Adding a New Calendar

1. To add a new calendar, click on the "Add" link under the "My calendars" section on the left.

2. Name the calendar, give it a description (optional), set your time zone, decide whether you want to share it, and click the "Create Calendar" button.

- A. The calendar must be public if you intend to embed it into a website.
- B. You can add specific people by typing their email addresses into the appropriate box.

* Back to calendar Create Calendar	and a second			
Calendar Name:	Training Calendar			
Organization:	Ccboe.org			
Description:	Calendar for <u>CCBOE</u> training	events led by Derrick Wadd	ell	
Location;	e.g. "San Francisco" or "New)	/ork" or "USA." Specifying a	general location will help people fine	t events on your calendar (if it's put
Calendar Time Zone:	Country: United States		(choose a different	country to see other time zones)
right set of time zones. To see all time	contraction of the second second second			
right set of time zones. To see all time	contraction of the second second second	(T-06.00) Central Time	Display all time zones	
right set of time zones. To see all time zones, check the box instead	Now select a time zone: (0)	(T-06:00) Central Time		
right set of time zones. To ses all time zones, check the box instead	Now select a time zone: (0)	IT-06:00) Central Time		
right set of time zones. To see all time zones, check the box instead Share this calendar with oth	Now select a time zone: (0)	See all event details	Display all time zones	
right set of time zones. To see all time zones, check the box instead.	Now select a time zone: (0)	See all event details	Display all time zones	
right set of time zones. To see all time zones, check the box instead.	Now select a time zone: (0)	See all event details	Display all time zones	Remove
right set of time zones. To see all time zones, check the bor instead.	Now select a time zone: (0)	See all event details See all event details	Display all time zones	
Make this calendar public	Now select a time zone: (0) ters <u>Learn more</u> ne in the organization Coboe.org	See all event details See all event details Permission Settings	Clisplay all time zones	

Adding and Editing an Event

- 1. To create an event, click on the appropriate day.
- 2. Name the event (you can specify a time as well, i.e. Semester Exam 8:00a.m.)
- 3. Choose the calendar to which you want to add it.
- 4. Click the "Create event" button.

Create event Quick a	dd Tod	ay 💽 🖂	December 2010		(iii) Print	Refresh C	Jay Week	Month	4 Days	Agenda
December 2010	101	Sun 28	Mon 24	Tue We		Thu	Tak.	Fri	+	Sat
S M T W T F 28 29 30 1 2 3 5 6 7 8 9 10 12 13 14 15 16 17	8 4 11 18	28		Event Tas	Dec 1		-4		8	
19 20 21 22 23 24 26 27 28 29 30 31 2 3 4 5 6 7	25 1 8	5	5 3.30p UAB Interview	When: What:	Thu, Decemt Semester E				i	a a
My calendars dwaddell@ccboe.org CCBOE		17.242		Calendar:	e.g., 7pm Dince dwaddell@c dwaddell@c	cboe.org		×		
Computer Applications Computer Lab English (Waddell) Mr. Waddell		12	13	Create eve	CCBOE Computer Ap Computer La English (Wa Mr. Waddell West Point I	oplications b ddell)				
Tasks West Point High School WPWB TV Writing Lab		19	20	21	West Point WPWB TV Writing Lab kharbison@o					3



5. After an event has been created, you can click on "Edit event details" to change the details of event. You can change the name, place, time, and more.

Semester E	xams	
2/16/2010	to 12/16/2010 All day Repeat	
Event detaik	Find a time	
Where	West Point High School	Add: Guests Rooms. etc.
Calendar	dwaddell@ccboe.org	Enter email siddresses
Description		Add
Attachment	Add attachment	Guests can Imodify event
Reminders	Email M 10 minutes X ×	✓ see guest list
	Pop-up v 10 minutes v × Add a reminder	
show me as	 Available O Busy 	
Privacy	Default Defuilt	
	O Private	
	Learn more about private vs public events	

6. To add an attachment while editing the details, click "Add attachment." It will bring up a list of your Google Docs that you can attach to the event for others to view.

Vest F	Select a file		12
dwadd	Google Docs		Search
_	Documents	🗆 📷 Detention Form	Nov 29
	Spreadsheets	WPHS Announcements	Nov 29
	Presentations	🖾 📑 Student Usernames	Nov 29
	Folders	U 🐻 West Point Middle School Morning Announcement Form	Nov 29
d att	Upload	🖾 📷 Week 17 2010	Nov 27
nail	Recently selected	🔲 📷 Copy of Preterite Practice Quiz	Nov 16
COLLEGE .		🔲 🧓 Email Mrs. Hilton	Nov 16
op-u		🗖 🍓 Wesk 15 2010	Nov 14
dat		🔲 🍓 Week 14 2010	Nov 14
Avai		🔲 🍓 Final Project Topic List	Nov 12
Bus		🗖 👼 Tardy Form	Nov 9
Defa			

7. While editing the event details, you can set up email or pop-up reminders.

Where Calendar	West Point High School dwaddell@ccboe.org	
Description		
Attachment	Add attachment.	
Reminders	Email Y 10 minutes X Pop-up Y 10 minutes X	
	Add a reminder days	

8. You can invite others to your event. They'll receive an email asking them whether or not they will attend and you can get a list of everyone who will be coming. You can also give them the ability to invite others and see the guest list.

ldrau		
1.944	auch" < <mark>ldrauch</mark> @co attendees cotional	boe.org>
dwaddelld	Bccpoe.org	×
10.05253100		

Views

1. You can view the calendar in different views by clicking on the appropriate button in the top-right of the calendar.

Google calendar		Search my cr	iendars Show pearch options				
Create event Quick add	Today K Wed	nesday, Dec 1, 2010	C Print Refresh	Day V	Veek Month	4 Days	Agenda
December 2010 🛛 💷 💷	Expand All Collapse All						103 103
S M T W T F S 28 29 30 1 2 3 4	Wed Oct 27, 2010	9am - 10am	ACCESS Anne Davidson coming by s	8 A			
5 6 7 8 9 10 11 12 13 14 15 16 17 18	Fri Nov 5, 2010	All day	⊕ Grades in STI - STI e ∡				
19 20 21 22 23 24 25 26 27 28 29 30 31 1	Mon Dec 6, 2010	3:30pm - 4:30pm	■ UAB Interview @ Board of Education	(1 0			
2345678	Thu Dec 16, 2010	8am – 10am	[®] <u>Google Calendar Training</u> - WPM ⊗				

2. View multiple calendars by clicking on the calendar name under "My Calendars" to turn that calendar on and off.



- 3 -

3. You can change the calendar display, color, settings, share settings, and more by clicking on the down arrow next to the calendar name.

Create event Ouick	00	11	Vednesday, Dec 1, 2010	Print Refresh Day Week Month 4 Days Agence
Carl State State State State	33.00	Expand All Collapse	e All	
S M T W T F 28 29 30 1 2 3	- CD	Wed Oct 27, 2010	🕜 9am – 10am	G ACCESS Anne Davidson coming by ■
17.91.719.9-1.17 17 17.	1 11 18	Fri Nov 5, 2010	🕜 All day	[⊕] <u>Grades in STI</u> - STI ∞ ≏
19 20 21 22 23 24 26 27 28 29 30 31	100	Mon Dec 6, 2010	3:30pm - 4:30pm	[®] UAB Interview @ Board of Education ∞
2 3 4 5 6 7	8	Thu Dec 16, 2010	8am - 10am	@ Google Calendar Training - WPM @
My calendars dwaddell@ccboe.org	1	Wed Jan 19, 2011	Aliday	B Moodle Training at Vinemont Middle School - Vinemont Middle School at
CCBGE Computer Applications	and the second second	splay only this Calenda lendar settings	r day	@ Courtney Waters Birthday @
Computer Lab English (Waddell) Mr. Waddell	Sh	eate event on this caler are this Calendar tifications	ndar 1/2011. <u>Look for n</u>	tore
Tasks West Point High School WPWB TV Writing Lab Add Settings	100			
Other calendars				
Add a coworker's calendar				
kharbison@ccbos.org Add ¥ Setings				