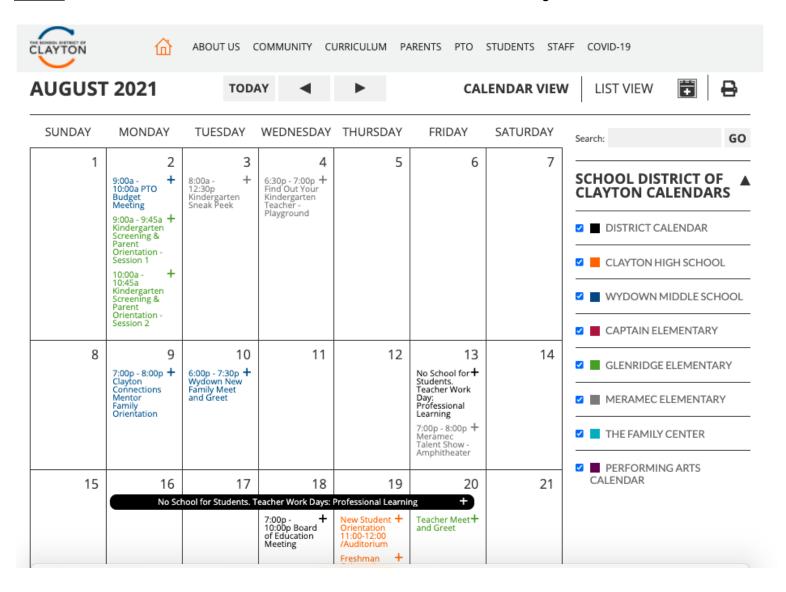
• To download a PDF of the official academic calendar, access the calendar from the previous step, and click on "2021-2022 Calendar" or "2022-2023 Calendar".



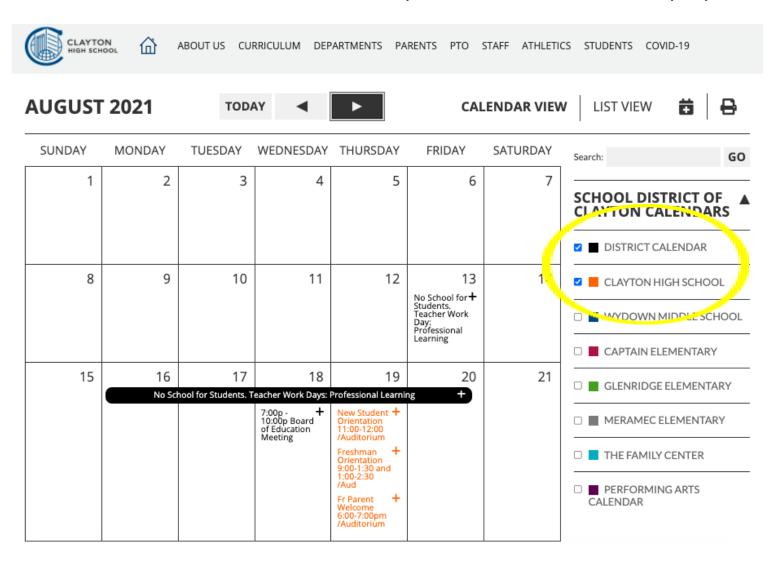
**AUGUST 2021** 

#### **CALENDAR VIEWS**

**District** - This shows all school calendars, the District calendar and the Performing Arts Calendar.

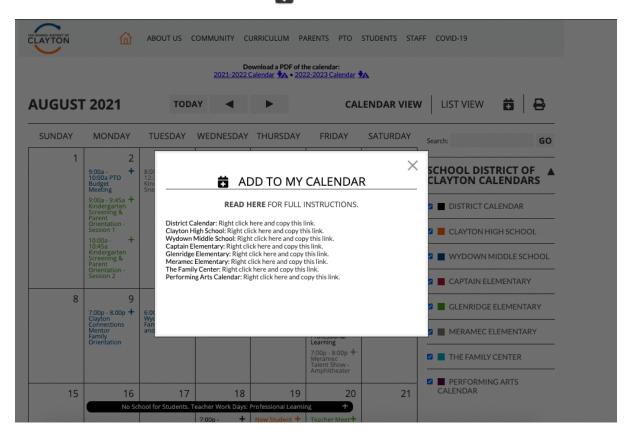


<u>School Calendar Example</u> - The image below shows both a school calendar and the District calendar selected. We strongly recommend you always have the "District" calendar checked alongside your preferred school calendar(s). This will ensure that events on the "District" calendar, that may not be on a school's calendar, are always in your feed.

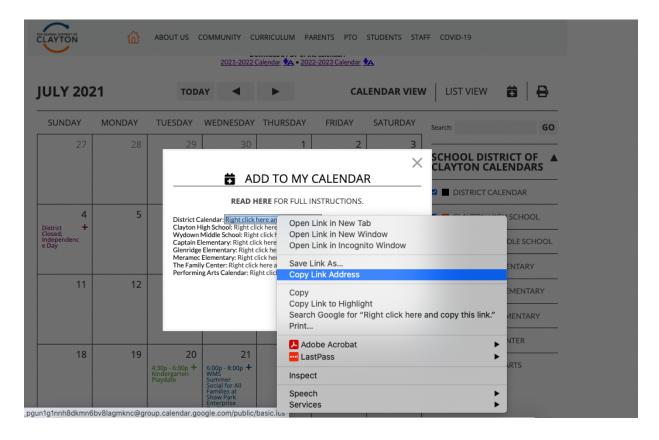


#### HOW TO ADD FULL CALENDAR TO YOUR GOOGLE CALENDAR

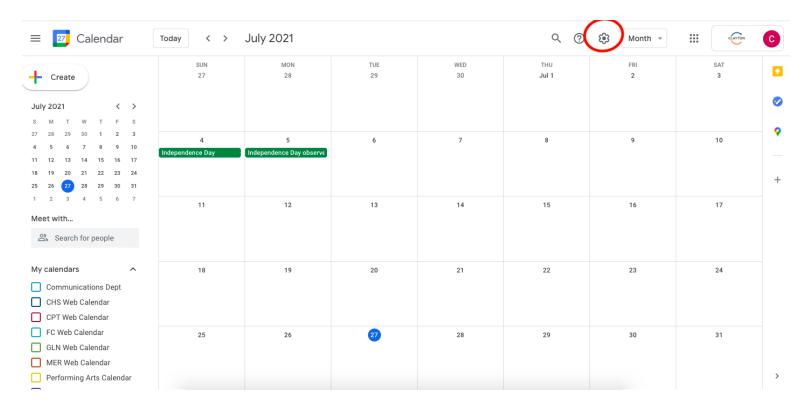
• From the main calendar page, click on the 📑 con to add to your calendar.



• Right click on the text of the calendar you want to subscribe to and copy the link address.



Open your Google calendar up and click on the settings gear icon in the top right corner.



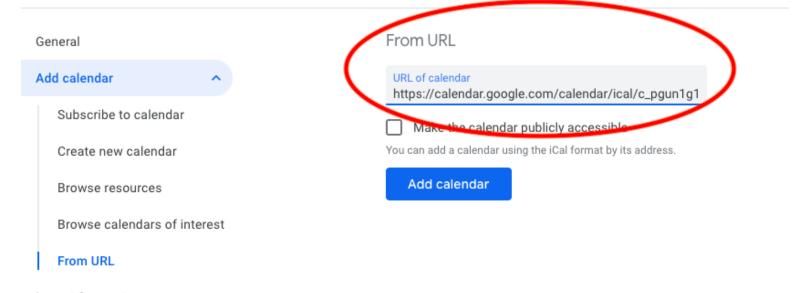
• Under the Settings menu, expand the "Add Calendar" menu and click "From URL"

# ← Settings

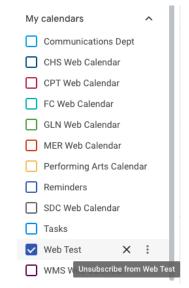


Paste the calendar link you copied in the previous step and click "Add Calendar."

## ← Settings



- Import & export
- Repeat for any calendars you would like to add.
- Return to your Google calendar list and confirm the calendar has been added and is checked for viewing.
- **NOTE:** If you have subscribed to the previous versions of our web calendars in your Google calendar list, you'll want to remove these from your list. Hover over the calendar to remove and click the "X" to unsubscribe.



- Android and iPhone/iPad can find additional instructions here.
- If you are a Microsoft Outlook user, you can find those instructions here.