

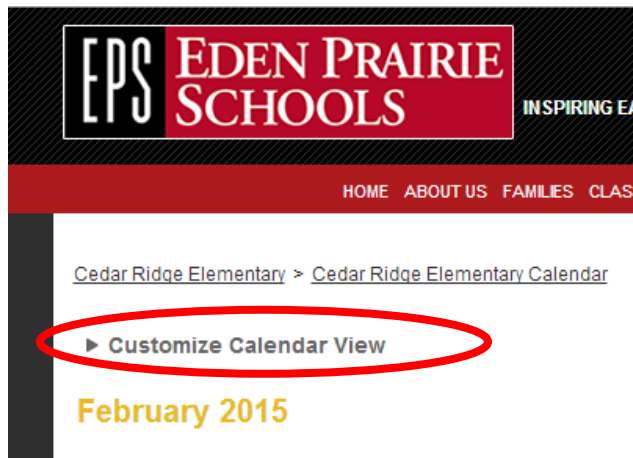
Customizing Calendars on the Website

*** Can customize calendar from the district and school websites ***

1. Click on “CALENDAR” from any of the websites – school or district



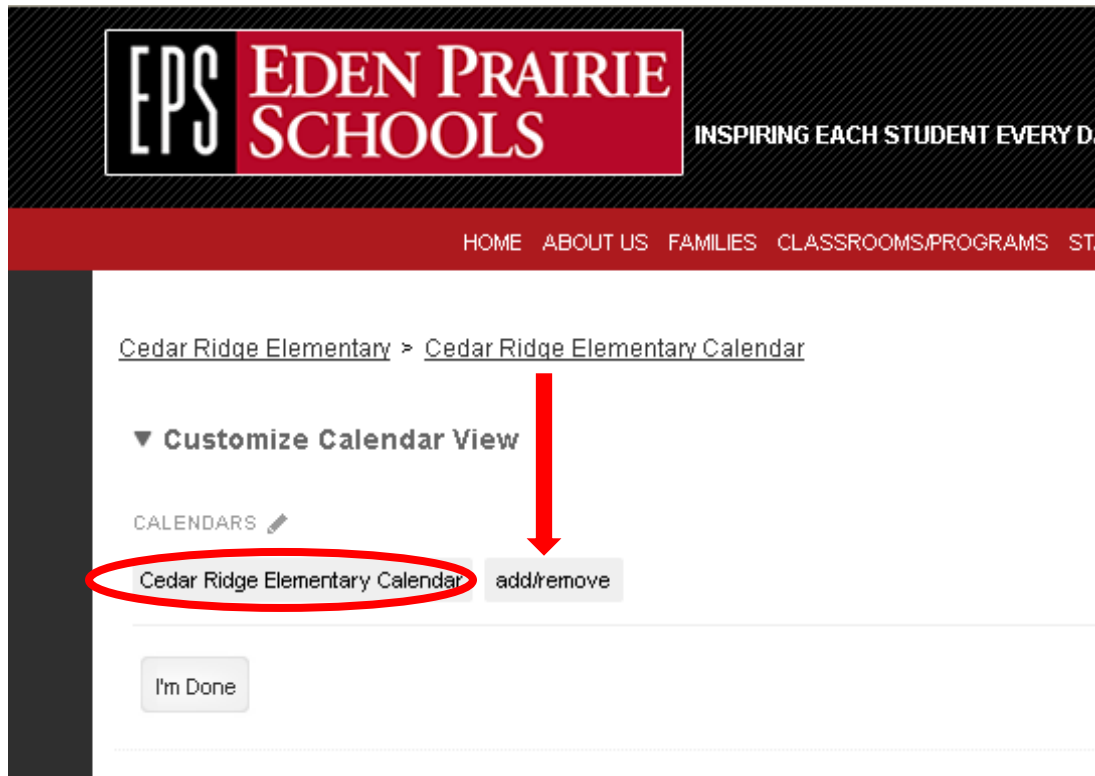
2. Click on “customer calendar view”



3. Click on the “pen” icon

The screenshot shows the top navigation bar of the Eden Prairie Schools website. The logo for EPS Eden Prairie Schools is on the left, with the tagline "INSPIRING EACH STUDENT EVERY DAY" on the right. Below the logo is a red navigation bar with links for HOME, ABOUT US, FAMILIES, CLASSROOMS/PROGRAMS, and STA. The main content area shows the breadcrumb "Cedar Ridge Elementary > Cedar Ridge Elementary Calendar". Underneath is a section titled "Customize Calendar View" with a dropdown arrow. Below this, the word "CALENDARS" is followed by a pen icon, which is circled in red. Below that, there is a list of "Cedar Ridge Elementary Calendar" with an "add/remove" button next to it. At the bottom of the section is an "I'm Done" button.

4. If calendar was selected from a school website, that calendar will already be available for the import. In order to add other calendars, click on “add/remove”



5. Select all the calendars that are applicable and click on “done”

The screenshot shows a web interface titled "Choose Calendars" with a subtitle "Select calendars to include in your custom view. Events from added calendars will show on your custom view." Below the subtitle are two tabs: "Sites" (selected) and "Other Areas". The main content area contains two columns of checkboxes. The left column has five items: Cedar Ridge Elementary (checked), Community Education (unchecked), Early Childhood and Preschool (unchecked), Eden Prairie High School (checked), EPS Staff Intranet (unchecked), and Oak Point Elementary (checked). The right column has five items: Central Middle School (unchecked), Eagle Heights Spanish Immersion (unchecked), Eden Lake Elementary (unchecked), Eden Prairie Schools (unchecked), Forest Hills Elementary (unchecked), and Prairie View Elementary (unchecked). Red brackets group the checked items in the left column and the unchecked items in the right column. At the bottom left, the "I'm Done" button is circled in red.

Choose Calendars

Select calendars to include in your custom view. Events from added calendars will show on your custom view.

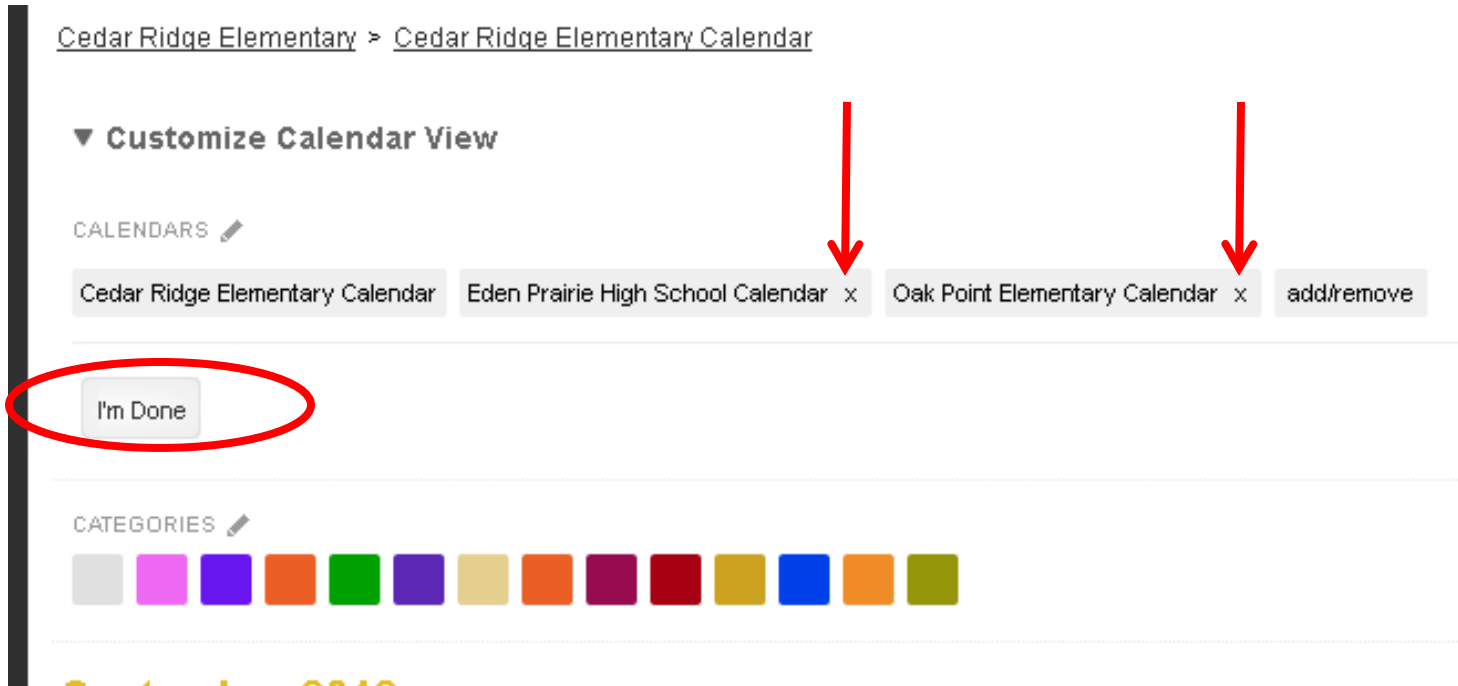
Sites Other Areas

- Cedar Ridge Elementary
- Community Education
- Early Childhood and Preschool
- Eden Prairie High School
- EPS Staff Intranet
- Oak Point Elementary

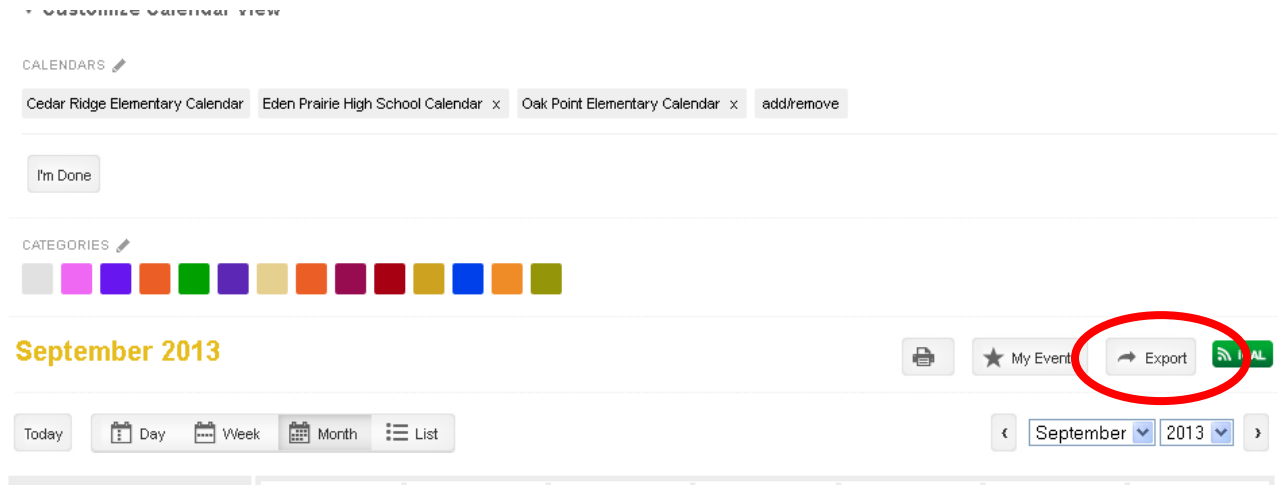
- Central Middle School
- Eagle Heights Spanish Immersion
- Eden Lake Elementary
- Eden Prairie Schools
- Forest Hills Elementary
- Prairie View Elementary

I'm Done

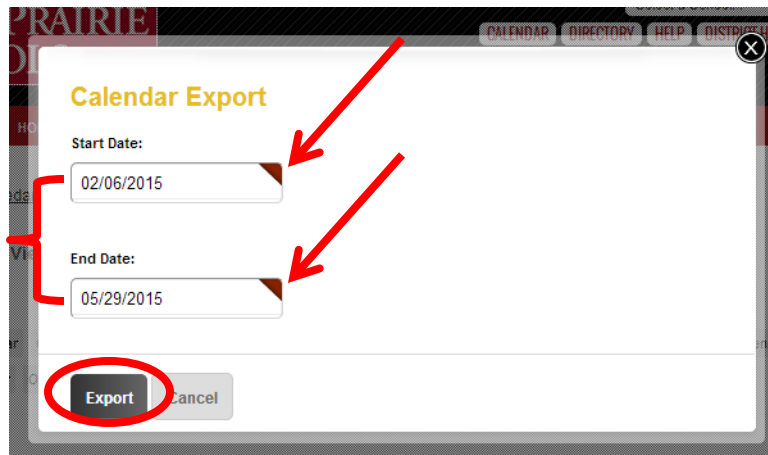
6. Click on "I'm done" when all calendars are selected. If at any point, a calendar needs to be removed, click on the "x" next in the calendar bubble.



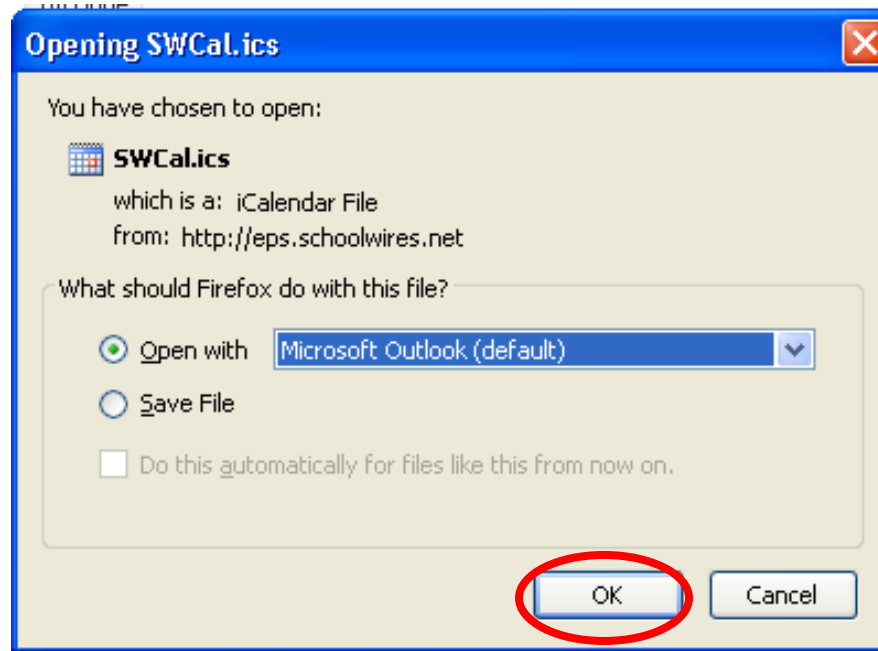
7. Click on “export” to have events visible in Outlook



a. Enter start and end dates by clicking on the red corner and click on “export” when finished



- b. Click on OK to open the iCalendar file in Outlook



8. Click on iCal