

## My Calendars

**Note:** In order to use My Calendars, you must first have installed a personal desktop calendar application on your computer that supports the iCalendar standard, such as iCal for Macintosh, Windows Calendar for Windows Vista or Microsoft Outlook.

### How to Subscribe to Class Assignments Calendar

**Note:** This information is based on iCal for Macintosh. Steps may vary depending on operating system and personal desktop calendar application. You may not see entries if your child's teacher does not insert information related to assignments and due dates.

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Name	By default, the system automatically populates this field with the class name.
Description	By default, the system automatically populates this field with the class description.
Subscribe to	By default, the system automatically populates this field with the URL of your personal desktop calendar application.
Remove	By default, these checkboxes are selected and this information is not copied to your personal desktop calendar application.  Deselect the <b>To Do Items</b> checkbox to enable the To Do List, which displays student homework assignments.  <b>Note:</b> Alarms and Attachments do not apply to My Calendars.
Last updated	The date and time the calendar you are subscribing to was updated.
Auto-refresh	Choose the refresh timeframe. It is recommended that you either select daily or weekly. By choosing a refresh timeframe, you will receive updated data, such as new homework assignments, grades, or school events, for the selected calendar.

5. Click **OK**.

## How to Subscribe to Class Assignments Calendar With My Scores and Final Grades

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the **Class Assignments With My Scores and Final Grades** column. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Authentication page appears.
4. Enter your PowerSchool Parent Portal username and password.
5. Click **OK**. The Subscribe to <calendar name> page appears.
6. Enter information as needed.
7. Click **OK**.

## How to Subscribe to School Events Calendar

1. On the start page, click **My Calendars** from the navigation menu. The My Calendars page appears.
2. Click **Subscribe** in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the **Subscribe to** field automatically displays the calendar URL.
3. Click **Subscribe**. The Subscribing to <calendar name> page appears.
4. Enter information as needed. For field descriptions, see
5. Click **OK**.

## How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the **Calendars** section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's **To Do by Priority** list. Click any of the items to view information about that item in the Info drawer.