



WCPSS Google Apps - Calendar

At a Glance...

- create a calendar that can be viewed/edited by yourself and/or others
- Available via 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

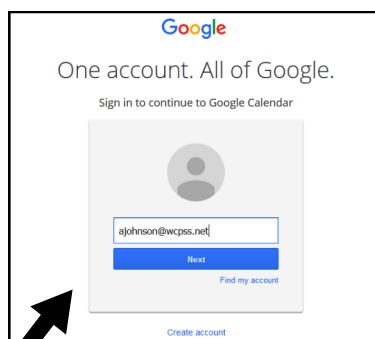
Required Knowledge...

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

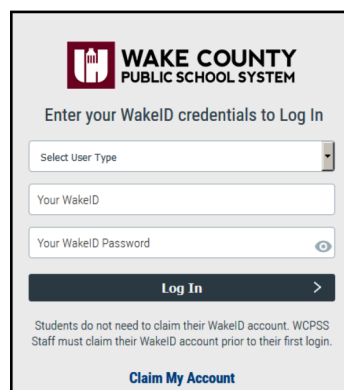
Username / Password

- Username: WCPSS email address
- then, use your WakeID and WakeID password

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



Enter your full WCPSS email address
(ex: ajohnson@wcpss.net)



You'll be forwarded to the WCPSS WakeID entry point.

Choose staff or student.
Enter your WakeID
(your WCPSS email name)
and your WakeID
password.

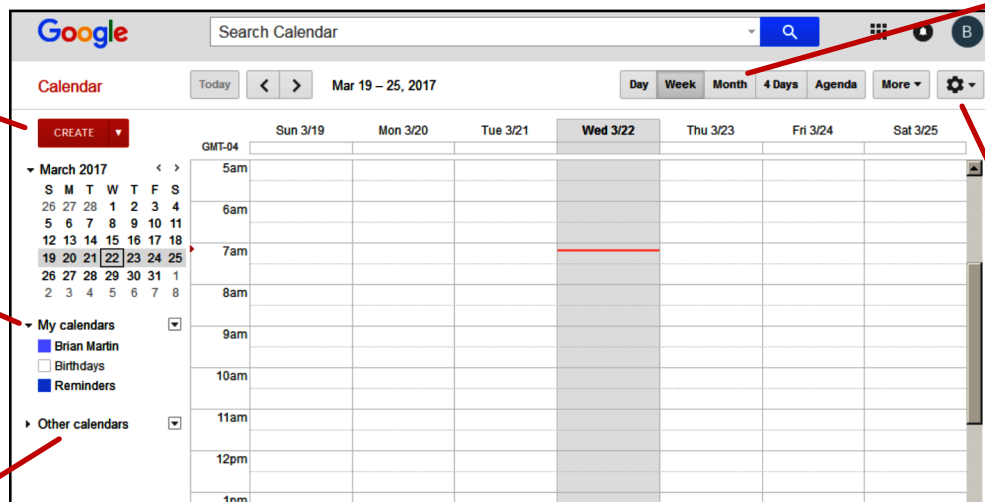
Then click "Log In."

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

Create an event
on your
calendar

Calendars you've
created

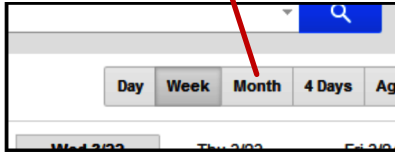
Others' calendars
shared with you
that you can
view and/or edit



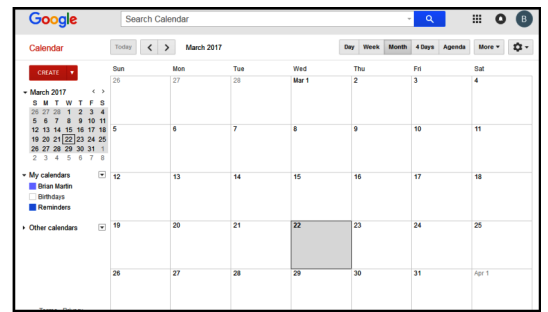
Change the view
to day/week/
month/ etc

Access
advanced
settings

Let's change our view to "month" style. Click the "month" view button.

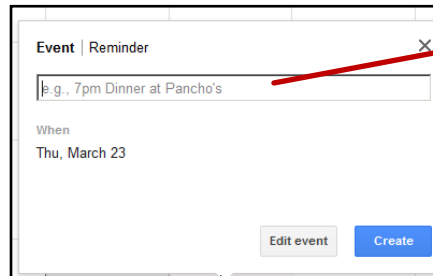


Your screen should now look something like this.



To add an event to your calendar, click the day of event. Alternatively, you can click the red "Create" button at the top left.

You'll see a small pop-up window.



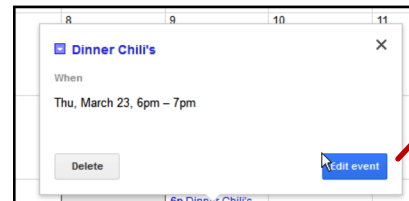
Enter details on the text line. For example, just "Dinner, Chili's, 6pm"

Then click "Create."

You'll now see the event on your calendar.



Clicking on the event will let you see more details. This also permits you to edit the event (just click "Edit 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

Show me as ☐ Available ☒ Busy
Visibility ☒ Calendar default ☐ Public ☐ Private

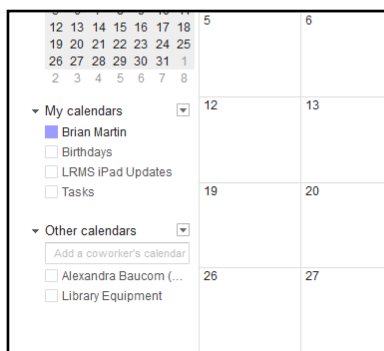
By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)
[Publish event](#)

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

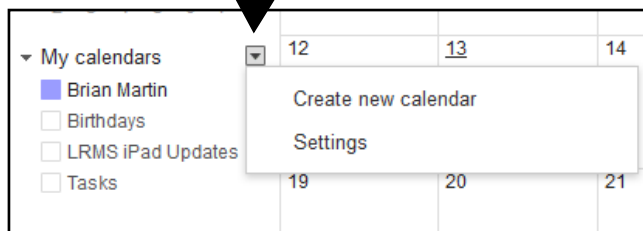


Click the red "Save" at the top when you're done editing.

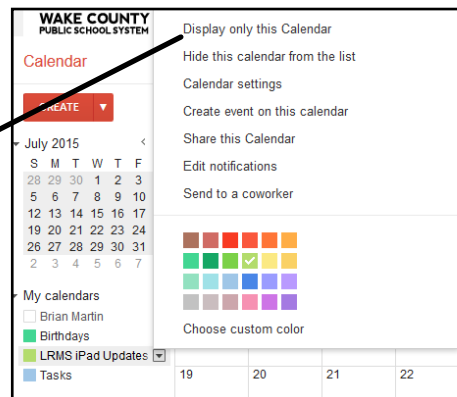
Back on the main calendar page, look to the left and find "My Calendars." You can have as many as you wish - for example, one for your usage; one for 1st period, one for 2nd period, and so on.



Click the arrow beside "My calendars" to create a new one.

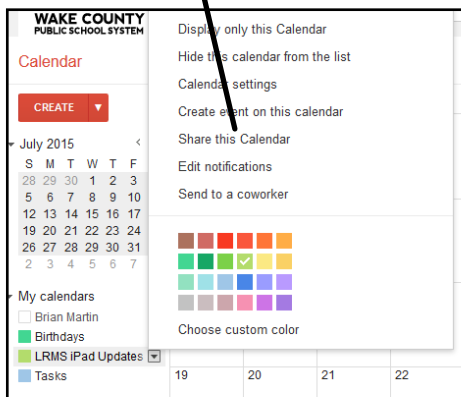


Once you have multiple calendars created, you can choose to view one specific calendar, or all of them together in the same display. Click the arrow beside the calendar name and you can select "Display only this Calendar."

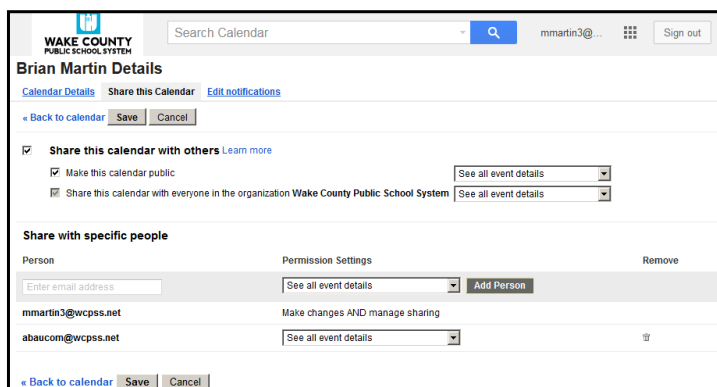


Now, let's focus on how we can share this calendar so others can see it.

Click the arrow beside one of your calendars. Choose "Share this Calendar" from the options.

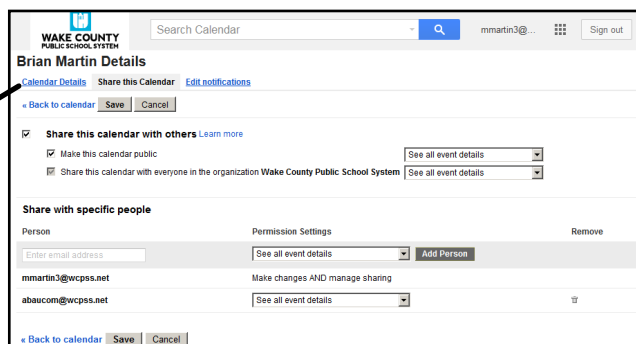


Here you can choose to make this calendar available to others or not, or share with specific people.



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."



PUBLIC SCHOOL SYSTEM
Brian Martin Details
[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#)

[Back to calendar](#) [Save](#) [Cancel](#)

Calendar Name:

Calendar Owner:


Organization:

Description:

Location:

Calendar Time Zone: [Set my time zone](#)

Embed This Calendar
 Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link.

 Paste this code into your website. Customize the color, size, and other options.

```
<iframe
src="https://www.google.com/calendar/Embed?src=mmartin3%40wcpss.net&ctz=America/New_York"
style="border: 0" width="800"
```

Calendar Address: [KML](#) [iCAL](#) [iCAL](#) [DETAILS](#) (Calendar ID: mmartin3@wcpss.net)
 This is the address for your calendar. No one can use this link unless you have made your calendar public.
[Learn more](#) [Change sharing settings](#)

Private Address: [KML](#) [iCAL](#) [Reset Private URLs](#)
 This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.
[Learn more](#)

Delete calendar: [Delete all events in this calendar](#)
 Delete: All events in this calendar will be deleted. If any event has guests, it will be removed from guests' calendars as well.
[Learn more](#)

[Back to calendar](#) [Save](#) [Cancel](#)

Here you can change a few details about your calendar.

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

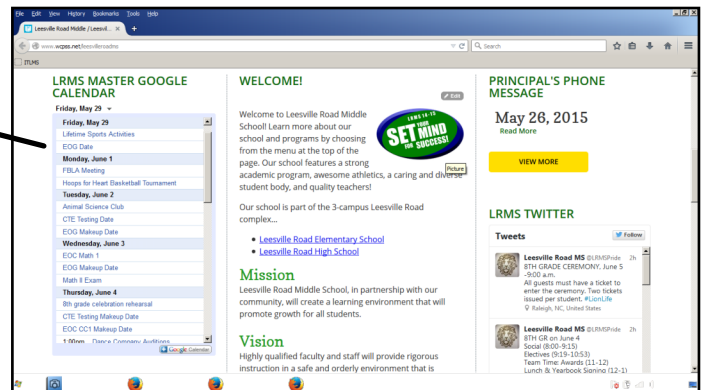
Helpful Hint:
 You can change the numbers beside "width" and "height" to make it fit better on other websites.

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 public, 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/>