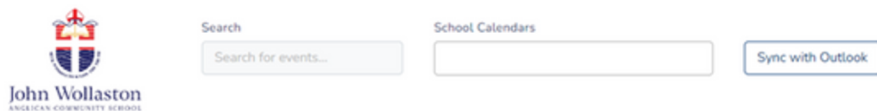




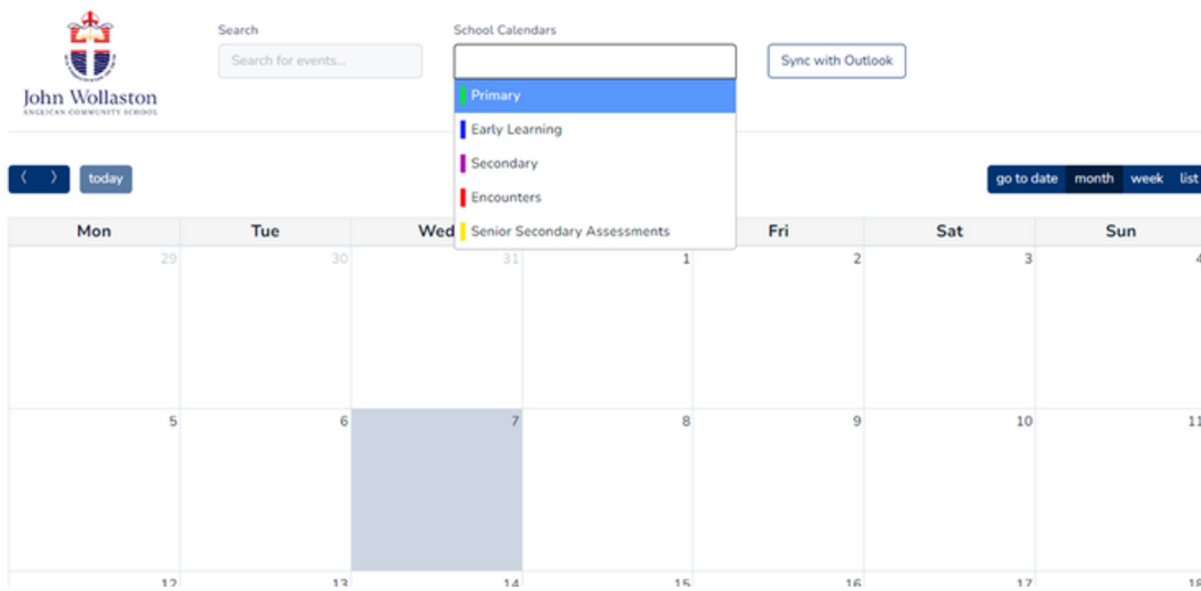
School Calendar Overview

The Calendar is located in SEQTA, in the Portals section.

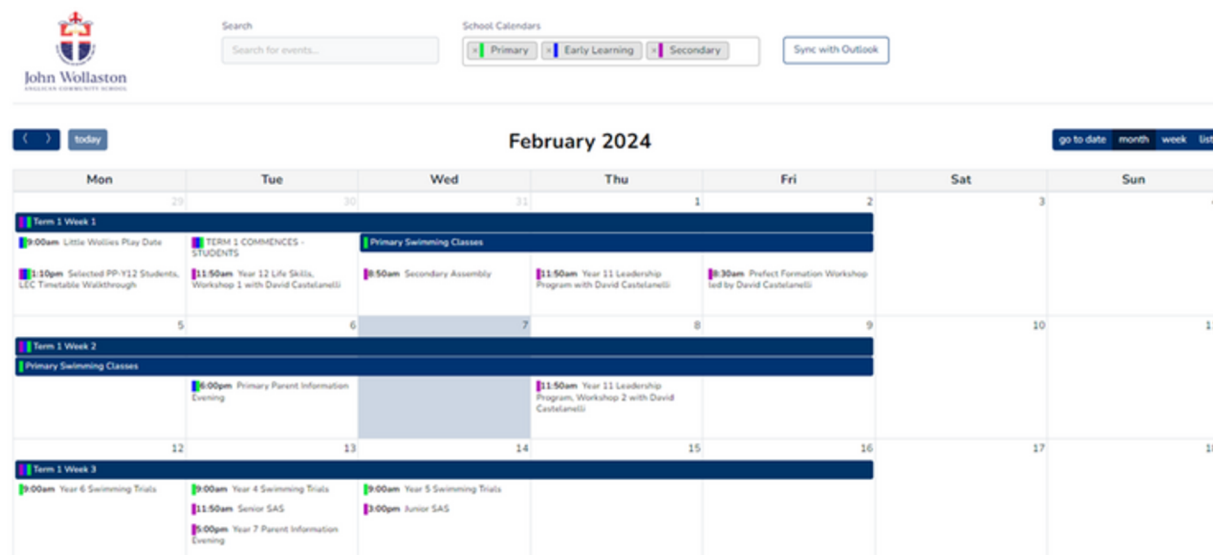
1 When you open the calendar it may appear blank. Please click on the School Calendars so you can select the calendars (filters) you wish to apply.



2 You can select from five calendars currently. We are expecting more filter options to be added.



3 Once you have selected a calendar(s), you will be able to view the scheduled events.



4 You can click on an event to see further information if required.

5 You can change the view of the calendar or go to a specific date if you choose. This is located in the top right corner of the calendar.



6 You can scroll through any month of the calendar year as you wish. You can also click the today button to bring you back to the current day. These buttons are located in the top left corner of the calendar.



7 You can search for events in the search bar at the top of the calendar page.



8 Click on the search bar will take you to the following page:



9 Once you begin typing, a list of suggestions will populate below.

