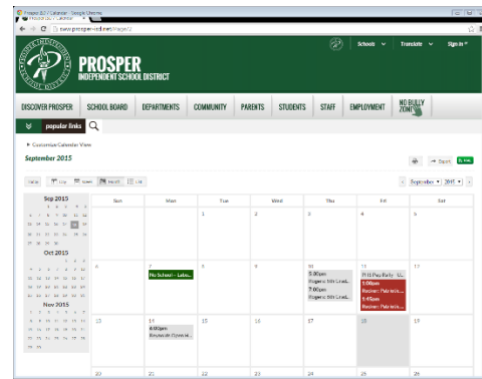


Customize Calendar View

Ways to get to the full calendar view

1. Go to www.prosper-isd.net
Click on Discover Prosper > Calendars
Pick District Events Calendar



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 left 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 boxes of the campus calendars you would like to see on your calendar view

A screenshot of the "Choose Calendars" dialog box. The title is "Choose Calendars" and the subtitle is "Select calendars to include in your custom view. Events from added calendars will show on your custom view." There are two tabs: "Sites" (selected) and "Other Areas". Under the "Sites" tab, there are two columns of checkboxes. The first column includes Baker Elementary, Folsom Elementary, Prosper High School (checked), Reynolds Middle School (checked), and Rucker Elementary (checked). The second column includes Cookrell Elementary, Light Farms Elementary, Prosper ISD (checked), and Rogers Middle School. At the bottom left, there is a button labeled "I'm Done".

5. Once you have selected all of the calendars you would like to see click "I'm Done"

Steps to add Other Area Calendars to Your Calendar View

1. You can also add other areas to your calendar by clicking on the "other Areas" button before you click "I'm Done"

Choose Calendars

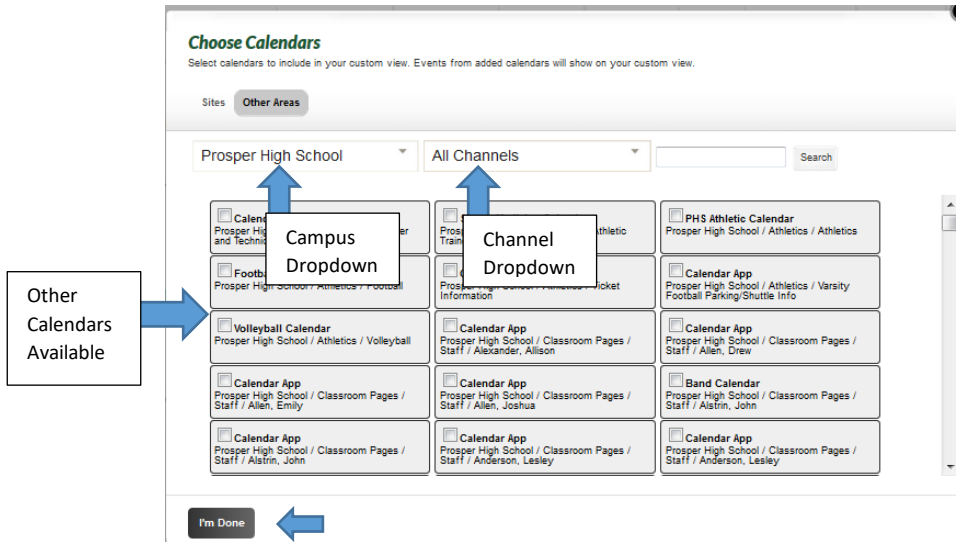
Select calendars to include in you

Sites

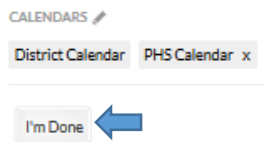
Other Areas

- 2.

- 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