

How to Access the Staff-Only Calendar

1. From the District 23 website <http://www.d23.org> select "Events Calendar" from the left navigational Quick Links (or under the "Community" tab).

2. The public view District Calendar will be presented back to you. Click "Login" on the "Select View" heading line to access the Staff-Only Calendar.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Week 36	31	1 8:30 AM Eisenhower - Instrumental Tryout	2 8:00 AM MacArthur - Student/Staff Picture Day	3 8:30 AM Sullivan - Instrument try-out	4 MacArthur - Bus Evacuation Drills during PE 8:30 AM	5

3. Click on "View my calendars" from the "Home" screen to display the Staff Calendar.

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4. You can also change the drop-down calendar name to view any of the other public or staff-view calendars.

Staff Calendar						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Week 36	31	1	2	3	4	5
6 Week 37	7	8	9	10	11	12
13 Week 38	14 3:00 PM Faculty Meeting	15	16	17	18 8:30 AM SD-Free for Service Training	19
20 Week 39	21 8:00 AM Staff Development Committee 3:00 PM Staff Development Meeting	22 8:30 AM Summer Reading Committee 3:15 PM TIP CLASS	23	24 8:00 AM SD-Literacy Meeting	25	26
27 Week 40	28	29	30 8:30 AM SD-Reading for Meaning	1	2	3

4. Clicking on “Watch tutorials” from the “Home” screen will take you to the “help” area where you can choose to watch a basic navigation video that explains the different calendar viewing options. The other tutorials are designed for calendar editors only.

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Tutorials

To help our customers get the most out of Connect Daily, we have created Shockwave/Flash Tutorials. Watching the complete set of Tutorials takes approximately 30 minutes. The Tutorials use an audio soundtrack to guide you through the use of Connect Daily.

Make sure your computer's speaker volume is turned up!

Tutorial	Description	Running Time/Size
Basic Navigation	This demonstration shows how to navigate through Connect Daily calendars.	2:17/1.5MB