

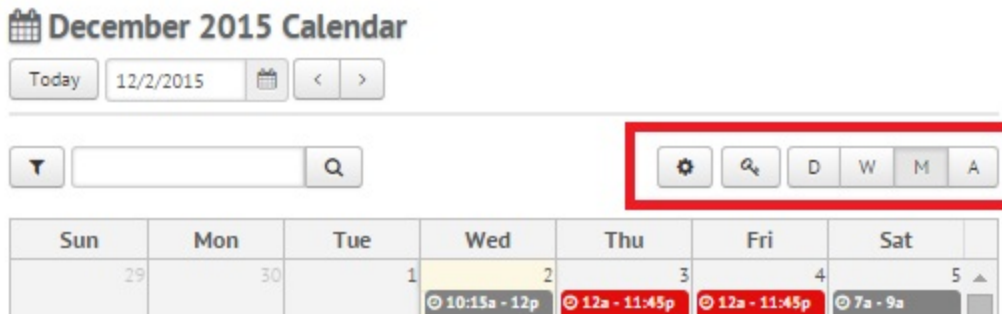
Rockford Area Schools District Calendar







Welcome to the *NEW* District Calendar! Please use the following tips to explore the various options available.

1. **Icon Descriptions**
2. **Date Navigation**
3. **Filtering Scheduled Events**
4. **Search Scheduled Events**

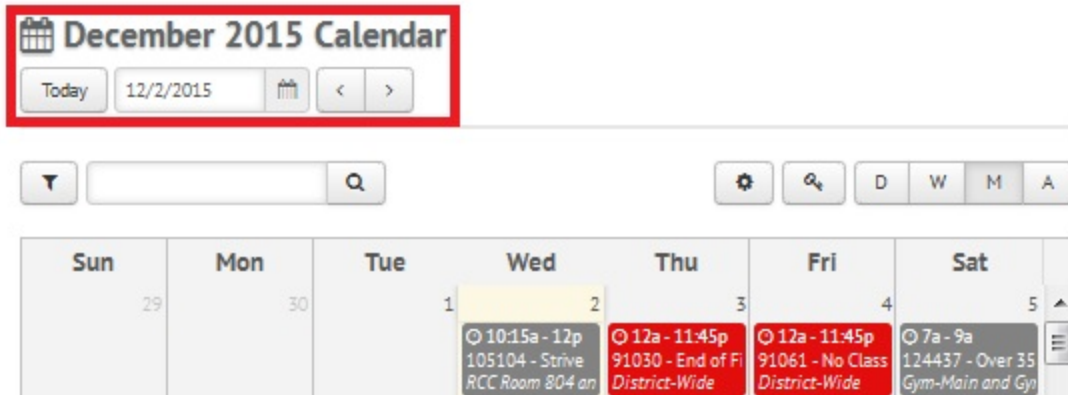
When viewing the calendar, clicking on any event will pop-up a window with further event information.

1. Icon Descriptions



	Settings - You can export iCalendar Data to a variety of programs including Google Calendar, Outlook, Apple, etc. Follow the instructions onscreen.
	Show Legend - Events are categorized by color as follows: <ul style="list-style-type: none"> • Green - Rockford Activities. • Grey - Rockford Community Education events and any outside organization events using our facilities (RAAA, Girl Scouts, etc.). • Orange - Computer Labs and Carts - Not normally seen in public view. • Red - District Notices - School closings, etc. • Turquoise - General - District meetings, non-Activities School events, etc.
	Daily view of calendar.
	Weekly view of calendar. Can be difficult to read unless a filter is applied.
	Monthly view of calendar.
	Agenda view listed by day.

2. Date Navigation

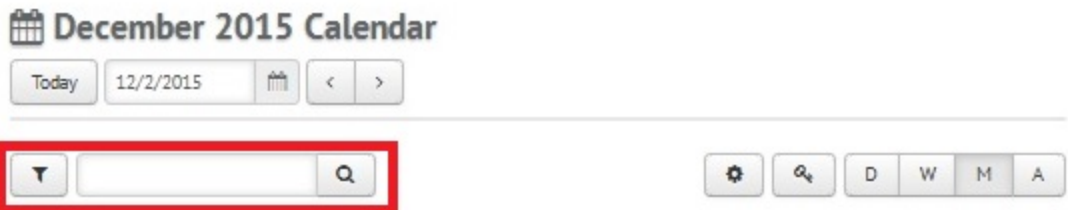


Clicking the TODAY button will display the current day, week or month (depending on view selected).

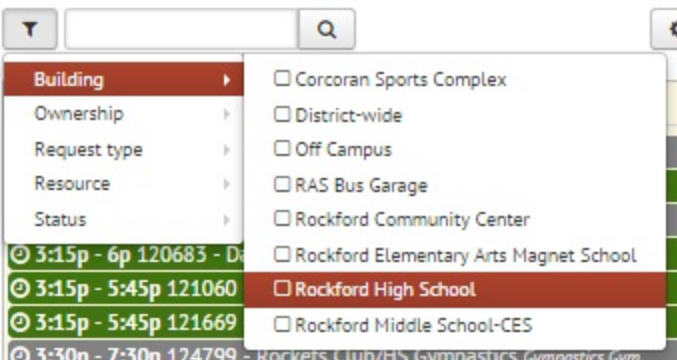
Clicking the ARROWS will display the previous or next, day, week or month (depending on view selected).

Click within the DATE BOX to select a different date through a pop-up calendar.

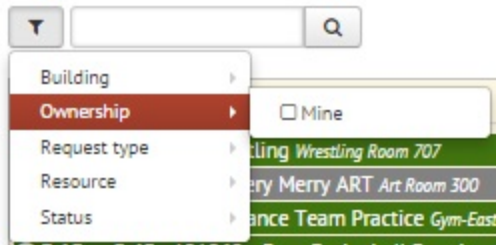
3. Filtering Scheduled Events



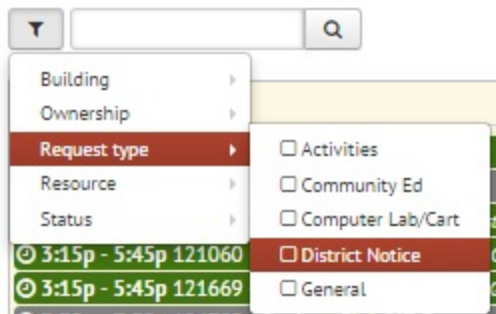
By clicking the FUNNEL icon in red box above, a selection of various filters will pop-up for selection. Any combination of filters can be applied to narrow the scheduled events to display.



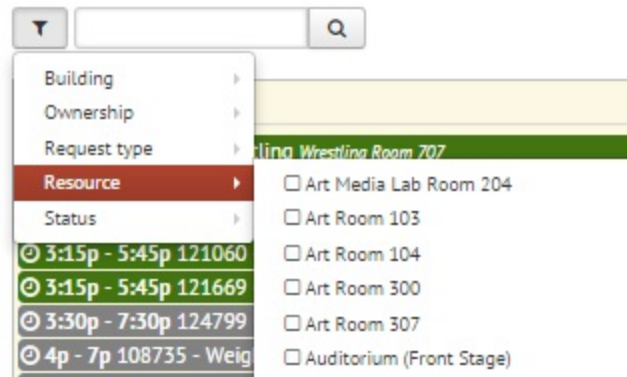
By selecting by Building, in this case Rockford High School, only events scheduled within the High School or High School outdoor facilities will be displayed.



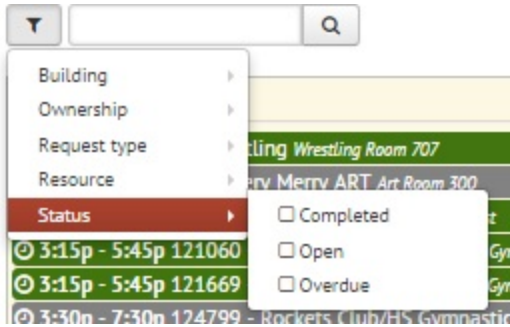
Selecting Ownership - Mine will result in zero events displayed since the public view doesn't "own" any events.



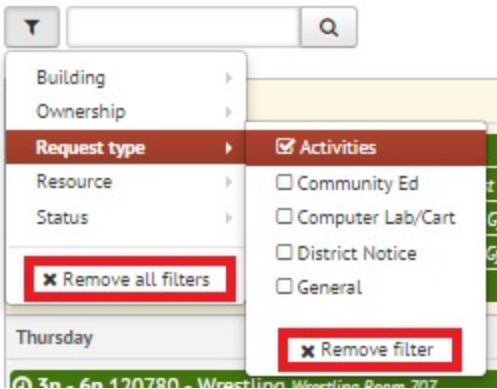
Selecting Request Type will filter by types described in the legend at the beginning of this document. In this case, District Offices would display school closures, late starts, etc.



Selecting by Resource will result in events scheduled in specific locations. This might be useful for a Community Organization to see if a certain space is available for possible use.

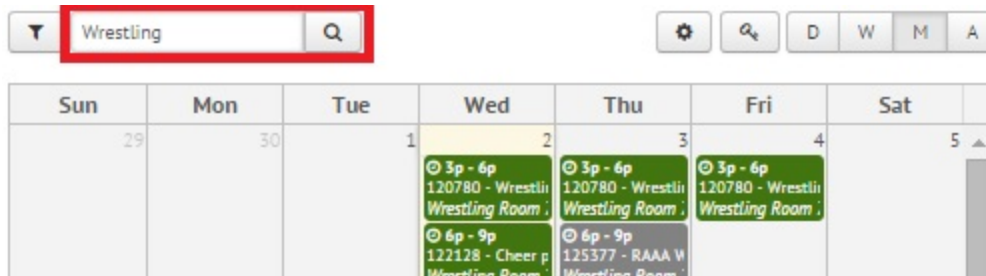


The last filter, Status, is useless to an anonymous user.



Once a filter has been selected, click on the Remove Filters to clear any selections.

4. Search Scheduled Events



You can also narrow down the displayed events by using a search term and clicking the magnifying glass icon. In the example above, any event with the word wrestling in the event name will display. The search function can be used with any of the filters. So searching for wrestling with the Request Type of Activities selected, would result in only School related wrestling events.

Hopefully these tips will help you while using our district calendar. If you have any questions regarding scheduled events, please contact the appropriate office:

Activities - 763-477-7551 or 763-477-7554

Rockford Community Center - 763-477-5294

District Office - 763-477-9165

Rockford Elementary Arts Magnet School - 763-477-5837

Rockford Middle School - Center for Environmental Studies - 763-477-5831

Rockford High School - 763-477-5846

If you have any questions regarding calendar navigation, please contact:

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763-477-9165 ext 4008