Google Calendar

ACTIVITY: *In this activity, you and your partner will creating a calendar with both district events and high school events on it. One person will be responsible for entering the district events while the other will enter the high school events.*

This is a great way to have students plan deadlines for major group projects.

CALENDAR CREATION/SHARING

PARTNER B, complete steps 3-5 while PARTNER B watches (and assists, as needed)

1. Go to the main window of Google Docs (that lists your files) and click on *Calendar* in the upper left-hand corner. You may be asked first for your name, location, and time zone. Fill it in and *Continue*.

2. You will be brought to a page with a calendar. Either you or your partner is going to create a brand new calendar.

3. In the left-hand side bar, under *My Calendars*, click on *Add*.

4. You will be brought to a *Create New Calendar* screen. Name the calendar *Joplin District & High School Calendar* and fill in any other info you think is important.

5. Scroll down to *Share With Specific People*. Enter in your partner's name and change the permission setting to *Make Changes to Events*. Hit *Create Calendar*.

EVENT ENTERING

6. The person who created the calendar will now see the name under *My Calendars*; the person who is just sharing it will see it under *Other Calendars*.

7. You can switch between different views of the calendar – day, week, month, etc. – by clicking on the respective grey button in the upper right side. For this activity, I would recommend *Monthly* view.

8. Decide who is going to enter the district events and who is going to enter the high school events. (Only enter the events remaining from today until the end of school.)

9. You can either use the blue arrows at the top of the calendar to switch to the correct month and then single-click on the appropriate day (a bubble will appear) or click *Create Event* in the upper left-hand corner. I prefer to find the exact date and click on it because it brings up the bubble and information can be entered more quickly.

10. Enter in an event description in the *What* field and <u>make sure that *Joplin District & High School Calendar* appears in the drop-down menu</u>! If multiple days or a specific time are associated with the event, click on *Edit Event Details* >>. Then make the necessary changes (uncheck *All Day* if a specific time).

11. The added events should eventually appear on each other's calendars.

There are a lot of options/possibilities for using Google Calendar, including embedding a calendar on a class website, sharing with fellow content area department members, or keeping a shared calendar among your family members. I encourage you to explore more and do some research about this!