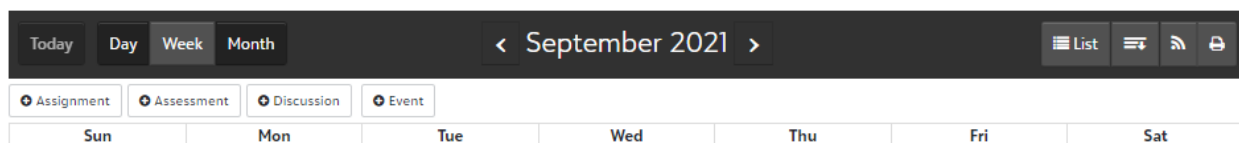
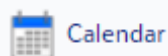


Become an onCampus Calendar Pro



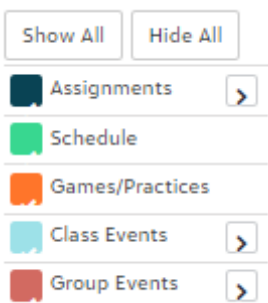
There is a lot going on at HTEA, but there are also lots of ways for you to view what's on the calendar. Let's take a closer look.



As a parent, when you login to your onCampus account, one of the primary menu bar items is the Calendar. Click on the Calendar icon.

Notice that along the left side, there is a calendar for each child associated with you. You can click the "Show All" button to see everything for that student, or the "Hide All" to make it all go away. These buttons are immediately helpful because they allow you to quickly isolate the information that is relevant to a particular child by hiding all other student calendar information. Similarly, you can show or hide all School Calendar events to narrow the view even more.

Viewing Calendar Events Associated with Your Student

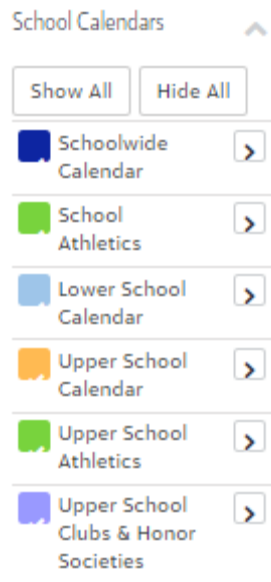


Begin by hiding all calendars except that of one student for the moment. Now that the view is a little less cluttered, we can focus on the different types of information available under a student's calendar.

- **Assignments** – This category will allow you to see assignment dates for all of your student's classes. If you would like to see assignments only for particular classes, click on the > to select/deselect individual courses. Please note that the duration of assignments may be tied to when the item was assigned. For additional details, click on the assignment "bar" in the calendar.
- **Schedule** – This is your student's schedule for the day. Knowing where your student is at a particular time on a particular day may be helpful when scheduling an appointment in advance. If you don't want to see this detail, simply click on the color block next to the right of Schedule to hide it.
- **Games/Practices** – The **Lower School** publishes its games and practices through onCampus teams, so students involved in those practices and games will have events associated with this category. Students participating in **Upper School Athletics**, however, will have practices and games posted under the School Calendar > Upper School Athletics category. As with other categories, clicking the > icon will reveal all the sub-categories that can be selected or deselected as desired.

- **Class Events** – These are events posted in your student’s class by the teacher and as such, they are tied to the individual courses. Select all, some, or none as desired.
- **Group Events** – These are events posted to groups in which your student participates. If the group/activity page is updated with events, such as club meetings, these events will also post to the calendar. Your student must be a member of the group or activity for the club to show up when adjusting under Group Events.

Viewing Non-Student Specific School Events



Near the bottom of the left window, you will find the “School Calendars” section. Like the Calendars for your student(s), these calendars also allow you to tailor your view to information relevant to you and your family. There is a lot to unpack here, and I would encourage you to do some clicking to see what details are available for the various categories and if you want to include them in your personal view. Again, these categories are NOT specific to your student, so if you want to see what clubs are being held throughout the month, you can click on “Upper School Clubs & Honor Societies” to view that information. Unlike the “Group Events” category, your student does not need to be a member of these groups for the information to display.

✓ Football

Don’t forget to add HTEA football games to your view! Go to the School Calendar, then click on the > icon next to Upper School Athletics and make sure to check next to Football!



When you have finished customizing your view, make sure you click the Save button at the top of the left window!