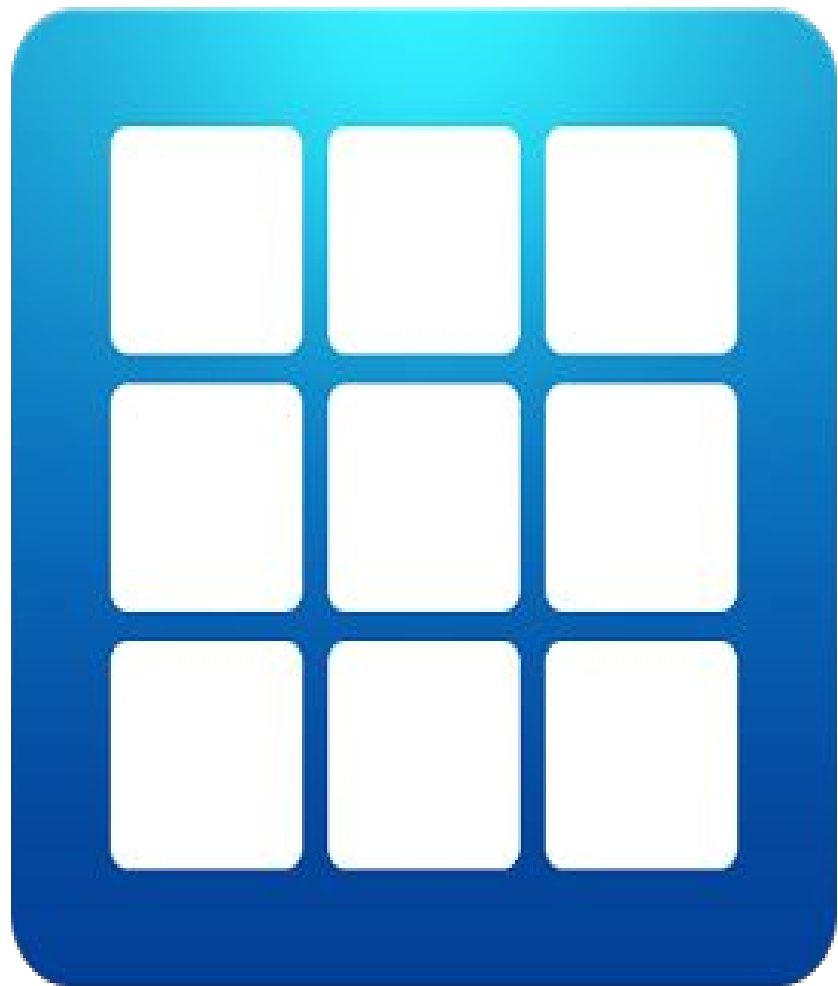


GOOGLE CALENDAR: THE UNDERDOG APP

PRESENTED BY JAKE WALL

KAHOOT

LET THE GAMES
BEGIN: OPEN YOUR
CALENDARS!



VIEWING YOUR
PERSONAL GOOGLE
CALENDAR

CREATING AN EVENT IN GOOGLE CALENDAR

- Click “Create” or choose day/time from the calendar you are viewing
- Event or Reminder option
- Repeat options
- Calendar choices **(4)**
- Location linked to Google Maps **(3)**
- Adding attachments
- Add notification(s)
- Time to share.....

<https://drive.google.com/file/d/0B1t2P74M4FCTS09jdWZydW5hZzA/view>



**NO WAIT, I'M
NOT READY...**



SAVE

6

Discard

Week 6 Assignment

1

10/30/2012

2:00pm

to

3:00pm

10/30/2012

Time zone

2

 All day Repeat...

Event details

Find a time

Where

Room 16

3

Video call

[Add a Google+ hangout](#)

Calendar

Important Class Dates

4

Description

Assignment 6 must be handed in at end of class.

5

Add guests

Guests can



Event colour



Reminders

Email minutes Pop-up minutes [Add a reminder](#)

Show me as

 Available Busy

Privacy

 Default Public Private

INVITE OTHER PEOPLE
TO YOUR EVENT

Add guests

john@example.com

Add

Guests can

- modify event
- invite others
- see guest list

- EMAIL ADDRESS OR NAME IF YOU HAVE THEM IN YOUR CONTACTS
- CHECK PRIVILEGES
- SUGGESTED TIME/FIND A TIME
- QUICK EMAIL PARTICIPANTS
- OK... NOW ITS YOUR TURN.

STEPS TO CREATING A NEW CALENDAR

- CLICK ON THE DROPDOWN ARROW NEXT TO "MY CALENDAR"
- CHOOSE "CREATE NEW CALENDAR"
- NAME YOUR NEW CALENDAR AND PRESS "CREATE CALENDAR"



LET'S TALK
ABOUT...SHARING.

**If you could read the directions
before asking me a question**



THAT'D BE GREAT

HOW TO SYNC YOUR CALENDAR TO YOUR PHONE

[Sync your phone](#)

1. GO TO "GEAR", CLICK SETTINGS
2. CLICK ON "CALENDARS", SELECT THE CALENDAR YOU WANT TO WORK WITH
3. SET TIME OF NOTIFICATIONS
4. METHODS OF NOTIFICATIONS-ALERT, EMAIL OR SMS

NOTIFICATIONS

GOOGLE CLASSROOM (CALENDAR)

- GO TO YOUR GOOGLE SITE & ENTER EDIT MODE.
- SELECT INSERT CALENDAR AND CHOOSE THE CALENDAR YOU WANT TO INCLUDE ON THE SITE.

OR

- GO TO YOUR GC AND CLICK ON INDIVIDUAL CALENDAR TAB
- SELECT CALENDAR SETTINGS
- COPY HTML CODE & PASTE INTO YOUR SITE'S HTML EDITOR

HOW TO PUBLISH CALENDAR TO A GOOGLE SITE

SHEETS TO CALENDAR/CALENDAR TO SHEETS

Sheets-to-Calendar

1. Acceptable Values
2. Format Number Cells
3. Enter Information/Download as CSV
4. Create Calendar/Import Calendar
5. Choose CSV from Downloads

[Helpful Video](#)

Calendar-to Sheets

1. Calendar Event Importer Add-on
2. Select Calendar
3. WATCH OUT FOR THE DATES!
4. Import
5. Format as needed

[Helpful Video](#)

OTHER APPS

- SCREENCASTIFY
- REMIN
- GOOGLE DRAWING
- THE CUBE
- HANGOUTS
- KAHOOT ----- KAHOOT PLAY

YOUR FEEDBACK IS IMPORTANT

Please click on the
Link --->

Survey