



USD 497 NEWS

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District, Schools Launch New Websites

Lawrence Public Schools transitioned to a new content management system, Schoolwires, in November, introducing new websites for the district and all of its schools. Patrons will notice a consistent look and feel as they navigate across all sites. Icons in the center of each site's HomePage link to the most frequently used resources, such as the lunch menu and calendar. The design of the new websites is responsive and scales to be viewed on smart phones, tablets and other devices. A customizable calendar is another one of the features of the new websites.

Customizing Your Calendar View

The Schoolwires Calendar enables parents to customize their calendar view by combining multiple calendars from the district website, school websites and/or teacher websites, and filtering specific color-coded event categories, to a single calendar. This may be especially helpful to parents who may have children attending different schools. Instead of navigating from calendar to calendar or printing multiple calendars, you may customize your calendar view.

Follow the instructions below and/or watch this video tutorial: <http://bit.ly/1F8P4AY> to learn about Customizing Your Calendar View. *(Please Note: Our district will introduce website registration at a later date, so no need to use the 'Sign In' button at this time.)*

To subscribe to multiple calendars:

1. Click on Customize Calendar View in the top left-hand corner of any calendar. Calendar & Category options display.
2. Click the pencil icon next to Calendars. The 'add/remove' button displays.
3. Click 'add/remove.' The Site tab in the Choose Calendars window displays.
4. Click Other Areas. The Other Areas window displays.
5. From the drop-down menu, select the preferred Sites and/or Channels. Calendars display.
6. Click in the corresponding check box of the preferred calendar(s).
7. Click 'I'm Done.' The customized view of the calendars with ALL categories of events displays.

To filter specific categories of events:

1. Click on the pencil icon next to Categories. The 'add/remove' button displays.
2. Click 'add/remove.' The Select Categories window displays.
3. Click the corresponding check box of the Event Categories you want included in the custom view. **(Such as PTO/PTA Meetings and Site Council Meetings)**
4. Click 'I'm Done.' Your customized view of the calendar with the selected categories of events displays.

Your customized view of the calendar will be saved on the computer browser used to select your preferences.