

**This document will assist you in setting up calendars that pull information from PowerSchool.**

Login to PowerSchool at: <http://ps.cl.k12.md.us>

If you need help or have questions regarding the site, please reference the Parent Tutorial document. You can find this document online at <http://cl.k12.md.us/powerschoolparents/powerschoolparents.html>

## **Before You Begin**

Before we get started subscribing to the calendars, you must have a specific piece of software downloaded to your computer. On a Macintosh computer, you must have iCal and on a Windows machine, you must download Sunbird.

### **Macintosh**

**iCal** - If you are running OS 10.2.3 you probably already have iCal installed on your computer. If not, and you need to download, go to <http://www.apple.com/ical/>  
You need Mac OS X version 10.2.3 or later to use iCal.

### **Windows**

**Sunbird** – find out more and download at [http://www.mozilla.org/projects/calendar/sunbird\\_download.html](http://www.mozilla.org/projects/calendar/sunbird_download.html)

**Follow your set of instructions below...  
Macintosh - page 2 or Windows - page 4.**

## iCal Web Calendars for Macintosh

Once you are logged in, click on the My Calendars icon:



This new feature allows you to subscribe to three different types of calendars:

- Class Assignments Only per teacher.
- Class Assignments with your child's scores and final grades per teacher.
- School Calendar which displays the days school is not in session.

**My Calendars**

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit [iCal's](#) web site to obtain a free download of iCal.

**Homework Calendars**

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A-E)	Chemistry	Repp, Kristina	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
2(A-E)	Sociology	Furkas, Jennifer	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
3(A-E)	BST 2 - Management	Sakalas, Lawrence	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
4(A-E)	Integ Math 3	Bailey, Maureen	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
5(A-E)	Accounting	Sakalas, Lawrence	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
6(A-E)	Shakespeare's Comedies	Piesz, Paul	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>

\*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

**School Calendars**

School Event Calendar - [Subscribe](#)

Click the blue link, [Subscribe](#), for the calendar you want to subscribe to.

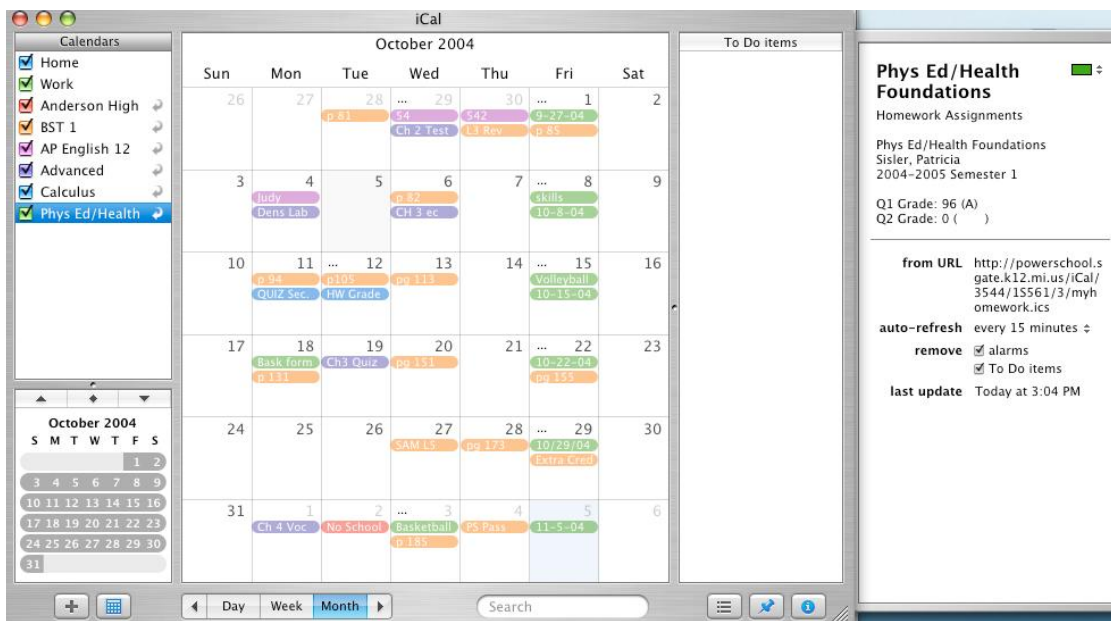
**It will prompt you for your username and password to PowerSchool.**

You can subscribe to as many calendars as you wish.

Below is a sample calendar with subscriptions to the school calendar and Class Calendars with Scores and Final Grades. You'll notice they are color coded for easier viewing.

## Parent Access How to use My Calendars in PowerSchool

You can choose your settings on how often you'd like the calendars updated. Notice in the right window, you can change the auto-refresh update to be more or less often. It also tells you when the last update occurred.

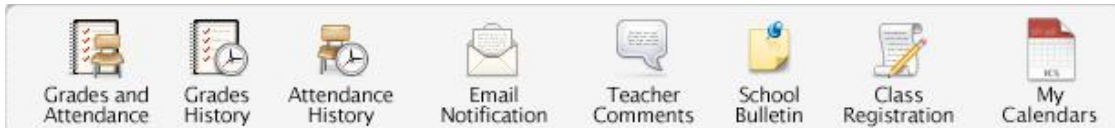


For more information on how to manage iCal use the iCal Help menu or visit the websites:

<http://www.apple.com/ical/> or <http://www.icalworld.com/help.html>

## Sunbird Web Calendars for Windows

Once you are logged in to PowerSchool, click on the My Calendars icon:



This new feature allows you to subscribe to three different types of calendars:

- Class Assignments Only per teacher.
- Class Assignments with your child's scores and final grades per teacher.
- School Calendar which displays the days school is not in session.

**My Calendars**

My Calendars operates in conjunction with iCal, a personal desktop calendar application. iCal runs on any Macintosh computer with Mac OS X v10.2.3 or later. It is recommended that you install Mac OS X v10.2.3 before downloading iCal. Visit [iCal's](#) web site to obtain a free download of iCal.

**Homework Calendars**

Exp	Course	Teacher	Class Assignments Only	Class Assignments With My Scores and Final Grades*
1(A-E)	Chemistry	Repp, Kristina	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
2(A-E)	Sociology	Furkas, Jennifer	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
3(A-E)	BST 2 - Management	Sakalas, Lawrence	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
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5(A-E)	Accounting	Sakalas, Lawrence	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>
6(A-E)	Shakespeare's Comedies	Piesz, Paul	<a href="#">Subscribe</a>	<a href="#">Subscribe</a>

\*Subscription requests for calendars with assignment scores and final grades will require your PowerSchool username and password.

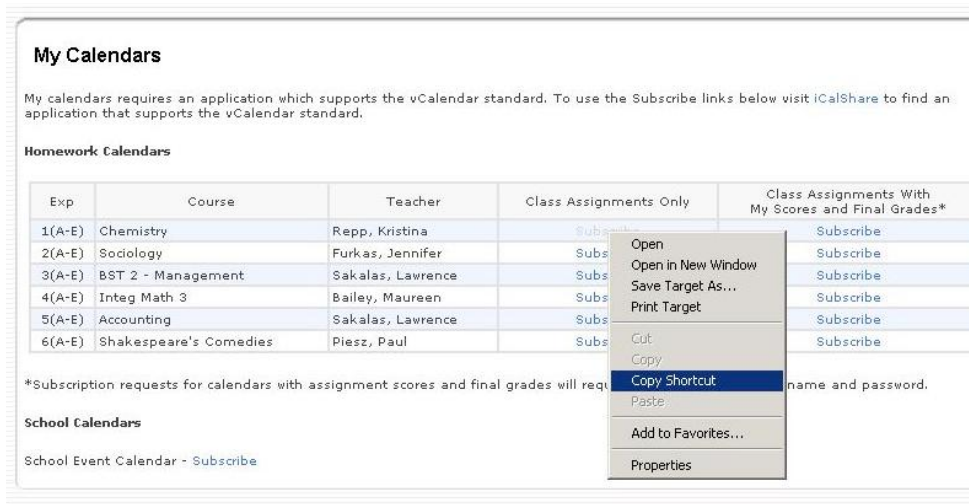
**School Calendars**

School Event Calendar - [Subscribe](#)

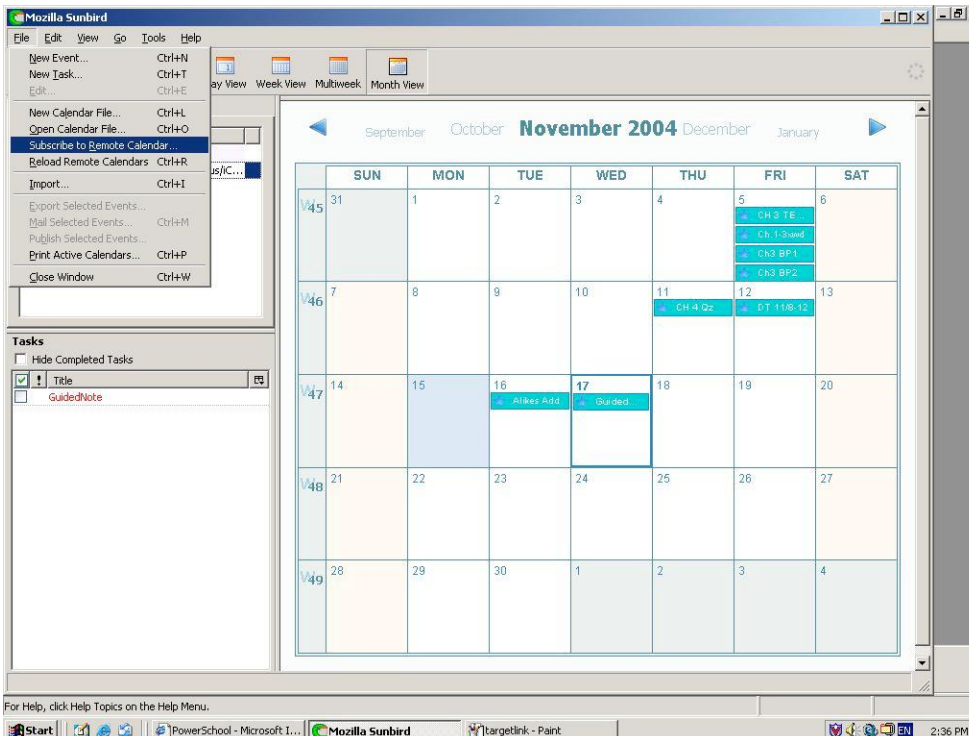
**Make sure you have correctly installed Sunbird before continuing.**

# Parent Access How to use My Calendars in PowerSchool

**Instead** of clicking the blue link, **Subscribe**, for the calendar you want... you'll need to right-click (opposite click for left-handers) to get a drop-down menu and select **COPY SHORTCUT** (see picture).

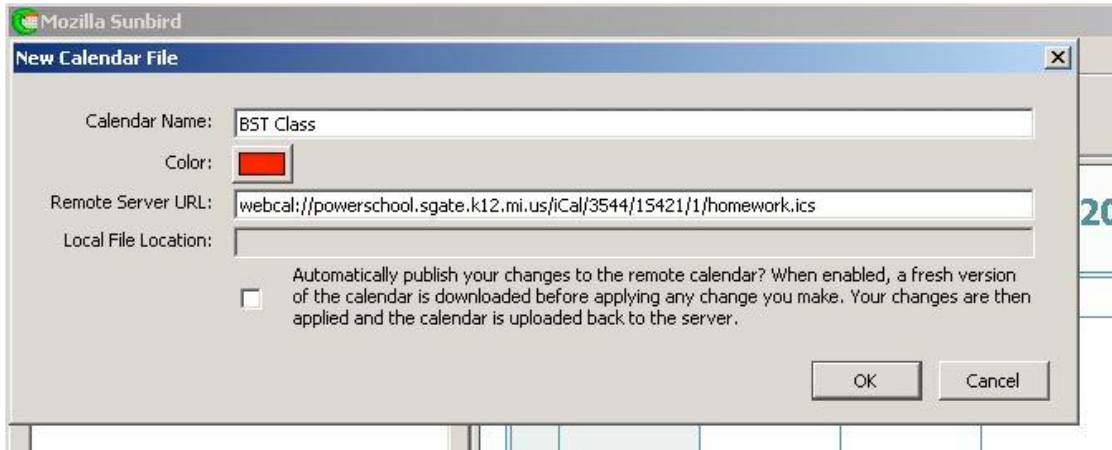


Now, OPEN Sunbird and go to **File, Subscribe to Remote Calendar**.



# Parent Access How to use My Calendars in PowerSchool

You will get the following screen:



1. Name your calendar (whatever you wish).
2. Select a color to color-code it.
3. RIGHT-CLICK (opposite click) to paste the shortcut (that you copied from PowerSchool) into the Remote Server URL.
4. Click OK.

**It will prompt you for your username and password to PowerSchool.**

You may do this with as many calendars as you wish to subscribe to.  
Just repeat these steps for each calendar subscription.

Below is a Sunbird sample calendar with several subscriptions to school calendars.

