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## Parent Access - How to use My Calendars in PowerSchool

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

If you need your PowerSchool login and password, the school's main office will be able to provide it in the form of a letter. You may pick up the letter in person or have it mailed to you. For security reasons, we **do not** give out this information over the phone or by email.

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Login to PowerSchool at : [http://Your\\_PS\\_Server/Public/](http://Your_PS_Server/Public/)

If you need basic information about logging in, please read the [Parent User Guide](#) or contact your school's front office.

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## **Requirements**

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**

Windows requires a third party software to view iCal Calendars.

A popular and free choice is **Sunbird**.

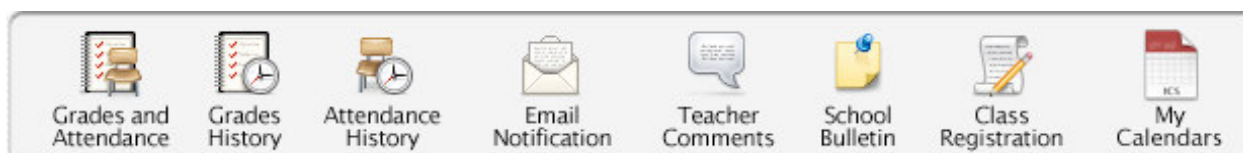
You can find more about Sunbird at

[http://www.mozilla.org/projects/calendar/sunbird\\_download.html](http://www.mozilla.org/projects/calendar/sunbird_download.html)

Other third party software products are available for Windows. Go to [iCal Share](#) for more information.

## **iCal Web Calendars for Macintosh**

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



This 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**

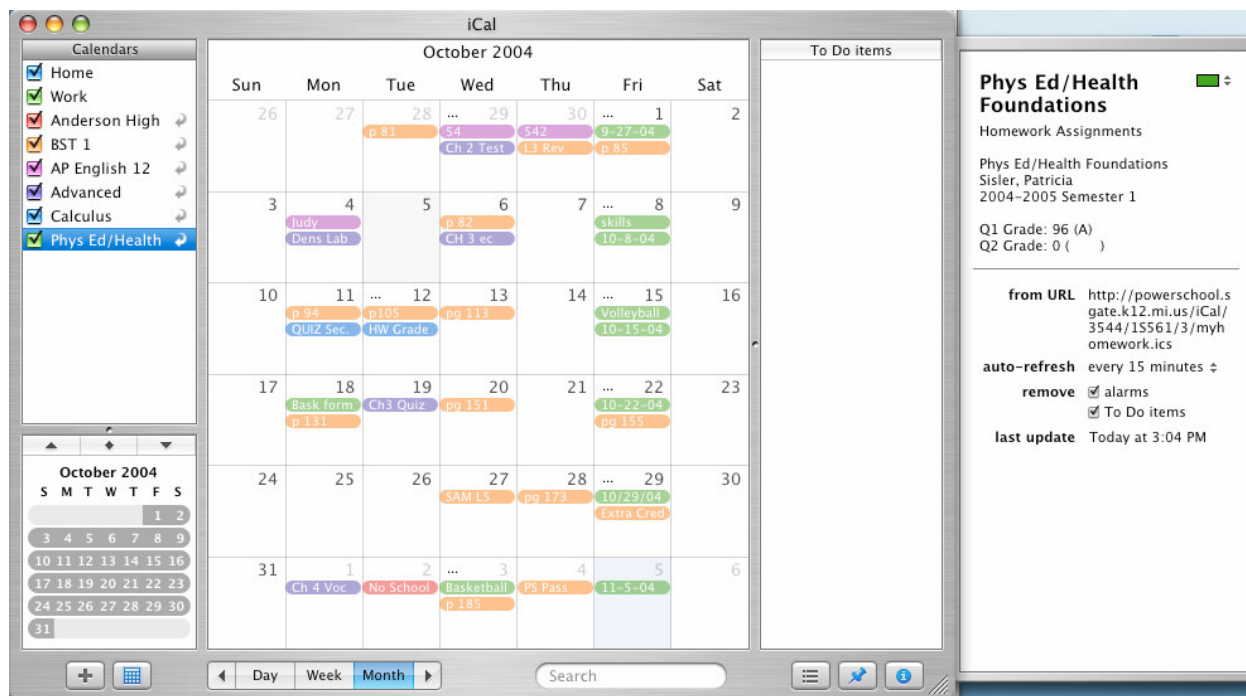
School Event Calendar - [Subscribe](#)

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.

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***

My Calendars operates in conjunction with iCal, a personal desktop calendar application. By subscribing to each calendar, you can view your assignments from all classes at the same time.

Windows requires a third party software to view iCal Calendars. A popular and free choice is **Sunbird**.

You can find more about Sunbird at

[http://www.mozilla.org/projects/calendar/sunbird\\_download.html](http://www.mozilla.org/projects/calendar/sunbird_download.html)

Click on the download link for Windows and follow the on screen directions to install Sunbird on your desktop before you try to access the calendar feature.

**Third Part options...**Other third party software products are available for Windows. Go to [iCal Share](#) for more Information.

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.

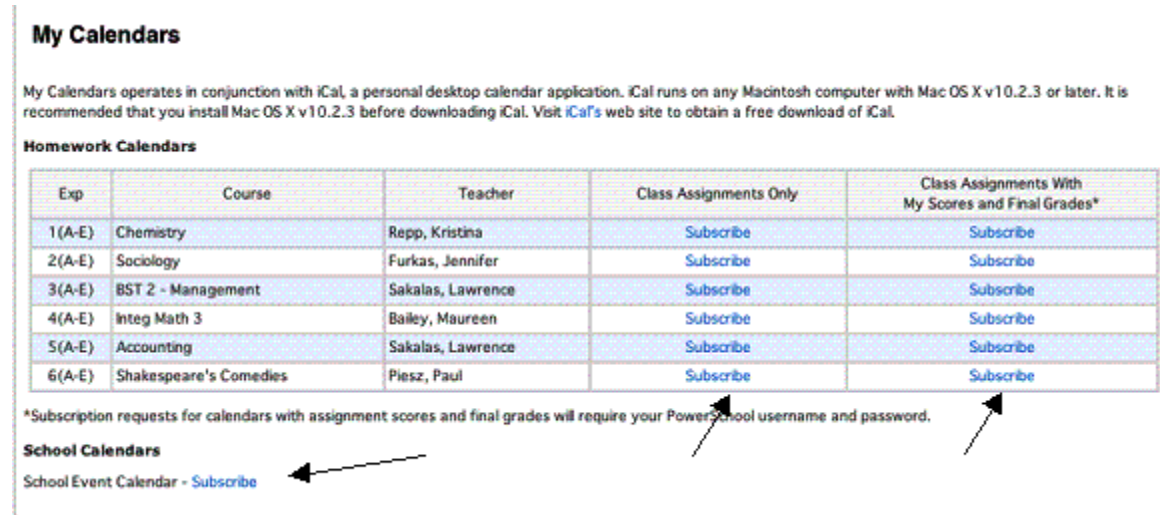
**Homework Calendars**

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>
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](#)



Make sure you have correctly installed Sunbird before continuing.

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

**My Calendars**

My calendars requires an application which supports the vCalendar standard. To use the Subscribe links below visit [iCalShare](#) to find an application that supports the vCalendar standard.

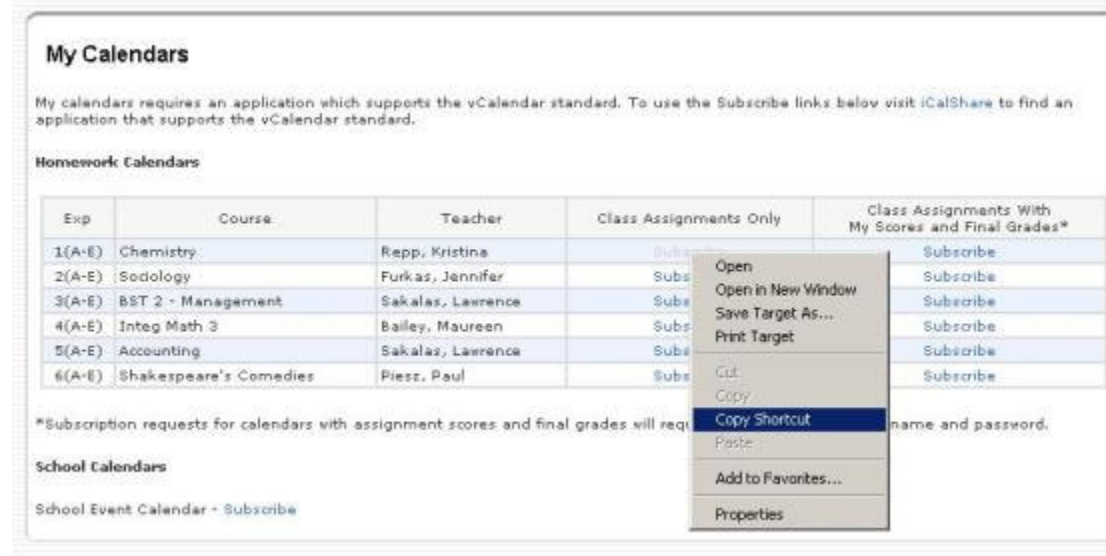
**Homework Calendars**

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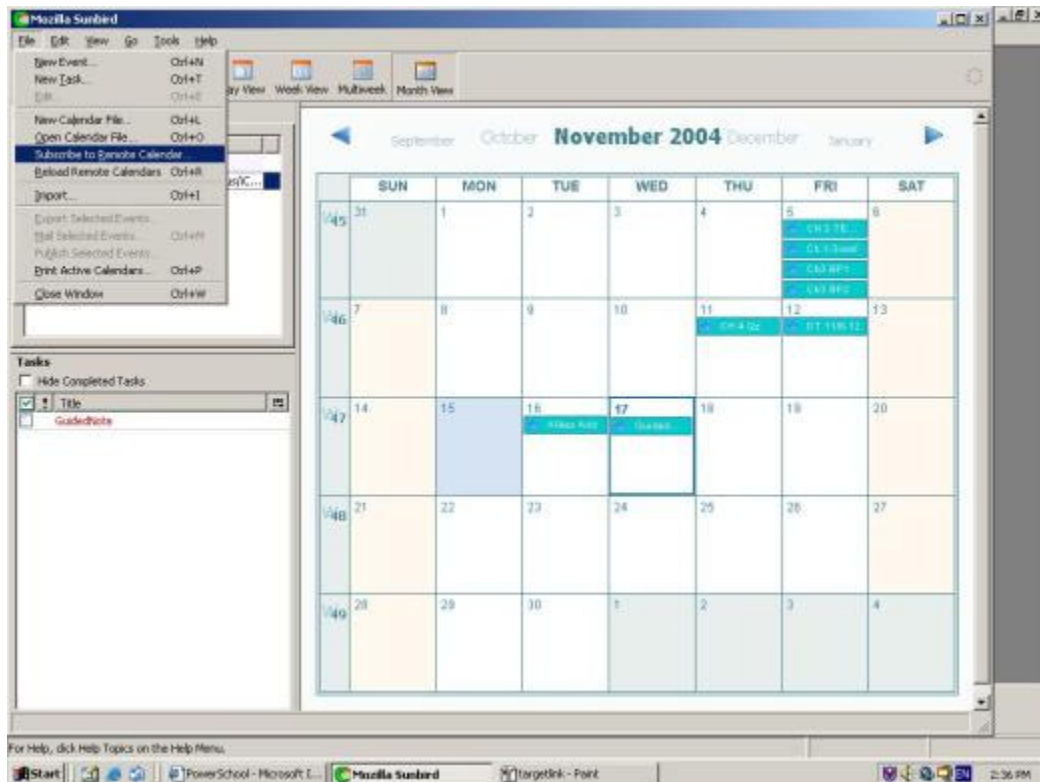
\*Subscription requests for calendars with assignment scores and final grades will require your Powerschool username and password.

**School Calendars**

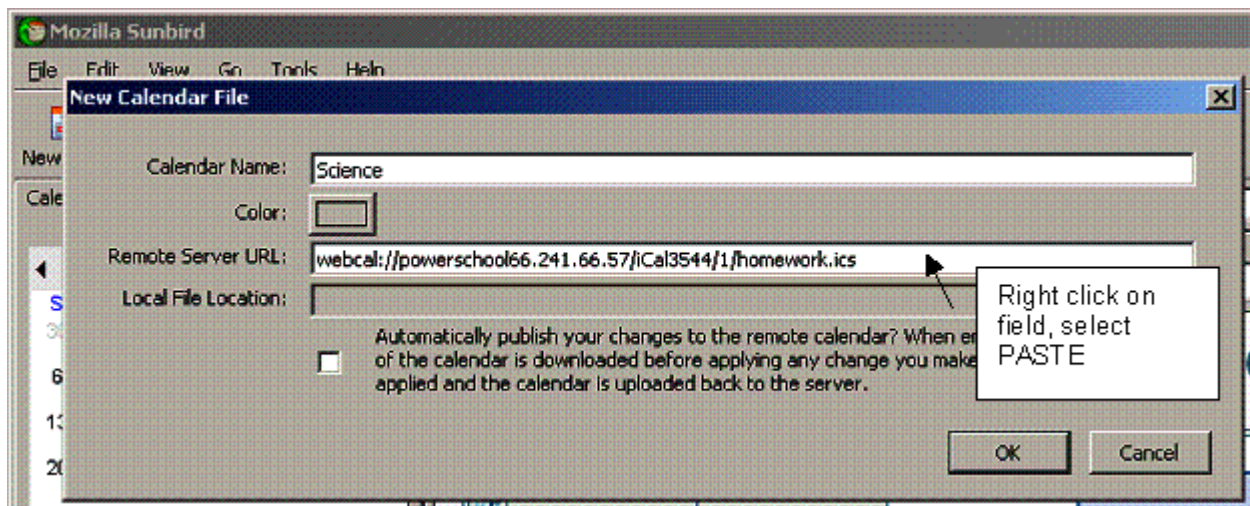
School Event Calendar - [Subscribe](#)



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



You will get the following screen:



1. Name your calendar (whatever you wish).
2. Select a color to color-code it.
3. RIGHT-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.

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

