How to View a Master Calendar

Master Calendars can be easily viewed from a web browser. Access to a certain calendar is determined by your rights.

Follow the directions below to view a Master Calendar.

1. Go to Master Calendar at http://ems.volusia.k12.fl.us/MasterCalendar/.

2. If you are not logged in, do so under the My Account menu. Use your usual VCS username and password.

Because some calendars are open to the public for viewing by "guests" it is not mandatory that you login. However, to view any non-public calendars to which you have rights, you will need to login.

3. The list of calendars available to you are shown. Select all the calendars you want to see and click *View*.
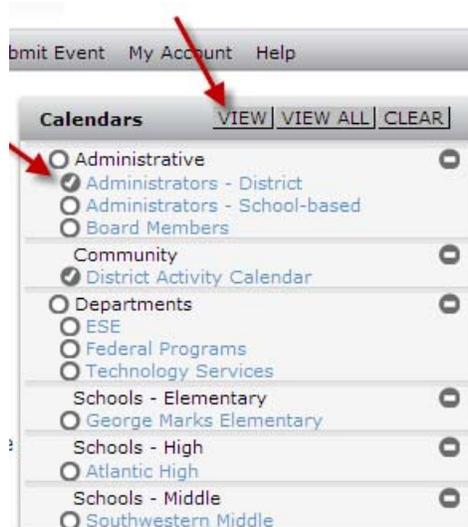
4. The calendar will open. If you selected multiple calendars, all their events will display on the same grid. The top of the grid will tell you which calendar you are viewing, or if you are viewing multiple (combined) calendars.

5. There are a number of ways to filter, or view, the events.
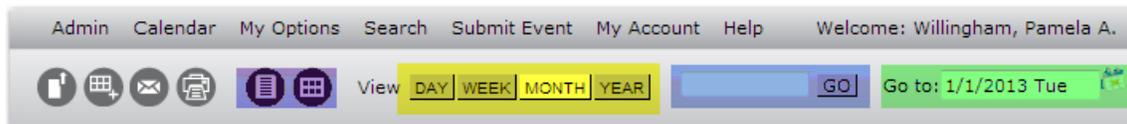
In the tool bar above the calendar you can select from the following:

- List view or grid view (highlighted in purple)
- Viewing by day, week, month, or year (highlighted in yellow)
- Search the events for a certain word or phrase (highlighted in blue)
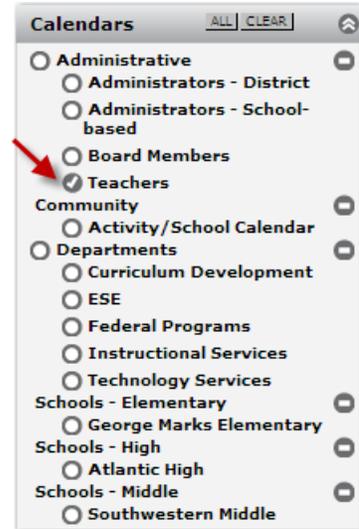- Go to a certain date (highlighted in green)

On the far right of the screen are three panes.

The first pane allows you to click on a date to display the events for that date only. Today's date will always be highlighted.

The second pane allows you to search four ways. You can use more than one filter at one time. Notice also that the drop-down menus for each filter allow you to select *All*, which is the default, or *Select Multiple*. Note that only the event types, locations, or departments that have events on the calendar(s) you've selected will appear in the drop-down menus.
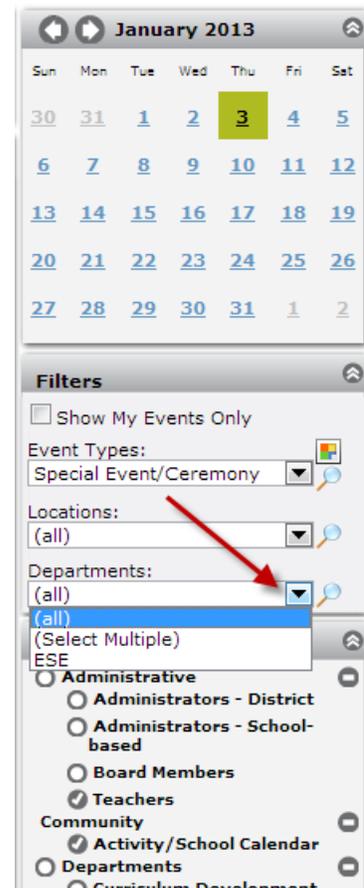
The third pane allows you to change the calendar(s) you are viewing. Notice that there is not a *View* button. You simply click the calendar(s) and the display will change.

Calendars ALL | CLEAR

○ Administrative
   ○ Administrators - District
   ○ Administrators - School-based
   ○ Board Members
   ✓ Teachers
Community
   ○ Activity/School Calendar
○ Departments
   ○ Curriculum Development
   ○ ESE
   ○ Federal Programs
   ○ Instructional Services
   ○ Technology Services
Schools - Elementary
   ○ George Marks Elementary
Schools - High
   ○ Atlantic High
Schools - Middle
   ○ Southwestern Middle

VCS employees may always find additional information in the *Master Calendar User's Manual*. It's accessible after logging in, under the *Help* drop-down menu.

My Account Help
       Contents
chools. Use this site to view cal