## Instructions for Viewing Calendars in FSDirect

Sign into SchoolDude (as you normally do):



You need to switch to only FSDirect to be able to see calendar:

At the top right click the "arrow" next to

- Application Links - 🔻

Then highlight and click FSDirect.

You will then actually be in just FSDirect.

Casa Grande Elementary District	My Account(1868456960) SchoolDude apps	- Application Links - V Logout
CASA CHI GRANDE ELEMENTARY SCHOOL DISTRICT		
Home Calendar Availability New Schedule	Documents My Settings MyDude	
Search for GO Advanced Search		Services Help
Actions: Add   List   Graph   Report		
What's New? Facility Schedules & Even	nts	To Do Tasks
		Next 7 Days
ASK Waiting Your Approval	Schedules 🔠 Events 3 May, 18	No Tasks Listed
ANSWER 0	0 Jun, 18	Add New Task
LEARN Invoiced	0 Aug, 18	Information & Analysis
DUDE COMMUNITY	0 Sep, 18 0 Oct, 18	Buildings
All	Billings	Invoices Locations
LOGIN HERE Schedules	0 Outstanding	Organizations Payments
Hello Requester Cholla! If you are not Requester Cholla & Approved	0 Paid 0 Past Due	Rooms Saved Actions
please click here. 4 Active	Approved	Saved Actions
0 Pending 0 Recurring		
0 Inactive 0 Persuring		Overbooking for
0 Canceled		Parking
O Declined		Thu May 3 📺
0 Duplicate		No overbookings found.
Refresh Pie		
Upcoming Events		
Legend: 🕅 Insurance has expire	:d.	
Location Include All Locations -	•	
Building Include ALL Buildings	•	
(Note: Date range can be a maxin Refersh	num of 7 Days)	
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If you then click the 2nd tab, "Calendar"

Calendar

## The following screen should appear:

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arch for	GO Advanced	Search						Services
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alendar 🦳 🤤	Shortcuts 🔻							Legend 🕶
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Print This!				iilding		•		
-			Ro	oom	Select Ro	om		-
rch criteria shown	display schedules on the on the right and then clic	below calendar, please s k "Refresh Calendar"	elect your					-
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					(Use the CT	RL key to select multip	ole rooms.)	
			St	art Time	1 🔻 00	▼ AM ▼ and greate	er	
			Ev	ent Status	ALL events		•	
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	7 St. Anthony Track Practice 14 21	1 St. Anthony Track Practice 8 St. Anthony Track Practice 15 22	2 9 16 23	1	0 Band Conce Band Conce 17 Band Bang Band Bang 24	4 Drama Pi ert 11 ert 18 jet 25	erformance	26
	7 St. Anthony Track Practice 14 21	1 St. Anthony Track Practice 8 St. Anthony Track Practice 15 22	2 9 16 23	3 1 1 2	0 Band Conce Band Conce 17 Band Bang Band Bang 24	4 Drama Pi Prt 11 Prt 18 Jet 25 Last day (	erformance of school	26
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Click "Location", Location	Villago Middle School	, highlight your school, and
click "Refresh Calendar"	Refresh Calendar	, to see your school's calendar.

If you hoover over the red listed event, it will give you the scheduled times. Clicking on the event will give you further details.

Call Kris Ernstmeyer or Michelle Raley, in the Facilities department, if you have any questions. 520-836-4782 or ext. 4616 or ext. 4675