



EMS Master Calendar

Master Calendar URL: <http://eventcal01/mastercalendar/>

These are some basic recommended steps that will help you with navigating the master calendar.

Step 1 – Pick how you want the calendar to display, either in “Day”, “Week”, or “Month”.

Step 2 – find when you will be teaching the class.

Step 3 – make sure “Academic” is selected.



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The screenshot displays the EMS Master Calendar interface. At the top, it shows the current week: "Week of Monday, October 12, 2015". Below this is a grid of days from Sunday to Saturday. A pop-up window is open over the Wednesday, October 14, 2015, entry, providing details for the "MATH-MATH C -1 Algebra 1 Workshop". The pop-up includes the following information:

- Event Title:** MATH-MATH C -1 Algebra 1 Workshop
- Category:** Academic
- Date:** Wednesday, October 14, 2015
- Time:** 8:00 AM - 9:15 AM (PT)
- Location:** Brennan Hall Brennan 60

The interface also features a sidebar on the right with a "Search for Events" field, "Notifications/Cal Feeds" section, and "Filters" for Event Types and Locations. The main calendar grid shows various other classes scheduled throughout the week.

Step 4 – Locate your class. By clicking on the class, a small window will appear detailing where the class will meet. In this example, MATH C Section 1 meets in Brennan 60 on October 14, 2015.