

## Viewing and Searching the Calendar

1. Click the Applications icon on the left (three stacked blocks) and select eCurriculum
2. Click on the Calendar
3. Browse to the session that you want to view and click it once to open it
4. Close session item by clicking the X in the top right corner of the screen to return to the calendar
5. You can search the curriculum as follows:
  - a. From the calendar, you can click the search button in the top right of the calendar
  - b. Enter a key word or words for the item you are looking for or enter the course number and click OK
  - c. This will open a results screen with all events that have that key word or words or course number associated with it
  - d. Click once on an event to open it and see any information, attached documents, etc.
  - e. Click the X in the upper right corner of the screen to close each window and return to the calendar

The screenshot displays the eMedley eCurriculum calendar interface. The main area shows a calendar for June 2020, with various class sessions listed. The sessions are color-coded and include details such as time and course number. A search bar is located in the top right corner of the calendar area, and an orange arrow points to it. The interface includes navigation tabs for Day, Week, and Month, and a sidebar with icons for home, calendar, and other functions. The bottom of the screen shows the Windows taskbar with the time 2:46 PM on 6/17/2020.