FS 101
Software Everywhere
Fall 2013

Short Writing Assignment: Managing Your Time

Due Date: Wednesday, September 25, 2013

In order to ensure that you have a smooth start to your academic career at Allegheny College, it is useful, among other things, to organize your weekly schedule. In this assignment, you must create your own schedule using Google Calendar. After visiting the Web site `http://sites.allegheny.edu/my/`, click on the box with the label "Calendar" and the icon of a calendar. Including as many details as is possible, start to add in the different events that you will attend during the week. For example, your schedule should include all of your class, recitation, and laboratory sessions, the times during which you will study, the meeting times for the clubs and organizations to which you belong, when you will meet with professors during office hours, and any other relevant activities.

Next, you should print a one page summary of your schedule that you can turn in as a part of this assignment. You should also explore all of the different options that are associated with configuring your Google Calendar (e.g., security permissions, color coding, and multiple calendars). After completing and printing your schedule, please reflect on the process that you followed to produce your calendar. As the final part of your assignment, you should write a one to two page tutorial that clearly explains how an Allegheny College student could create their own schedule in Google Calendar. The document must precisely describe the steps that can easily be followed by a student who is new to Allegheny College. You may consider including an appendix of screenshots as one way to make your tutorial more concrete and easier to understand.

All students are encouraged to bring a draft of their materials to the Learning Commons and/or the instructor's office hours in order to receive feedback on their writing assignment.