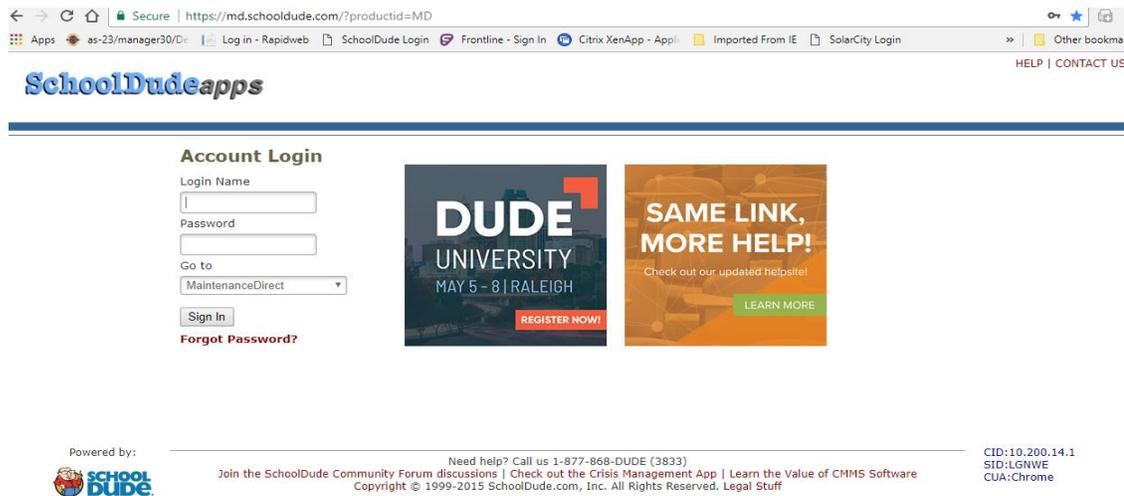
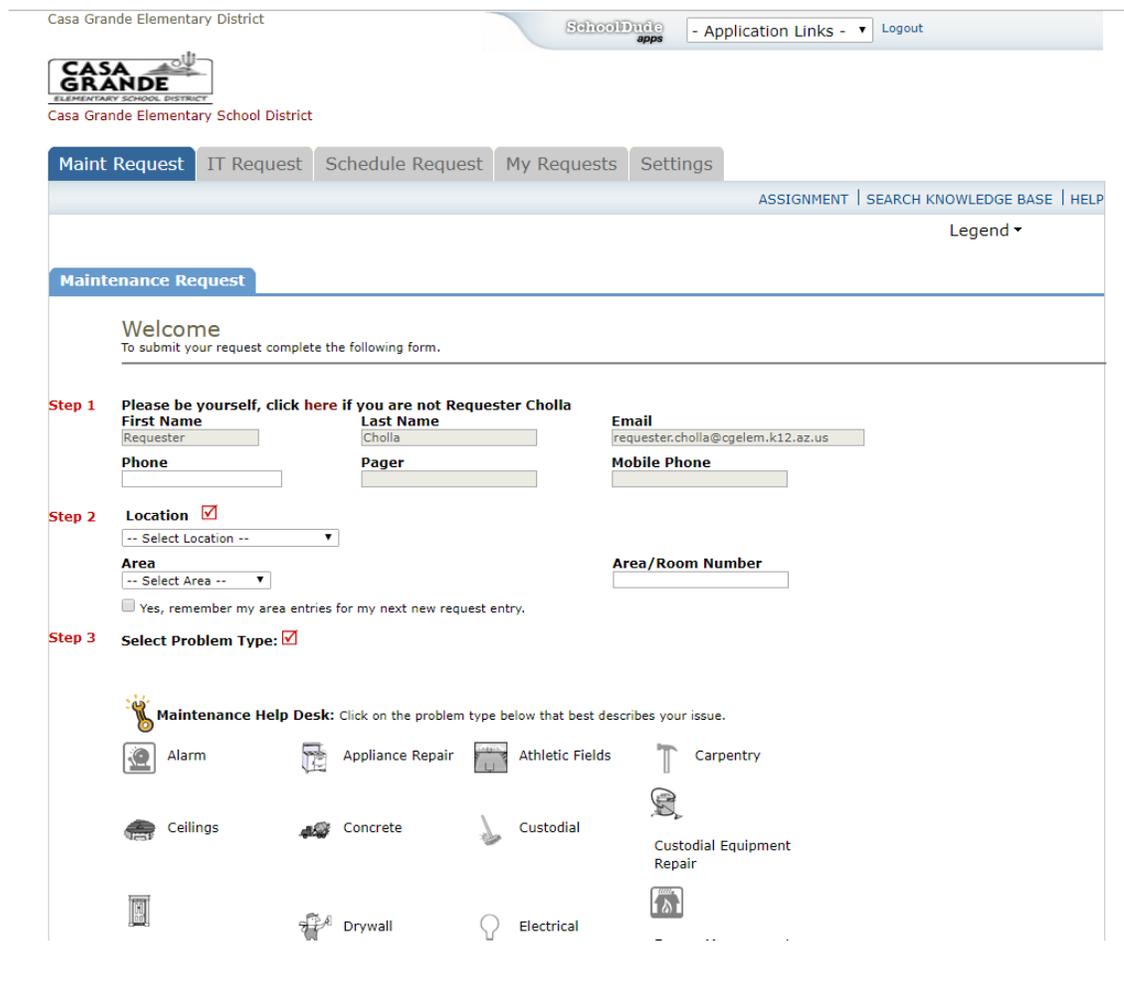


# Instructions for Viewing Calendars in FSDirect

## Sign into SchoolDude (as you normally do):

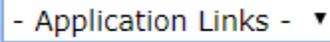


The next screen should appear:



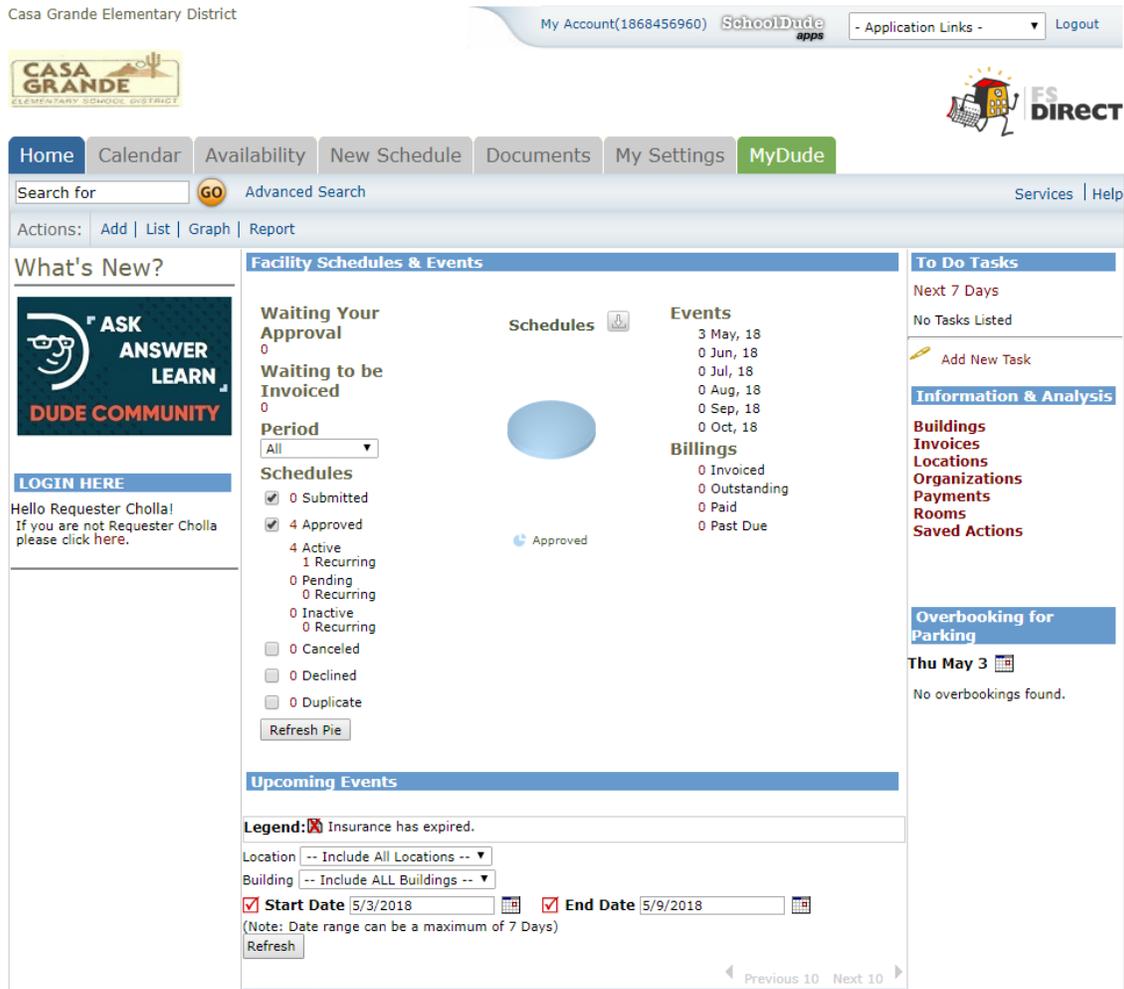
You need to switch to only FSDirect to be able to see calendar:

At the top right click the "arrow" next to



Then highlight and click FSDirect.

You will then actually be in just FSDirect.



If you then click the 2nd tab, "Calendar"



The following screen should appear:

The screenshot shows a web-based calendar application. At the top, there are navigation tabs: Home, Calendar (selected), Availability, New Schedule, Documents, My Settings, and MyDude. Below the tabs is a search bar with a 'GO' button and 'Advanced Search' link. There are also links for 'Services' and 'Help'. Below the search bar, there are 'Actions: Add | List | Graph | Report' and a 'Calendar' button with a 'Shortcuts' dropdown. A 'Legend' dropdown is also visible.

The main content area is titled 'Month View'. It includes a 'Select Month/Year' section with 'May' and '2018' dropdowns, and a 'Print This!' button. Below this is an 'INSTRUCTIONS' section: 'To display schedules on the below calendar, please select your search criteria shown on the right and then click "Refresh Calendar"'. To the right of the instructions are several filter dropdowns: 'Area' (set to '-- Select Area --'), 'Location' (set to 'Villago Middle School'), 'Building' (set to '--Select Building--'), and 'Room' (set to '-- Select Room--'). Below these are 'Start Time' (set to '1:00 AM and greater'), 'Event Status' (set to 'ALL events'), and 'Organization' (set to '-- Include ALL Organizations --'). A 'Refresh Calendar' button is at the bottom of these filters.

The main calendar is titled 'Event Calendar for May 2018' and is a grid with columns for days of the week. The events listed are:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 ● St. Anthony Track Practice	2	3	4 ● Drama Performance	5
6	7 ● St. Anthony Track Practice	8 ● St. Anthony Track Practice	9	10 ● Band Concert ● Band Concert	11	12
13	14	15	16	17 ● Band Banquet ● Band Banquet	18	19
20	21	22	23	24	25 Last day of school	26
27	28 Memorial Day	29	30	31		

At the bottom of the calendar, there are navigation buttons: '<- Previous Month' and 'Next Month - >'. A tip at the very bottom reads: 'Tip: Click the day number to view event details for the entire day or click an event title to cancel/change the event.'

Click "Location", **Location**  , highlight your school, and click "Refresh Calendar"  , to see your school's calendar.

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

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