

View Calendar Help

**Calendars on the AMS website have many useful features.**

**"Stacking" calendars to view different buildings at the same time.**

If you have students in more than one school, you may stack calendars for each school to view on one calendar.

**Click on view calendar.** At the top left of the calendar window in each building is a *Choose calendars to view* menu.

**+Click on Choose calendars to view menu.**

Clicking on this menu expands the window so you can select calendars from multiple buildings to view at the same time. If you regularly stack multiple calendars together you can bookmark the finished page for fast access in the future.

**You may also "Stack" Andersen Middle School calendars.**

**Click on view calendar.**

**+Click on Choose calendars to view.** At the top left of the calendar window in each building is a *Choose calendars to view* menu.

**Choose Harry Andersen Middle School.** Clicking this menu expands the window so you can select from multiple AMS calendars to view at the same time. We will be adding new calendars throughout the year.

**Check the boxes for the calendars to view (example, band, vocal music, testing, German Club.** If you regularly stack multiple calendars together you can bookmark the finished page for fast access in the future.

**To print a calendar:** Scroll to the bottom of any of the Andersen Middle School pages.

Click on view "printer friendly" page.

You may also print your customized calendar the same way.