

Calendar Commando

Agenda

- Settings Overview
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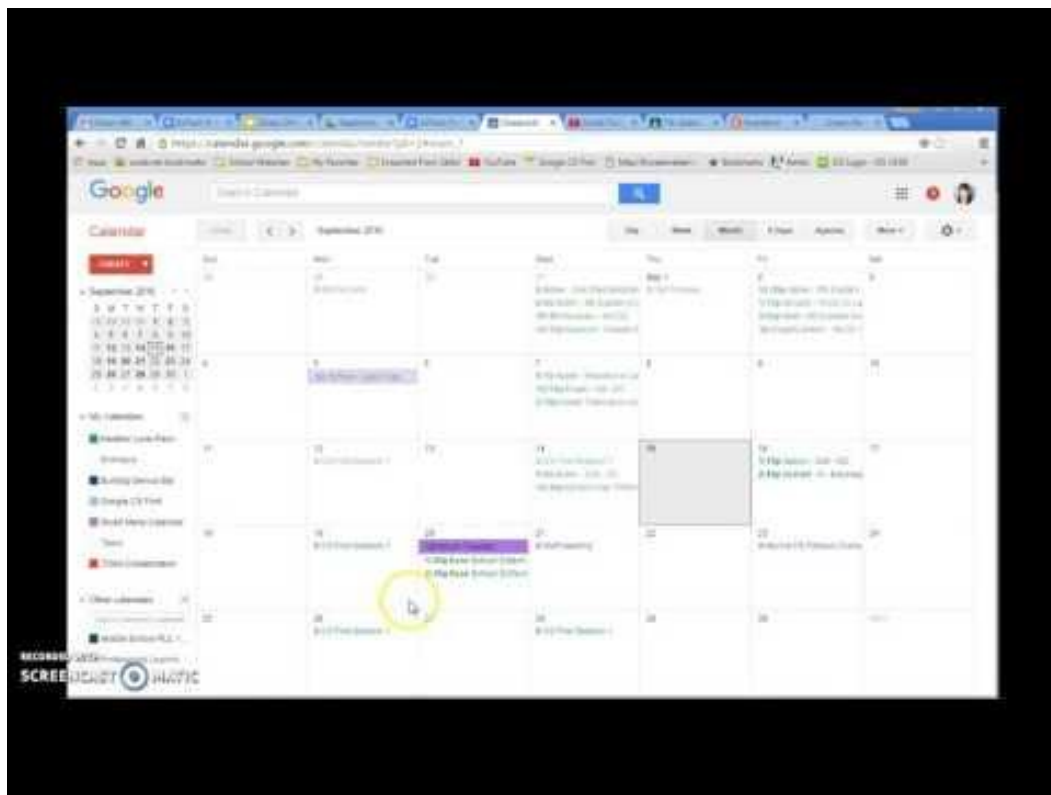
Hello!

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Calendar



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Overview

Settings

- Change the display to meet your needs
 - Week
 - Month
 - Agenda
- My Calendars
 - Decide which calendars you want to see/hide
 - Google Classroom will automatically create a calendar (you can hide it).

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Creating an event

There are several ways to create an event within Google calendar.

- Click on the Create button
- Quick Add
 - Arrow next to the Create Button
 - Click directly on the day
- You can add more details and invite guest to join events by clicking “Edit Details.”
 - You can also change the calendar that your event belongs to.

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Creating Multiple Calendars

Within Google Calendar, you can have multiple calendars

- You can name and color-code your calendars.
- You can hide calendars you do not want to see.
- You can share one calendar, while leaving another calendar private.
 - Public calendars can be viewed by anyone on the web.
 - This option is great for creating a classroom calendar for parents to view.
 - Creating a Google Site for your class website??? Embed your class calendar in it!

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Sharing Options

Be aware of the sharing settings for each of your calendar.

- If you want someone to view only, make sure that they cannot make changes.
- If you want someone to collaborate, make sure they have permission to do so.

You can view the calendar settings for each calendar by clicking on the small arrow to the right of the calendar name (when you hover the mouse).

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Thanks!

Questions?

Survey

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