Setting the Master School Calendar View on Home Page

- Click on the bar behind the title (if the title is clicked it will open a new view of the Master School Calendar)

- Notice the Tabs that are now visible
- Click the Calendar Tab to select the view desired at the school
Calendar Tab:

- **Temporary View Available** – Day, Week, or Month

- Select either Expand All (expands calendar frame so all items are visible), or Collapse All (collapse calendar frame so that extra items are hidden)

- **Permanent View Available** – Day, Week, or Month

- Select “Modify View”
• Scroll down to “Default Scope”
• Select Day, Week, or Month as the default view
• Click OK (top right-hand side or at the bottom)
• Master Calendar will reflect the Default Scope selected

Setting Other Calendar Views

Under Calendars, select any calendar and it will open a new page. Click the Calendar Tab to repeat the same process as outlined above on the Master Calendar.

1. Click Calendars
2. Select Calendar
3. Click Calendar Tab