

# Tredyffrin/Easttown School District

## Web Site Calendar User Guide – Updated July 2012



### Using the School District Activity Calendar

The School District Activity calendar is available on the T/E School District web site, [www.tesd.net](http://www.tesd.net), by selecting "Calendar" at the top of the home page. Please note that dates and times of events are subject to change, so please confirm event information throughout the school year by checking the District calendar and school calendars on the District web site or by contacting the school's main office.

Many school-level events and activities are only listed on the individual school calendars and may not be included on the District calendar. School calendars may be accessed from the TESD web site by clicking on "Schools" and then selecting the name of the school. From the school's home page, select "Calendar" at the top of the page.

### Printing the Calendar

The District and school calendars may be printed by month from the TESD web site by clicking on the grey "printer" button at the top of the calendar. Paper copies of the on-line calendar are also available in all school buildings.

### Exporting the Calendar into Smartphones and Calendar Programs

The District Activity calendar and individual school calendars can be exported to smartphones, Microsoft Outlook and other calendar programs. Click on the green "iCal" button at the top of the calendar for instructions for your device or program.

### Customizing the Calendar

The District calendar on-line view can be customized to include a school's full calendar or to remove unwanted events. This saves the step of having to check the individual school calendars for school-specific events. To customize the calendar, click on "Customize Calendar View" at the top of the calendar. Select the pencil next to "Calendars" and select a school to merge that school's full calendar with the District calendar. If desired, click "Categories" to remove unwanted categories from the calendar.

These instructions and answers to frequently asked questions about the calendar are also available on the T/E School District web site, [www.tesd.net](http://www.tesd.net), by going to "Calendar" at the top of the home page and then selecting "Calendar User Guide."

## Frequently Asked Questions

### 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.

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

At this time, the calendar can only be printed vertically. Our web site vendor is working on an option to print the calendar horizontally.

**4. 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.”

**5. 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.

**6. What is the small orange “RSS” icon next to “Export Events”?**

It 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.

**7. 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.

**8. 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.

**9. 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.