THE TRANSITION
to Google Apps for Education

Google Apps Basics | Calendar

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I. OVERVIEW

The days of multiple wall or desk calendars with color-coding are effectively over! Google Calendar allows users to combine multiple calendars onto one, color-code different calendars, and quickly toggle events on and off. It also allows you to share calendars with others in which you can choose to permit them to add events and make changes or just view the events. Calendar takes a little while to get used to, but once you do, you'll be glad you did.

II. ANATOMY OF CALENDAR
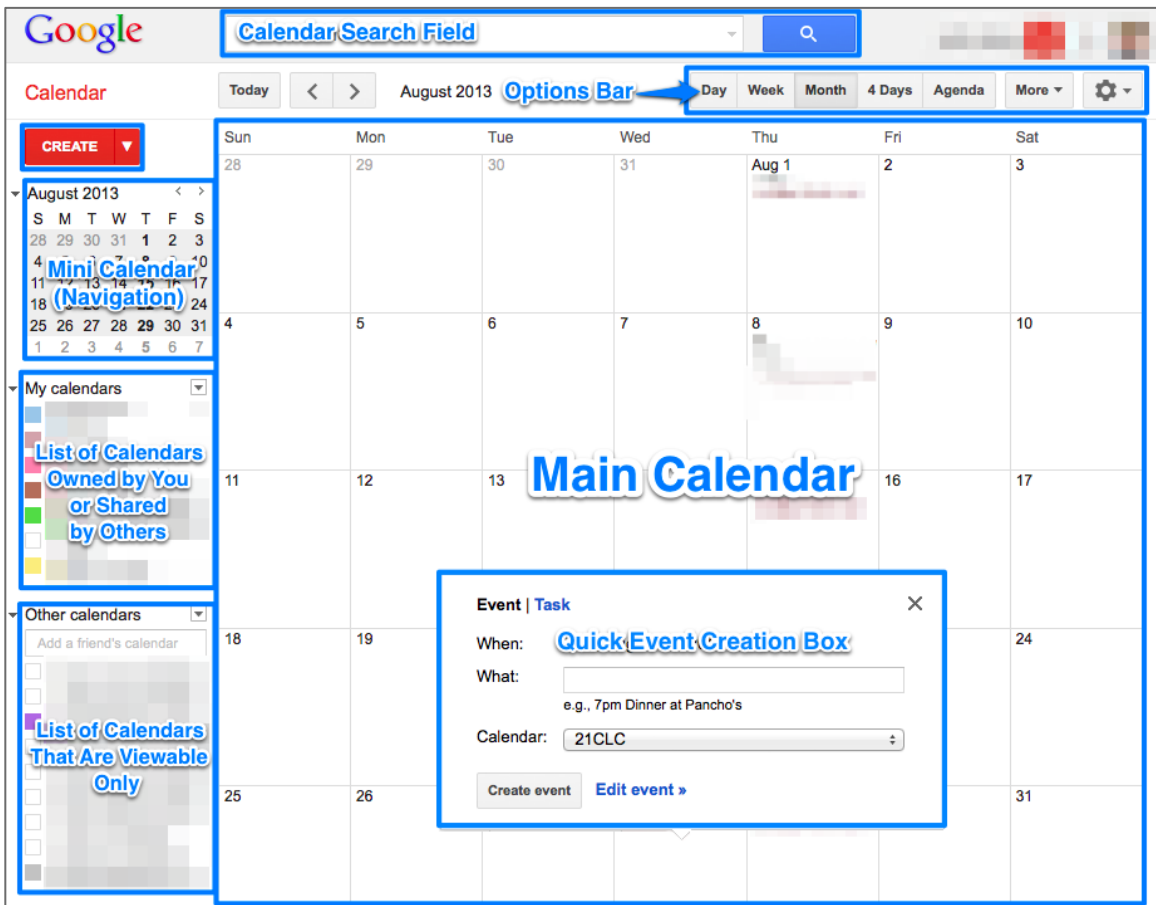
III. ANATOMY OF AN EVENT
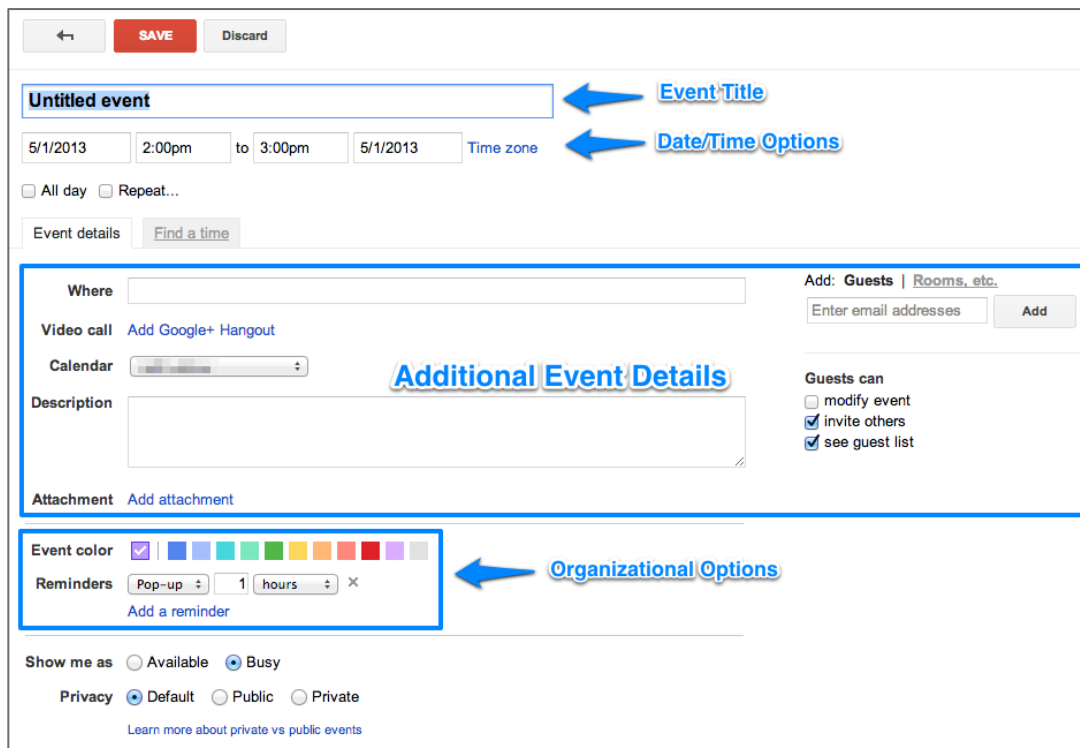
IV. FIRST THINGS FIRST...WELL, REALLY FOURTH!

Login to your Joplin Schools Google Apps Calendar by visiting www.google.com/calendar and signing in with your username and password.

- NOTE: This will be the username you use to login to your computer PLUS '@joplinschools.org'. The password should also be the same you use to login to your computer.
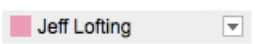
SETTING UP DEFAULT CALENDAR VIEW & TIME ZONE

It's possible that you were asked to set these the first time you logged in, but please follow these directions to be sure. Especially important is the step to set the time zone, as this will effect the time that you set for you events. There are five different view options within Calendar. When you login for the first time, though, your calendar is set to the Week view by default. Many people prefer to set their calendar view as Monthly, though.

1. In the upper right corner, click on the ⚙▾ icon and select *Settings*

2. In the *General* tab, scroll down until you see the *Your current time zone*, click the drop-down menu, and select *(GMT-6:00) Central Time*

3. Continue to scroll down until you see the *Default view* section, click the drop-down menu, and select the view of your choice

4. Scroll down to the bottom and click *Save*

SETTING MAIN CALENDAR SHARING

Every Calendar account automatically has a main calendar that is named after the user. By default, this calendar and its events are public, or visible, to anyone in the organization, if they decide to add you under *Other Calendars*. Follow these directions if you would like to make this calendar and its events private.

1. In the left sidebar of the main screen under *My Calendars*, find the calendar named after you.

2. Hover over the name and click the down arrow that appears, ▢ Jeff Lofting ▾ then select *Share this calendar*

3. If checked, uncheck the box beside *Share this calendar with others* and click *Save*

ENABLING FILE ATTACHMENTS TO CALENDAR EVENTS

Calendar allows you to attach various types of files that are relevant to your events, but this needs to be enabled.

1. In the upper right corner, click on the ⚙▾ icon and select *Settings*

2. Click on the *Labs* tab and scroll down until you find the item titled Event Attachments

3. Click the *Enable* radio button

4. Scroll to the bottom of the screen and select *Save*

This will place a new option within the event creation screen.

You can view your calendar within the Chrome browser even when your do not have internet access, but you will need to enable this.

1. Click the ⚙▾ icon and choose *Offline*

2. In the window that appears, click *Enable*; Chrome will begin synchronizing your calendar events to your computer; however, not all of your calendars are synced, by default

3. To enable syncing of <u>all</u> (or any additional) of your calendars, click the ⚙▾ icon again, select *Offline*, then choose *Offline Settings*

4. Check the box under *Available Offline* for any calendars that you want to be able to access when offline; click *Save*

V. CREATING AND SHARING CALENDARS

You are able to create as many calendars for as many areas of your life as you want! Your events from these calendars will all appear in the same area (on the main calendar), and you can always toggle certain calendars' events on and off. By default all newly created calendars are not shared; you will need to change shared settings for others to view your calendars and events.

1. In the left sidebar, click the ▼ symbol beside *My Calendars* and select *Create new calendar*

2. Fill out the *Calendar Name* and any other information you feel is applicable

3. Ensure the time zone is set correctly as *(GMT-6:00) Central Time*

4. If you would like to share your calendar and its events with others in general (e.g. everyone or all with Joplin Schools), check the *Share this calendar with others* box
   - *Make this calendar public* will make it accessible to everyone
   - *Share this calendar with everyone in the organization **Joplin Schools*** will share the calendar with everyone with a Joplin Schools account

5. If you would rather name specific individuals with who to share your calendar/events, enter that individual's e-mail address in the *Person* field
   - Needs to be either an '@joplinschools.org' or '@gmail.com' account

6. Under permission settings, choose the level of access the person will have to your calendar
   - *Make changes AND manage sharing* - person will have complete access to the calendar to add/edit/delete events and sharing settings, including adding new people with who the calendar is shared without notifying you

- *Make changes to events* - person will have the ability to add/edit/delete events but will have no access to shared settings
- *See all event details* - person will only have viewing permissions of events, but all details will be available (no changes may be made, though, by this person)
- *See only free/busy (hide details)* - person will only be able to see when you have events on your calendar, but will only see a generic 'free' or 'busy' tag on each event; no event details will be viewable

7. To adjust any shared settings, simply navigate to the individual to change and click on the drop-down menu to change their permissions or click the trash icon 🗑 to delete the person entirely

8. Click *Save* to create the calendar and/or apply the new settings
   - Any users with whom you have shared a calendar should receive an e-mail with a link to click to confirm the sharing
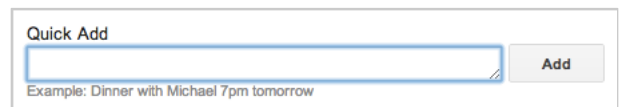
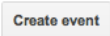## VI. CREATING EVENTS AND TASKS

CREATING EVENTS

There are several ways to create tasks within Google Calendars depending on how many details are associated with the event.

Quick Add to Default Calendar ('Your Name' Calendar)

1. Click the ▼ button in the upper left; this will bring up a *Quick Add* screen

Quick Add
Add
Example: Dinner with Michael 7pm tomorrow

2. Enter the event description and click *Add*

3. The event will be added to your default calendar (the calendar named after you)

Quick Add to Specific Calendar

1. Events and tasks (see below for task information) can also be added by navigating to the date of the item and clicking once

2. In the popup window, choose *Event* or *Task*, enter the information (including the correct calendar for events), and then [Create event]
   - To edit event details, click *Edit event »*

Detailed Creation Using Create Button

1. Click the [CREATE] button

2. Type the event description

3. Choose the date and time of the event
   - For events with no specific time or all day events, click the *All day* box
   - For events that repeat, check the *Repeat…* box

4. If you would like, you may enter a location (*Where*), a description, or add an attachment (if you have enabled the lab - see above)

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5. Additionally, make sure to choose the correct calendar to which to add the new event

6. You may choose to change the event color and add a reminder through a popup or an email

7. Others can also be added to an event by entering their Google account to the *Add: Guests* section to the right; the invitee will have the opportunity to accept the event or decline

8. Click *Save*

Detailed Creation to a Specific Calendar
It is easy to accidentally a events to the default calendar by forgetting to change the calendar in the detailed event creation page; to avoid this…

1. Hover over the calendar of your choice, and click the ▼ button

2. Choose *Create an event on this calendar*

3. Follow the directions above to enter event details

CREATING TASKS

Google understands that you have events that are scheduled for specific dates and times, but there are also things that you just need to get done, so they also provide a tasks list.

1. Under your *My Calendars* list, you will also notice a *Tasks* item. Clicking on this item will reveal a sidebar on the right side.

2. To quickly add a task, click inside an empty line beside a checkbox and type in the task description

3. To add details and add to a task list, click the > symbol

4. In this menu, you may add a due date (which will place the task on your calendar along with a checkbox) and task details

5. To add a task list to categorize your tasks, click the ≔▸ symbol, choose *New list…*, enter a name, and click OK
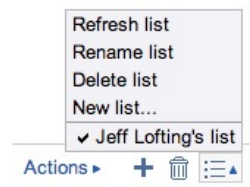
6. Then, click on the symbol again to switch among lists

7. To rearrange tasks in a list, hover over a task and a series of dots will appear to the left of the box (▦☐); click and drag where you want the task to be located

8. To make a task a sub-task, click inside of the task and hit the Tab key

9. To delete a task, click inside of a task and click the trash icon 🗑

10. Click the *Actions* for several other task options

11. Click ▶ on the left side of the Task panel to collapse the panel but to continuing viewing dated tasks on your calendar

VII. MISCELLANEOUS

TOGGLING CALENDARS ON/OFF

- To temporarily remove the displaying of events from a calendar, hover over the calendar in the left sidebar and click once
- To display only a certain calendar, click the ▼ symbol beside the calendar and select *Display only this Calendar* and all other calendars will be toggled off; to toggle them back on, hover over each and click once

CHANGING COLOR OF DEFAULT CALENDAR EVENTS

New events for calendars will be displayed as a certain default color for that calendar. If you don't like the color, you may change it.

- Hover over the calendar, click the ▼ symbol, and select color of your choice

PRINTING CALENDARS

If needed, you may print out your calendar in the several different views - day, week, month, 4 day, and agenda.

1. Toggle on/off calendars until only those you desire to print are on

2. Also, change the calendar view to the desired view to be printed

3. Click More ▼ and then *Print*

4. Choose the range of dates you would like to include on the printout, the font size, orientation, and whether to print in color or black and white

5. Then, either click *Print* to send it to the printer OR *Save As…* to save the calendar as a PDF