

Google Calendar Basics

Calendar

Today

Day Week Month 4 Days Agenda More

CREATE

February 2014

My calendars

- Bruce Roadside
- Birthdays
- ES Tech Lab Sch...
- ES Tech Tips
- iPad Cart (22)
- iPad Set (6)
- Personal

Other calendars

- All School
- ASW Elementary 20...
- Bill MacKenty
- Craig Belshe

Calendars you have created and calendars shared with you that you can add/edit events

Click on a calendar to actively see or hide it

Calendars shared with you that you can only View

Different ways to view your calendars

CREATE

Display only this Calendar

Hide this calendar from the list

Calendar settings

Create event on this calendar

Share this Calendar

Reminders and notifications

Choose custom color

Set the color you want for each calendar. This is how YOU will see them, not other people.

Click the drop down arrow to open the options menu for that calendar

Agenda

My Calendars

- Your Name - this calendar automatically created, and shared with ASW
- calendars you create and manage
- calendars shared with you that you can add an event

Other Calendars

- Calendars shared with you that you can only view

Viewing Calendars

- actively viewing/hiding different calendars
- color coding
- view day, week, month etc

Calendar Settings

- General
- Calendars
 - notifications
 - sharing

Uses for Google Calendar

- Team Calendar - add meeting and agenda items
- Class events calendar - embed into your Weebly/Blog
- Homework Calendar - embed into your Weebly/Blog
- Sign-up/Reserve a shared resource

Inviting Others to Events

- add as guest in event details

Demonstrate How to Create a Calendar

- create a new calendar
- share with people in the group
- create an event, invite others to attend
- add items to the agenda
- attach files etc

Useful Shared Calendars

Can you see them? If not, copy/paste the address provided into the Other Calendars area and press enter. The calendar will pop up on your calendar space and be added to your list.

- ASW Elementary 2014-14 (other calendars) - aswarsaw.org_aadas0hiiqe64ddd9oe5le283o@group.calendar.google.com
- All School (other calendars) - aswarsaw.org_t48qd1tnu9f057mgeqgp627sg8@group.calendar.google.com
- Craig Belshe (other calendars) - CBelshe@aswarsaw.org
- ES Tech Tips (other calendars) - aswarsaw.org_7f5p1338j1k9388d55a4jbn8ko@group.calendar.google.com
- Bruce Roadside (other calendars) - broadside@aswarsaw.org
- Kris Sheehan (other calendars) - ksheehan@aswarsaw.org
- iPad Cart (22) (my calendars) - contact Kris or Bruce to share this calendar with you
- ES Computer lab (my calendars) - contact Kris or Bruce to share this calendar with you