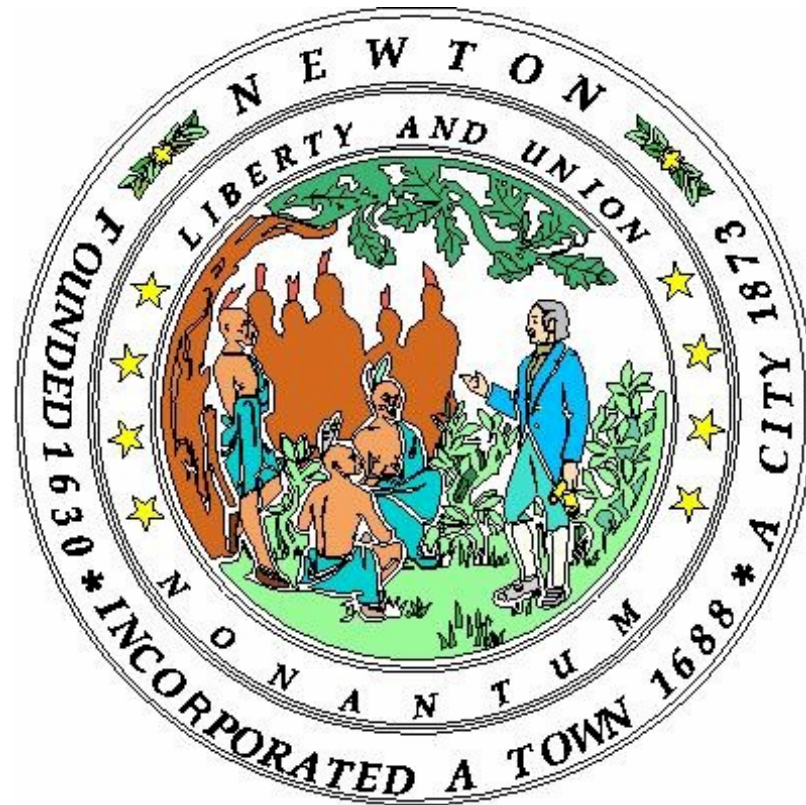


How to Personalize Your Newton Public Schools Calendar



Step 1

- Click “Customize Calendar View”

The screenshot shows the Newton Public Schools website. The browser address bar displays 'newton.schoolwires.net/Page/2'. The navigation menu includes 'NPS Home', 'OUR SCHOOLS', and 'TRANSLATE'. The main header features the 'NEWTON PUBLIC SCHOOLS' logo and a navigation bar with 'FAMILIES', 'STAFF', 'STUDENTS', and 'COMMUNITY'. Below this is a secondary navigation bar with 'Home', 'Our District', 'Schools', 'Human Resources', 'School Committee', 'Teaching & Learning', 'Department Directory', and 'Calendar'. The 'Calendar' link is highlighted in a dark blue box. A red arrow points to the 'Customize Calendar View' link, which is located above the calendar display. The calendar itself shows 'December 2014' and includes a small calendar view on the left and a larger grid view on the right. The grid view shows the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and the dates from 1 to 13. The date '10' is highlighted in the grid.

Step 2

- Click on the pencil icon next to “Calendars”

▼ Customize Calendar View

CALENDARS 

District Calendar

CATEGORIES 



(You can also filter types of events by using the “Categories” list.)

Step 3

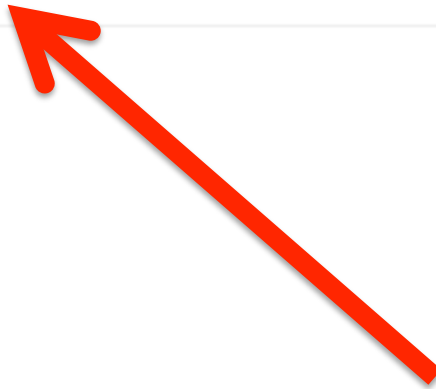
- Click “add/remove”

▼ Customize Calendar View

CALENDARS 

District Calendar

add/remove



Step 4

- Choose the Calendar(s) you would like to see, then click “I’m Done”.

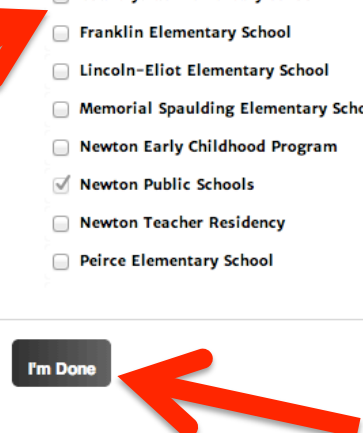
Choose Calendars

Select calendars to include in your custom view. Events from added calendars will show on your custom view.

Sites Other Areas

<input type="checkbox"/> Angier Elementary School	<input type="checkbox"/> Bigelow Middle School
<input type="checkbox"/> Bowen Elementary School	<input type="checkbox"/> Burr Elementary School
<input type="checkbox"/> Cabot Elementary School	<input type="checkbox"/> Charles E. Brown Middle School
<input type="checkbox"/> Countryside Elementary School	<input type="checkbox"/> F.A. Day Middle School
<input type="checkbox"/> Franklin Elementary School	<input type="checkbox"/> Horace Mann Elementary School
<input type="checkbox"/> Lincoln-Eliot Elementary School	<input type="checkbox"/> Mason-Rice Elementary School
<input type="checkbox"/> Memorial Spaulding Elementary School	<input type="checkbox"/> Newton Central High School
<input type="checkbox"/> Newton Early Childhood Program	<input type="checkbox"/> Newton North High School
<input checked="" type="checkbox"/> Newton Public Schools	<input type="checkbox"/> Newton South High School
<input type="checkbox"/> Newton Teacher Residency	<input type="checkbox"/> Oak Hill Middle School
<input type="checkbox"/> Peirce Elementary School	<input type="checkbox"/> Underwood Elementary School

I'm Done



Step 4 Cont.

Sites

Other Areas

Newton Public Schools

All Channels

Search

Calendar App

Newton Public Schools / Academics / English
Language Arts

Calendar App

Newton Public Schools / Academics / English
Language Learners

District Arts Calendar

Newton Public Schools / Academics / Fine
Arts

Calendar App

Newton Public Schools / Academics / History
& Social Sciences

Calendar App

Newton Public Schools / Academics /
Instructional Technology

Calendar App

Newton Public Schools / Academics / Library
Media

Calendar App

Newton Public Schools / Academics /
Mathematics

Calendar App

Newton Public Schools / Academics / Physical
Education, Health & Wellness

Calendar App

Newton Public Schools / Academics / Science,
Technology Engineering

Calendar App

Newton Public Schools / Academics /
Technical & Career Education

Calendar App

Newton Public Schools / Academics / World
Language

Community Calendar

Newton Public Schools / Community

Calendar App

Newton Public Schools / Department
Directory / Administrative Technology

Calendar App

Newton Public Schools / Department
Directory / Beijing Jingshan School Exchange

Calendar App

Newton Public Schools / Department
Directory / METCO

Step 5

- Click “I’m Done”

▼ Customize Calendar View

CALENDARS

District Calendar

Calendar App x

add/remove

I'm Done

