

Tredyffrin/Easttown School District

Web Site Calendar User Guide – Updated January 2012

Frequently Asked Questions

Accessing the Calendar

1. How do I access the District calendar?

Upcoming District calendar events appear on the right-hand side of the District web site home page, under “Events.” By clicking on “view calendar” under the “Events” heading, you will access the full District calendar. You can also access the calendar from the calendar tab at the top of the home page.

2. Do I also need to review my child’s school calendar in addition to the District calendar?

Each school has its own calendar which includes school-specific events that are not listed on the District calendar. All Districtwide events including early dismissals and days when school is not in session are indicated on the school calendars as well as the District calendar. To access individual school calendars, click on “Schools” at the top of the home page and then select your school. From the school’s home page, click on “view calendar” under the Events section on the right side of the page or click on the calendar tab at the top of the home page.

Viewing the Calendar

3. What are the different formats in which I can view the calendar?

The calendar defaults to a monthly view in a traditional calendar format.

The calendar can be displayed in various views. To change the view, simply click on the grey buttons above the calendar:

- Today
- Day
- Week
- Month
- List

4. How can I change to a different month?

Use the small arrows to the right and left of the name of the month on the upper right side of the calendar to navigate. You may also use the drop down box at the right of the month to select the month and year you want to view.

5. Why are the calendar events different colors?

Calendar events are color-coded by category for easy viewing. Each school has its own color. For a list of the colors and the associated categories, click on , “Customize Calendar View” at the top and then click on the small pencil next to “Categories.”

6. How can I customize my calendar so that I only see certain categories on the calendar? I only need to see District events and events at my child's school, not all eight schools.

You may customize your calendar view so that only certain categories are displayed on your screen. This may be helpful if you do not want to view all events on the District calendar. For example, if you have children at Devon and Conestoga, you may not be interested in events happening at the other six schools. By clicking on "Customize Calendar View" above the calendar, you may choose the school calendars or categories you want displayed on your calendar. To add a school calendar to the District calendar on your computer, click the small pencil next to "Calendars" and then "add/remove." You may then select which calendars you want added to your view. If you prefer to just add specific categories to your calendar, then click on the small pencil and click the "x" on the categories that you would like to remove from your calendar view.

7. If I only want to see one school's events, can I just go to that school's home page and view the school's calendar without filtering the District calendar?

Yes. That is the easiest way to view one school's calendar.

Exporting Events to Microsoft Outlook

8. What does the "export" button on the calendar do?

The export option is a useful feature that allows you to export calendar events to your Microsoft Outlook personal or work calendar.

9. How can I export events from the District calendar to Outlook?

You may choose to export District calendar events or school calendar events into your Microsoft Outlook calendar. To export events, go to the calendar you wish to export and follow these instructions.

- Click on the grey "Export Events" button, choose the date range you want and then click "Export," then "Save."
- Save the file to a familiar location on your computer so that you will be able to easily locate it. Note the name of the file so that you can find it easily in a later step.
- To complete the process, import the events into your Outlook calendar by going to your Outlook calendar, then go up to "File" at the top, then "Import and Export." Choose "Import from an iCalendar or vCalendar file" and click "next."
- Find where you've saved the exported file on your computer. You must choose "all files" on the drop-down menu to see your saved file. Click on the saved file, and the calendar events will automatically populate your Outlook calendar.

The District does not provide technical support for this feature. Please consult your Microsoft Outlook software help guide or Microsoft technical support for assistance with Microsoft Outlook.

Printing Your Calendar

10. Since the District calendar is not printed and mailed anymore, am I able to print a copy from the TESD web site?

Yes. Choose the view you would like to print: day, week, month or list, and click the print button. A printable version of the calendar will open in a new window. At the top of your web browser, go to "file" and then "print".

11. Can I print the entire school year at once?

You may print the entire school year, but you will need to print it month by month.

Note: You may want to print only a week or month in advance as changes to the online calendar do occur periodically, and you do not want to have the wrong information on your printed calendar.

12. By default, the calendar prints vertically. How can I get it to print horizontally?

Click on the grey “print” button on the month you want to print. A new window will open with that month. Right click and select “Print Preview”. By default, the calendar is shown in portrait (vertical) view. You can change it to landscape (horizontal) view by clicking on the “A” in a horizontal box at the top – it is third from the left. This will change the calendar to a landscape option when you print, which allows you to fit more on the page. In addition, to keep the month to one page, you can adjust the size by clicking on the downward-facing arrow next to “Shrink to Print” on the top right side. Certain months, such as October and January, need to be reduced to 80 or 85% to fit on one page.

Cycle Day Calendar

13. Is there a cycle day calendar on the web site?

Yes. There is a cycle day calendar listed under the “Calendar” section which can be found at the top of the District home page and each school’s home page. There is also a link to the Cycle Day Calendar on the left side of the TESD home page under “Quick Links.”

Miscellaneous Information

14. What is the “my events” tab?

The “my events” tab allows you to keep track of all events that you’ve registered for. The T/E School District is not currently using this feature.

15. What is the small orange icon next to “Export Events”?

It is a button to subscribe to RSS feeds. An RSS feed allows you to access a “news feed” of newly updated information if you have subscribed to a third-party service.

16. Who should I contact if I have a question about an event on the District calendar?

If you have a question about a school event, please contact that school’s main office. Contact numbers for the schools are located at the bottom of each school’s home page. You may contact the T/E School District Administration Offices at (610) 240-1900 if you have a question about a Districtwide event.

17. I don’t see individual school parties, book fairs and other school-level events on the District calendar. They have been on the District calendar in the past. Why are these events not included on the District calendar this year?

Certain school-level events and activities such as fundraisers, parties and book fairs are included on the school calendars, but not on the District calendar. This decision was made based on feedback from parents because of the high volume of school-specific events. The District will continue to include school-level events such as parent meetings, school trips, school picture days and health screening days on the District calendar.

18. I don't have access to a printer and would like a paper copy of the District calendar. Are paper copies available?

Yes. Paper copies of the on-line District calendar are available at all school buildings and at the T/E School District Administration Offices at 940 West Valley Road, Suite 1700. As with paper calendars in prior years, school district events are subject to change throughout the school year and paper calendars may become outdated. If using a paper copy of the calendar, please check with your school to confirm event dates.