

MCCSC ON-LINE CALENDAR
COMMUNITY INSTRUCTIONS



**Monroe County
Community School Corporation**
315 North Drive . Bloomington, IN 47401 . USA .
812.330.7700

To view **Community** calendars

- Launch Internet Explorer
- Go to the MCCSC homepage
- Left hand column, click on **Calendars**

www.MCCSC.edu
Welcome
Superintendent's
Message
Administration
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NEW!
Elementary
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School Menus
Calendars
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Community
Search Tools
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The MCCSC Administration Center is located at 315 North Drive, just east of 1900 South Walnut Street, in Bloomington, Indiana.

Webmail
Helpdesk
Intranet



Calendar View Search Print

Day | Week | Month | List

Help | Main View | Log Out

July 2004

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6				
11	12	13				
18	19	20				
25	26	27				

Today is July 17, 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Legend

- Purple: Staff Events
- Blue: Community Events
- Gray: Cancelled Events

View Current Filters

You can view a calendar in a monthly layout, or choose day, week or list to see events in a "list" format. Days containing events will show up as red on the side calendar.

Calendar View Search Print New Event

Day | Week | Month | List

To choose the calendars you wish to see, click on the "View" button.

Calendar View Search Print

Calendar View Options

All Calendars/Events

Available Calendars:

- Default Staff Calendar
- Jackson Creek Middle School Con
- Marlin Elementary School Commu
- MCCSC Community Calendar**
- Multicultural Events
- Professional Development Calenda

Selected Calendars:

Available Event Types:

- Athletics
- Clubs
- Conferences
- FEDERAL REPORT DUE
- Fine Arts
- In-Service/Records Day

Selected Event Types:

All Event Types

Select which events and fields are displayed for viewing and printing:

- View Cancelled Events
- View Weekend Events
- All Fields
- Inviter
- Location
- Description
- Conflicting Events

Submit Cancel

To view the available calendars, scroll down the available calendar list on the left. Highlight and click the > "right" arrow to move to the right hand side under "Selected" calendars. You may move one, a couple or all of the available calendars you have viewing rights to, dependent upon what events you wish to see. Once you have calendars selected, click on the "submit" button.

You can now see events scheduled for the calendar(s) selected. To see more information regarding an event, move your mouse over the top of the writing and left click on the event.

July 2004						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Honey Cree... Summer Sch...	2 Honey Cree... Summer Sch...	3 Summer Sch...
4 Summer Sch...	5 Honey Cree... No Summer ...	6 Honey Cree... Summer Sch...	7 Honey Cree... Summer Sch... Project Ea... more ...	8 Honey Cree... Summer Sch... Project Ea... more ...	9 Honey Cree... Summer Sch... Project Ea... more ...	10 Summer Sch... Project Ea...
11 Summer Sch... Project Ea...	12 Honey Cree... Summer Sch... Project Ea... more ...	13 Honey Cree... Summer Sch... Project Ea... more ...	14 Honey Cree... Summer Sch... Project Ea... more ...	15 Honey Cree... Summer Sch... Project Ea... more ...	16 Honey Cree... Summer Sch... Project Ea... more ...	17 Summer Sch... Project Ea...
18 Summer Sch... Project Ea...	19 Summer Sch... Project Ea...	20 Summer Sch... Project Ea...	21 Summer Sch... Project Ea...	22 Summer Sch... Project Ea...	23 Summer Sch... Project Ea...	24 Summer Sch... Project Ea...
25 Summer Sch... Project Ea...	26 Summer Sch... Project Ea...	27 Summer Sch... Project Ea...	28 Summer Sch... Project Ea...	29 Summer Sch... Project Ea...	30 Summer Sch... Project Ea...	31 Summer Sch... Project Ea...



To search for a particular event, click on the search tab.

Calendar Search Options View history condition - Select History -

All Calendars/Events

Available Calendars:

- Arlington Heights Community Cale
- BHS-South Community Calendar
- Binford Community Calendar
- Binford Staff Calendar
- Clear Creek Community Calendar
- Default Community Calendar

Selected Calendars:

- MCCSC Community Calendar
- Professional Development Calendar

Available Event Types:

- Athletics
- Clubs
- Conferences
- FEDERAL REPORT DUE
- Fine Arts
- In-Service/Records Day

Selected Event Types:

- All Event Types

Select which events and fields are displayed for viewing and printing:

View Cancelled Events View Weekend Events
 All Fields Inviter Location
 Description Conflicting Events

and/or

Keyword:

Select which events and fields are displayed for viewing and printing:

View Cancelled Events View Weekend Events
 All Fields Inviter Location
 Description Conflicting Events

and/or

Keyword:

Date Range:

Any Date
 Event in the following range
 (Start Date)
 (End Date)

You can either select specific calendars to search on or click on All Calendar Events.

You can search by a particular event type or you may type in your keyword, select either "any date" or a range of dates, click on submit.

To print, click on the Print Tab.

Calendar Print Options

All Calendars/Events

Available Calendars:

- Arlington Heights Community Cale
- BHS-South Community Calendar
- Binford Community Calendar
- Binford Staff Calendar
- Clear Creek Community Calendar
- Default Community Calendar

Selected Calendars:

- MCCSC Community Calendar
- Professional Development Calendar

Available Event Types:

- Athletics
- Clubs
- Conferences
- FEDERAL REPORT DUE
- Fine Arts
- In-Service/Records Day

Selected Event Types:

- All Event Types

Select which events and fields are displayed for viewing and printing:

View Cancelled Events View Weekend Events

All Fields Inviter Location

Description Conflicting Events

Date Range:

Day: Week:

All Fields Inviter Location

Description Conflicting Events

Date Range:

Day: Week:

7/17/2004 7/17/2004

Month: Date Range:

7/17/2004 7/17/2004 (Start Date)

8/17/2004 (End Date)

Submit Cancel

To print:
 Select calendar or calendars you wish to print.
 Select event types
 Decide if you want cancelled, weekend, etc. events
 Choose Day, Week or Monthly calendars
 Select date or dates to be included
 Click on the submit button to print.

please feel free to contact the IS Department, 330-7700 or e-mail dwoodwar@mccsc.edu