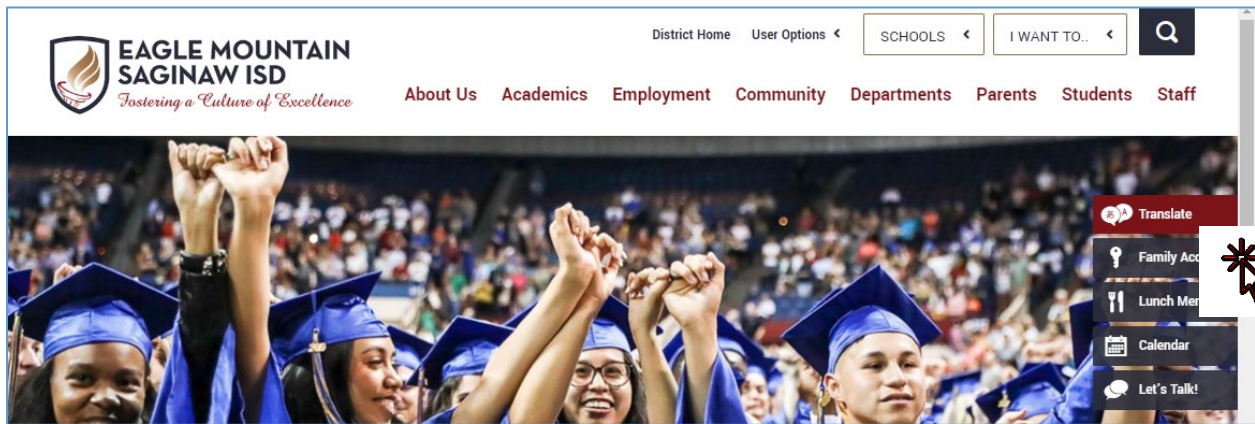# Access Assignments from Calendar
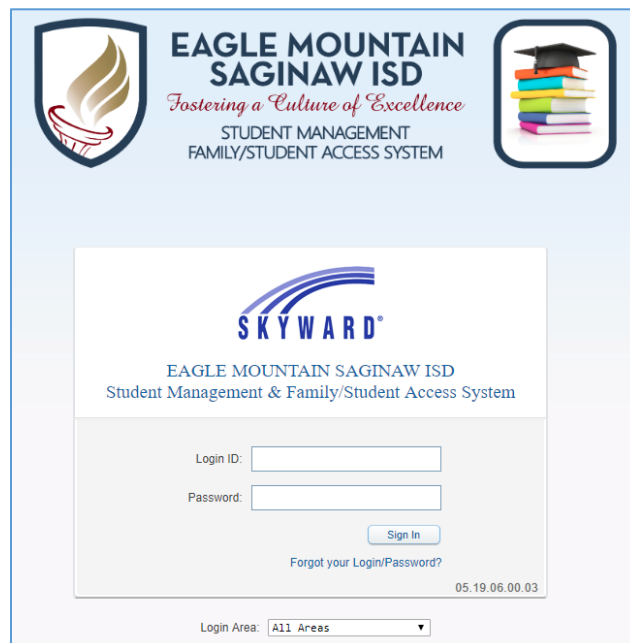
Access Assignments from Calendar Cheat Sheet

Accessing Assignments from Calendar in Family Access

The following document will walk through how parents or students can access the **Calendar** option in either **Family Access** or **Student Access** to check **Assignment** details and dates.

1. Visit the EMS ISD website at www.emsisd.com and click on the **Family Access** tab in the upper-right corner.

2. Enter your parent or student credentials to log in. <u>**Please Note**</u>: Students will always log in with their **ID** numbers. Parents <u>do not</u> access using the student ID number. Parents are provided a **Login ID** and if you need assistance obtaining your login, please contact your child's school.

3. Once logged in to either **Family Access** or **Student Access**, simply locate and click on the **Calendar** tab located on the left edge of the screen.

4. After selecting the **Calendar** tab, parents and students will have the option to view details of terms, progress report dates, assignments and more. In this example, we see the first day of school (fictitious) and an assignment with the title, "**Water Safety**" that's due on **July 19**.
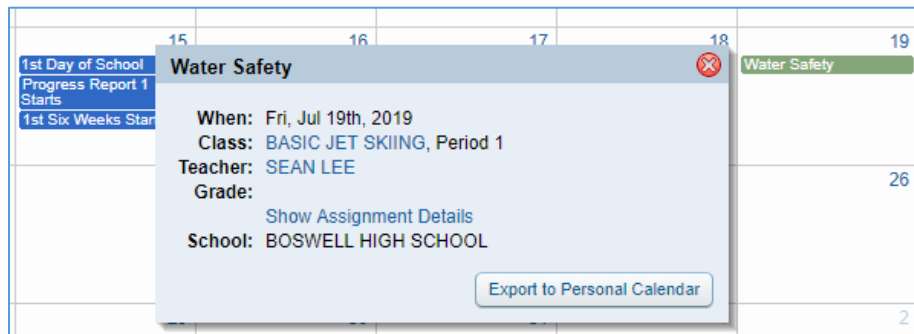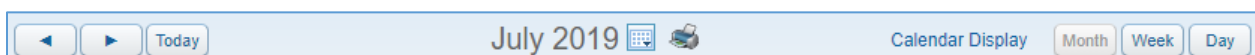
5. Parents and students can select an assignment or test in the calendar and click on it to reveal additional details.

6. To see more, click on **Show Assignment Details** or click on the **Class** or **Teacher** name displayed to see more information. End users can also use the **Export to Personal Calendar** button to download a file for loading to other programs.
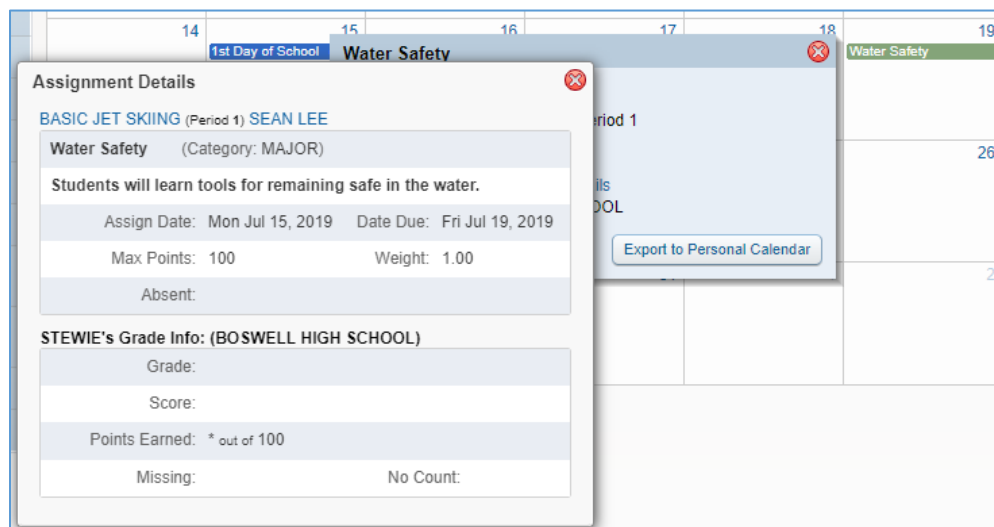
7. Parents and students can also explore additional options for their **Calendar** by selecting the **Calendar Display** link at the top of the screen. Options to **Print**, toggle days, and changing the view from **Month** to **Week** or **Day** are also available.

8. A full spectrum of color options are available based on the items displayed. Enable or disable to preference to update your **Calendar** under **Calendar Display**. Choose from these options to custom design your calendar to meet your personal preferences and needs. Once finished, be sure to **Save** your options.