

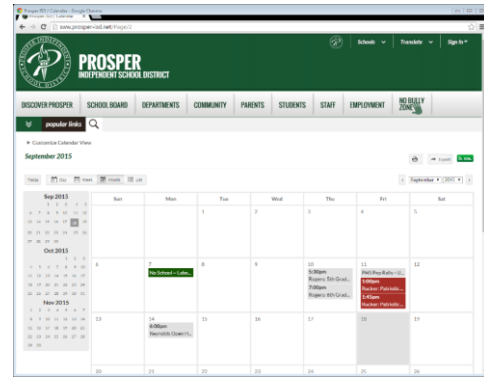
Customize Calendar View

Ways to get to the full calendar view

1. Go to www.prosper-isd.net
Click on Discover Prosper > Calendars
Pick District Events Calendar
2. Go to www.prosper-isd.net
Click on the green & white arrows in the center of the screen to scroll down



To the right of MARK YOUR CALENDARS click on the link “View Full Calendar”



Steps to Customize Your Calendar View

Customizing your view will enable you to view all of the district/campus calendars you need in 1 calendar

1. Click on “Customize Calendar View” on the top right hand corner

► Customize Calendar View

September 2015

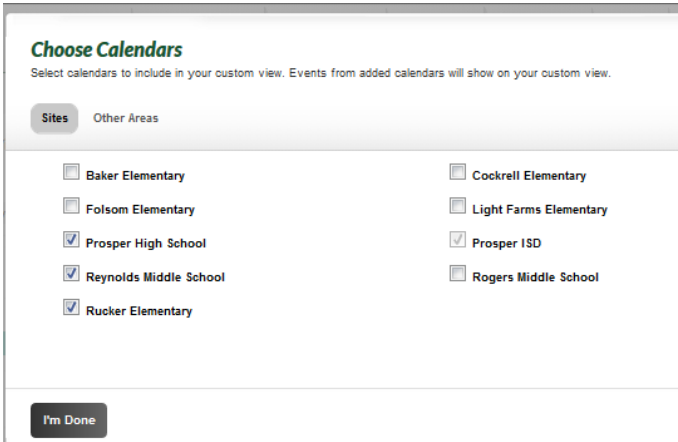
2. Click the pencil next to “Calendars”

▼ Customize Calendar View

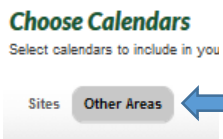
CALENDARS ✎

District Calendar add/remove

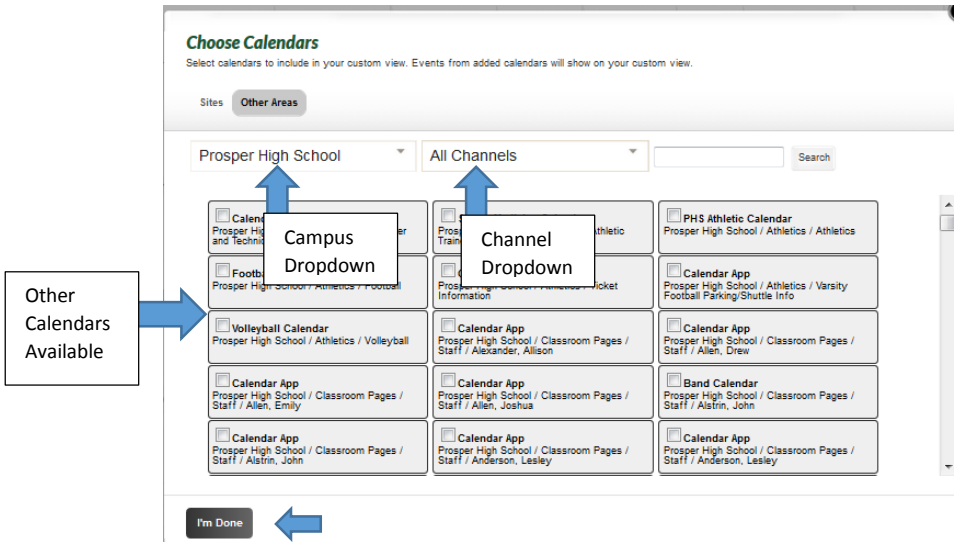
3. Click on “add/remove”
4. Check the box of the calendar you would like to see on your calendar



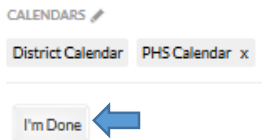
5. You can also add other areas to your calendar by clicking on the “other Areas” button



- Use the dropdown to pick a campus to see what additional calendars you can add. You can filter the calendars more by picking a channel. Here is an example of some of the “other” calendars available under PHS:



- When you have picked all of the calendars you would like to see click “I’m Done”
- You also need to click on “I’m Done” on the main calendar view to save these additions



- This customized view will show up on any campus calendar that you view
- You can also follow the same steps to remove a calendar if you would like to view less at one time