WCPSS Google Apps - Calendar

At a Glance...

- create a calendar that can be viewed/edited by yourself and/or others
- Available all on all devices, anytime, anywhere.
- Embed your calendar on other websites/services.
- Create as many calendars as you wish

Access It At...

www.google.com/calendar or via mobile device app

Required Knowledge...

- Basic MS Windows / PC operation
- Helpful: Previous MS Office / web authoring experience

Username / Password

- Username: WCPSS email name (ex. jsmith1)
- Password: WCPSS email password

To begin with, let's get logged into Google. Navigate your web browser to www.google.com/calendar.

Google
One account. All of Google.
Sign in with your Google Account

Email
Password
Sign in
☑ Stay signed in   Need help?

Enter your full WCPSS email address (ex. jsmith1@wcpss.net)
No need to enter password yet.

WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Log into Google Apps for Education

Username: User Type:
Your Wake ID   Staff

Password:
Your Wake ID Password

LOGIN

You'll be forwarded to the WCPSS Google login entry.

Enter your username (your WCPSS email name) and your email password and click "Login."

If you've never used Google Calendar with your WCPSS Google account, you'll see this as your initial calendar, shown in weekly view.

Create an event on your calendar

Change the view to day / week / month / etc

Shows calendars you've created

Access advanced settings

Shows others' calendars you have access to view or edit

Google
Calendar
Search Calendar
+Lrms
Today < > May 24 – 30, 2015   Day Week Month 4 Days Agenda More ▾ ⚙▾
CREATE ▾
▾ May 2015
S M T W T F S
26 27 28 29 30 1 2
 3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1 2 3 4 5 6
▸ My calendars
▸ Other calendars
Sun 5/24 Mon 5/25 Tue 5/26 Wed 5/27 Thu 5/28 Fri 5/29 Sat 5/30
Memorial Day
GMT-04
5am
6am
7am
8am
9am
10am
11am
12pm
1pm
2pm
Terms - Privacy

To begin with, click "month" as the viewing style.
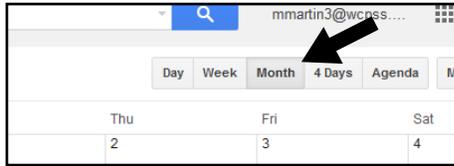
Your screen should now look like this.
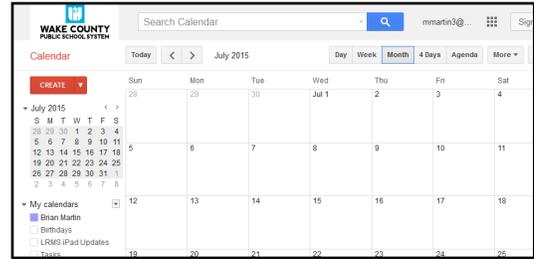
Too add an event to your calendar, you can click the day of event, or click the red "Create" button on the left.

Click a day on the calendar itself and you'll see a small pop-up window.
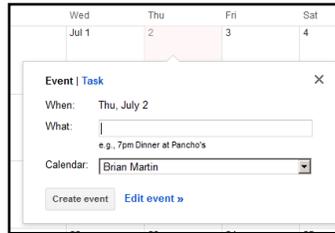
Enter details - such as time, location, and name.
For example, type "Dinner, Chili's, 6pm."
Click "Create event."

You'll now see the event on your calendar.

Clicking on the event will let you see more details. You can also edit the event.
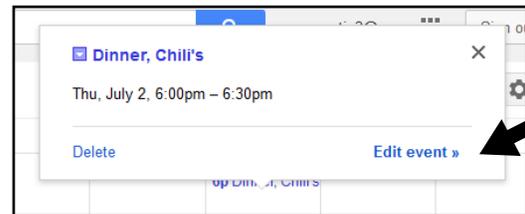
Edit name and dates/times

Edit details

Add an attachment file, from your Google Drive

Color code events on your calendar
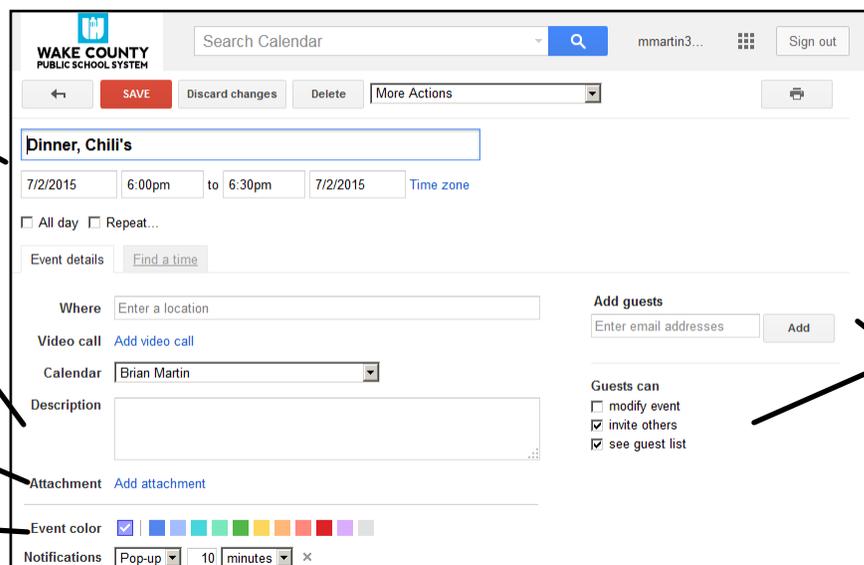
Allow others to modify event, invite others, see a guest list

At the very bottom, you can choose to make the event seen by others or keep it private, only to be seen by you.

Click the red "Save" at the top when you're done editing.

Back on the main calendar page, look to the left and find "My Calendars." You can have as many as you wish - for example, one for your usage; one for 1st period, one for 2nd period, and so on.
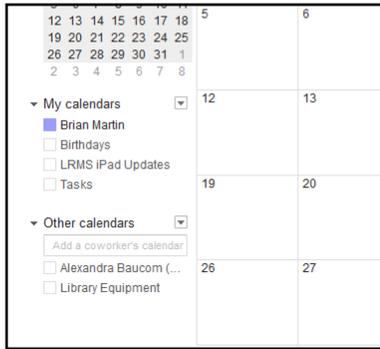
Click the arrow beside "My calendars" to create a new one.
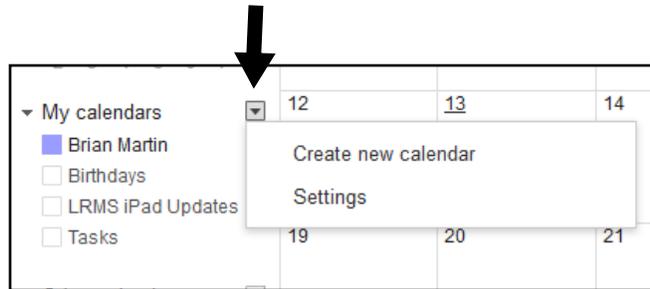
Once you have multiple calendars created, you can choose to view one specific calendar, or all of them together in the same display. Click the arrow beside the calendar name and you can select "Display only this Calendar."
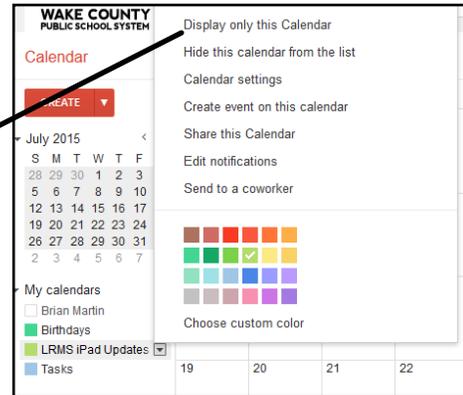
Now, let's focus on how we can share this calendar so others can see it.

Click the arrow beside one of your calendars. Choose "Share this Calendar" from the options.
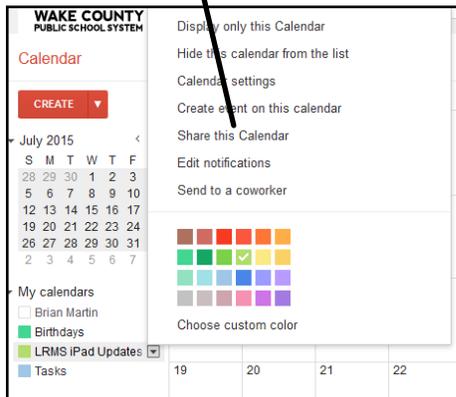
Here you can choose to make this calendar available to others or not, or share with specific people.
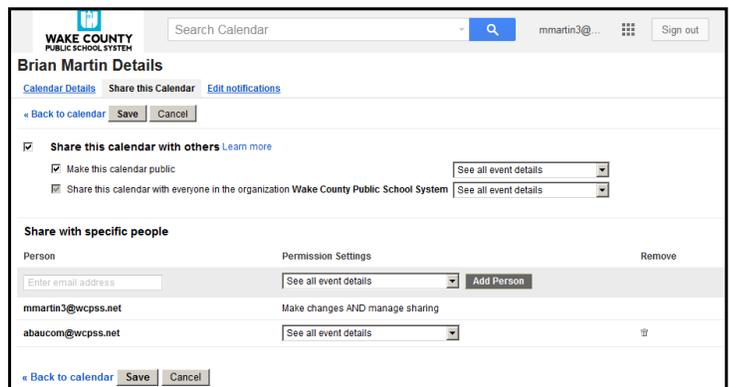
Let's find the code that we can use to embed this calendar on another website (such as a Edmodo, Blackboard, or other teacher website).

Click "Calendar Details."

Here you can change a few details about your calendar.

To embed the calendar on another website, copy the code in this box.

Helpful Hint:
You can change the numbers beside "width" and "height" to make it fit better on other websites.

You can delete the calendar here, too, if you no longer want to use it.

Click "Save" or "Back to Calendar" when complete.

Here you can see we've embedded the school's master calendar on the school website.

Creating a Google Calendar holds strong possibilities. Provided your calendar is set to be pubilc, parents or students could subscribe to your calendar.
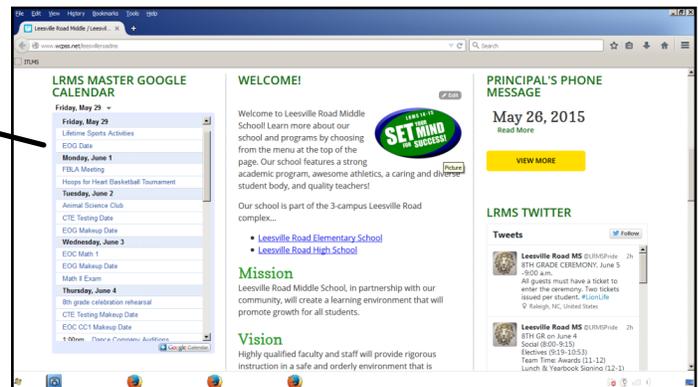
Additional Help, Resources, and Ideas...

Google Calendar Training:
https://www.google.com/edu/training/get-trained/calendar/introduction.html

10 Hidden Google Calendar Uses in the Classroom:
https://daviddoherty02.wordpress.com/2013/04/02/10-hidden-uses-for-google-calendars-for-teachers/

WCPSS Google Support:
http://google.wcpss.net/