

Applying Filters to the Calendar

By applying filters, you can see all the events they wish to see on one calendar – with the exception of events posted to individual teacher calendars. To view those events, you must navigate to that teacher’s calendar.

To apply filters to the calendar:

1. Access the calendar to which you wish to apply these filters (any calendar on the site). The calendar will display in the monthly view.
2. Click on the arrow to the left of *Filter Options* on the top left of the calendar as shown in Figure 1. *Filter Options* will expand.

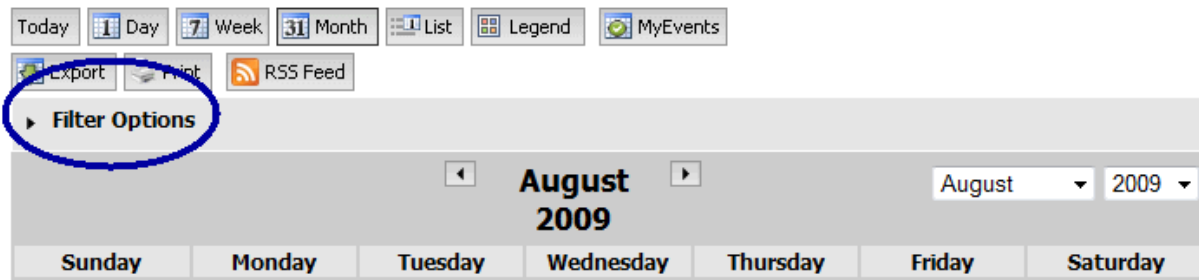


Figure 1: Filter Options

3. Click in the checkbox to the left of *Lincoln Public Schools* as shown in Figure 2.

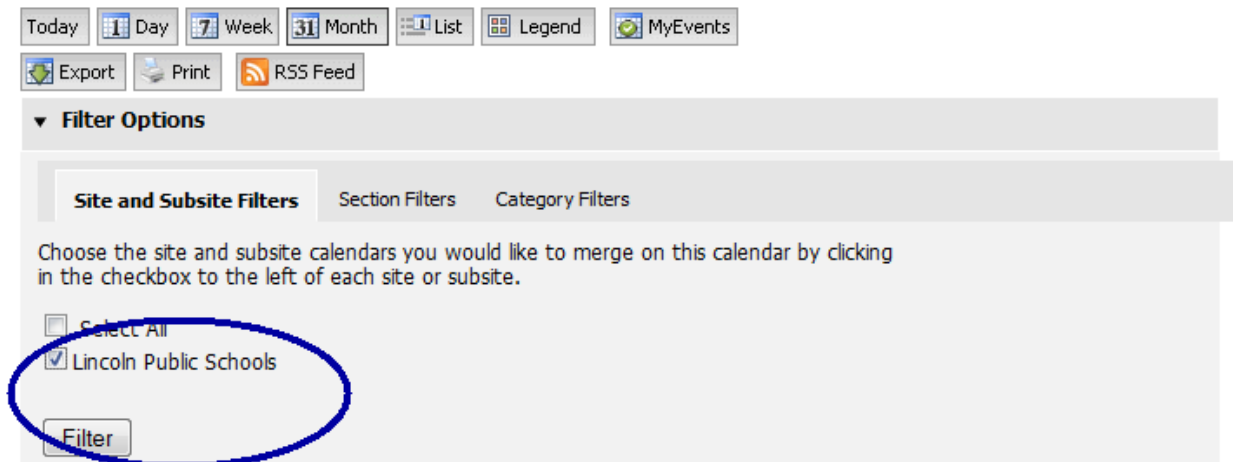


Figure 2: Site and Subsite Filters tab

4. Click on the *Section Filters* tab. It will display.
 - a. Click on the arrow to the left of *Lincoln Public Schools*. The list of *sections* will display as shown in Figure 3.

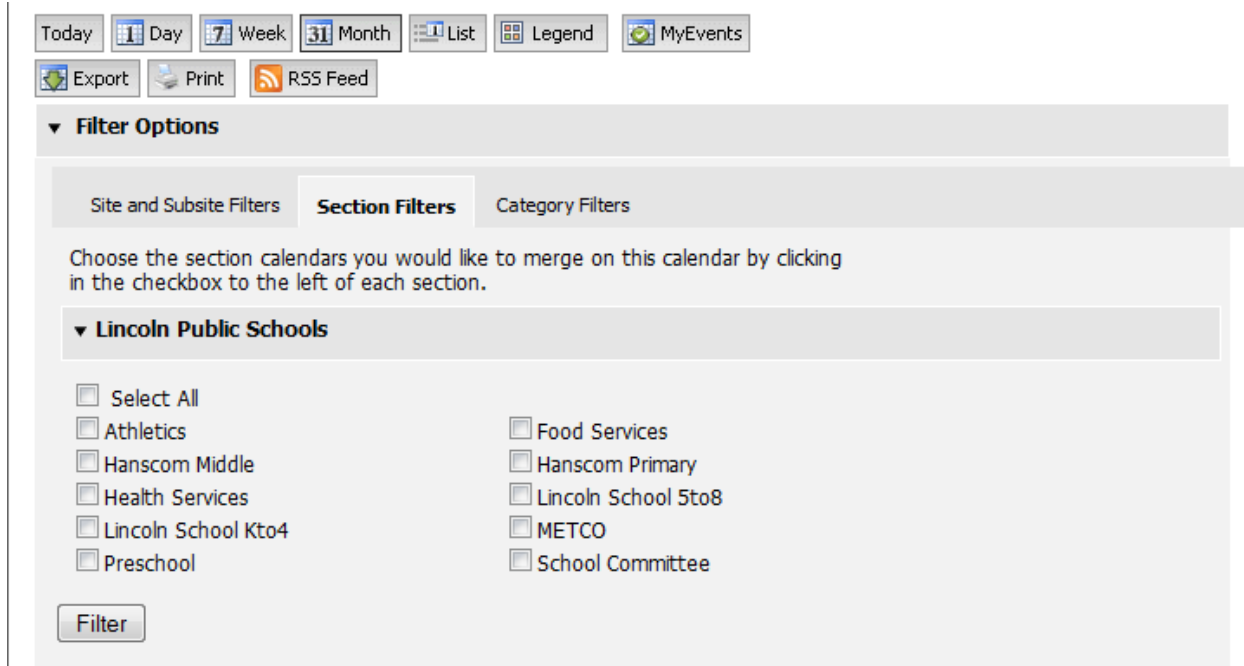


Figure 3: Section Filters

Select or deselect a *section* by clicking in the checkbox to the left of that *section*.

5. Click on the *Category Filters* tab. A *Category Filters* tab like the one shown in Figure 4 will display. By default all the categories are selected to ensure that you can see every event on the calendars selected other tabs.

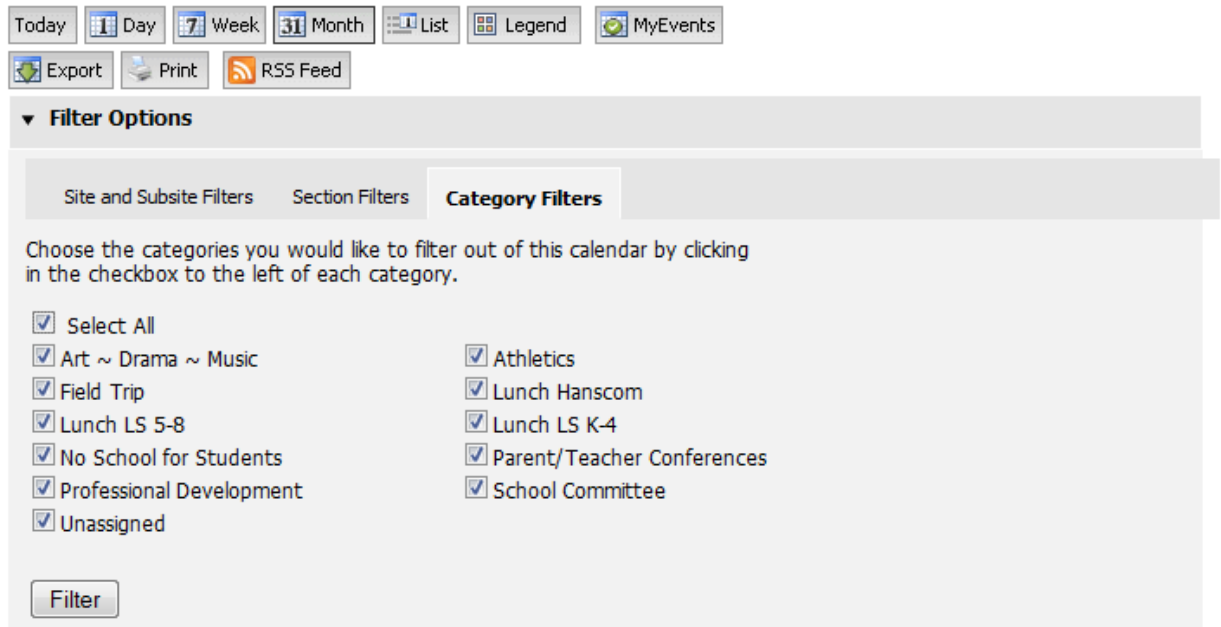


Figure 4: Categories tab

6. Deselect any categories you would like excluded from your calendar. Once you apply the filters, events in these categories will not display regardless of the originating calendar. The only exceptions to this are mandatory events, which will always display.
7. Click on the *Filter* button at the bottom left of the *Filter Options* window. The events that coincide with the filters you applied will appear on the calendar.