Google Calendar:
From Basics to Expert Tips

Access this presentation at:
https://goo.gl/o715zd

Why use Google Calendar?

- LPS will be using G Suite starting in 2017-2018, which includes Google calendar
- Streamline lots of schedules in one place (school, home, and more!)
- Share whole calendars or single events with others
- Access and sign out shared school or departmental resources
- Load public calendars
- Available everywhere that you can access the internet
- Sync calendars with your computer, phone, iPad...
- Set reminders!
- Searchable
- Customizable

Source: https://wiredimpact.com/blog/8-reasons-to-use-google-calendar/

Jump to a section from here!

- [Fundamental Understandings](#)

- [Section 1: Getting Started](#)

  - [LPS Need/Nice to Know Table of Contents](#)

- [Section 2: Personalizing Your Google Calendar](#)

- [Section 3: Organization Tips for Google Calendar](#)

- [Section 4: Sharing Work and Home Calendars](#)

- [Section 5: Advanced Tutorials, Tips, and Tricks](#)

Fundamental understandings

You already have a Google calendar! (maybe more than one...)

The calendars/events you see depend on which account(s) you are logged into.
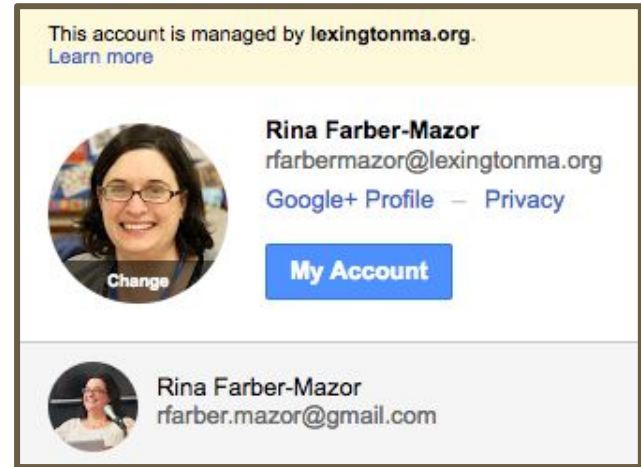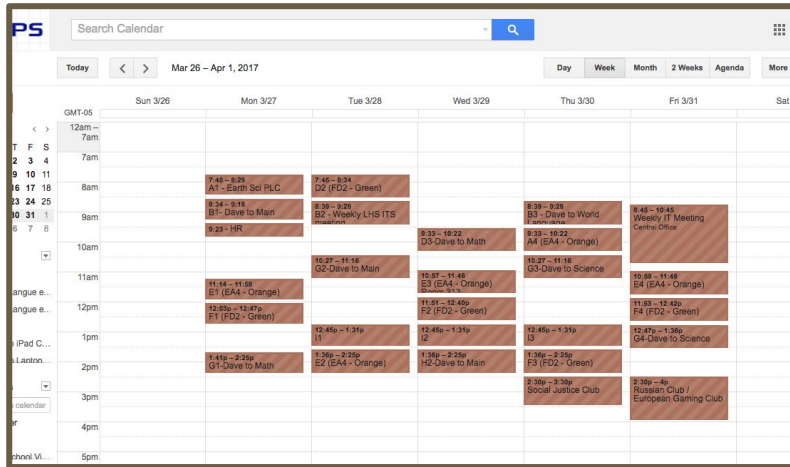
Please open your Google Calendar now!

Section 1: LPS Need to Know/Nice to Know

- How to Get to Google Calendar*
- Tour of Your Calendar

EVENTS

- Adding Events*/Changing the Event Settings
- Setting a Notification for a Specific Event*
- Invite Someone to an Event**
- Responding to Invitations in Calendar**/from Gmail**
- Set a Repeating Event**
- Change and/or Delete a Repeating Event**

MULTIPLE CALENDARS

- Create a New Calendar**
- Layering Calendars On/Off*

- Setting Default Notifications for Your Calendars*
- Share a Calendar with Others**
- Adding Coworkers' and District Calendars*
- Deleting Calendars Temporarily**
- Deleting Calendars Permanently**

One star =
NEED to know for LPS
Faculty/Staff

Two Stars =
NICE to know for LPS
Faculty/Staff

How do I get to my Google calendar(s)?

For now, let's start with our **LPS calendars**. Open the Chrome browser and make sure that you are signed into the browser OR into Google* as _____@lexingtonma.org.

Access Calendar via the address bar! Type:

calendar.google.com

Or from your Google Apps Launcher:
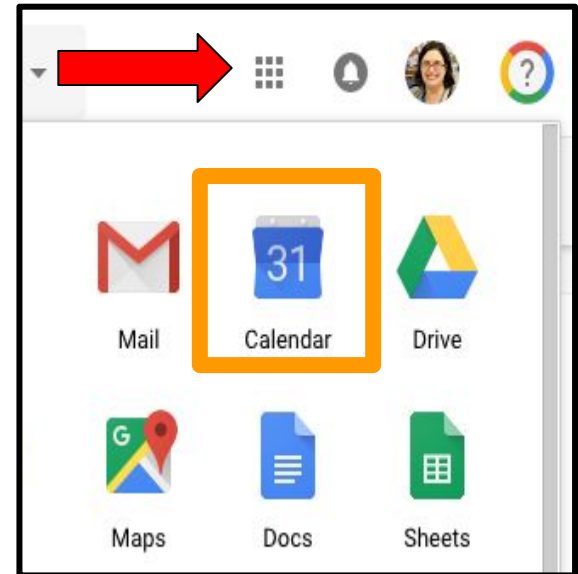
*Interested in the difference between signing into Google and signing into the Chrome browser?
To learn more, watch this 4-minute video explanation!

EEEK! WHY ARE THERE SO MANY THINGS HERE ALREADY???

There are a few ways things may appear on your calendar without you realizing it, and that's okay! For example:

- Any time someone invites you to an event, it is added to your calendar.
- If you have Google Classroom, each class has its own calendar!

We will go over that in more detailed later! Don't worry too much about those things yet!

FOR NOW: Click in the little colored squares to the LEFT of each calendar name *except* the top calendar to turn all calendars off but your main calendar.

Let's take a tour - what's here?

Logout or switch account

Search

Change view

Add a new event

Mini calendar

Change settings

Calendars I own

Calendars that are shared with me

Events
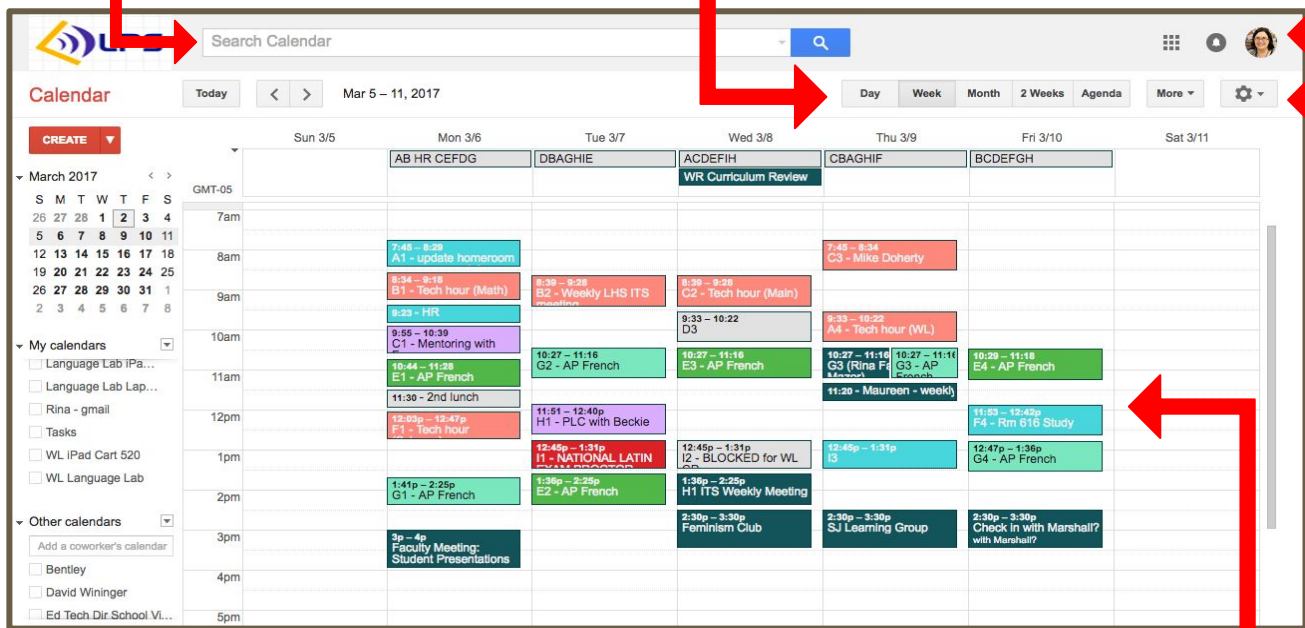
Working with Single Events

Don't forget that this training is for Google Calendar on **computers**!

This is the most robust platform for Calendar, although it has great uses on other devices. If you have time during this workshop or later, you can go here to learn about installing and/or accessing Calendar on other devices.

Create an event

You can also add a new event by double-clicking on the desired day/time in the calendar area
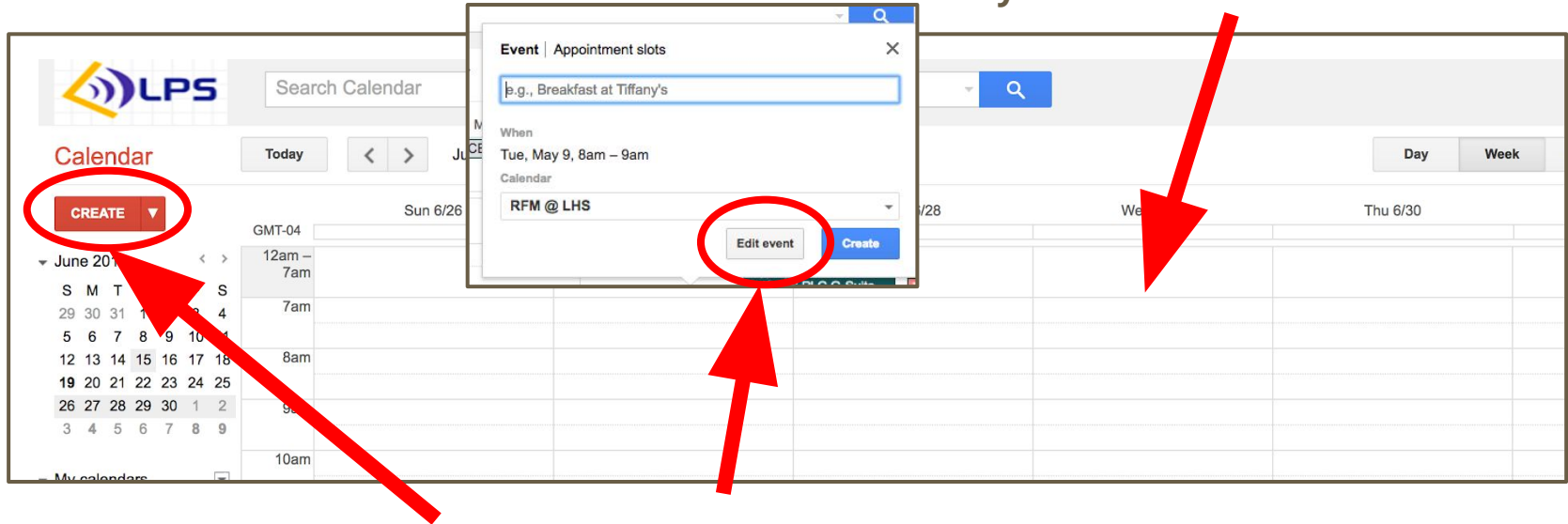
Add a new event by clicking here, then click "Edit event" to manage the settings.

PRO TIP: If you are going to invite someone to the event, think about your naming conventions! It's not that useful for me to have an event in my calendar listed as "Meeting with Rina". Rather, if you call it "Rina and Dave's meeting", then we both can see who is meeting and when.

Manage the event's settings

When you are done, click save!

Put the title of the event

Set the date and time for the event

If you want the event to repeat, click here

Add an address to connect to Google Maps, or just info to remind yourself.

Choose what calendar you want the event to go on here. Very important with multiple calendars!

Invite others to your event by putting their email address in this box here. Adjust their settings here.

Color code your event here!

Set a notification for the event (email or pop-up)

If the calendar is shared with others, you can make this event public or private here. The default is public to anyone who is shared on the calendar.

Setting a notification for a specific event

Click into the Calendar event to bring up the event's details screen. Scroll down to the notifications section and click "Add a notification".

When you add the notification, you can choose to receive it via email or as a notification (if you've connected a phone to this account) and choose an amount of time before the event for it to arrive.

You can even set multiple notifications for the save event!

Invite someone to an event

First click on the event, then click "edit event".

Type the guest's email address into the box on the right. Click "Save" (top left) and then "Send" when prompted with the question. Your guest(s) will receive an email invitation to your Calendar event. This will make the event appear on their Calendars as well.
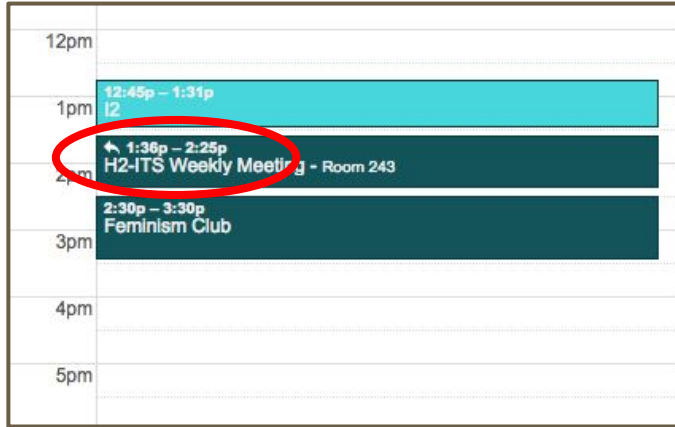
Learn and Practice: Event Basics

1. Create an event.

2. Invite (and send an invitation) to your training session leader or (even better!) a colleague who is in the training session with you.

3. Send yourself an email reminder.

Did you complete all three steps? You're on your way to earning the **Calendar Ninja** title!

CALENDAR NINJA

Responding to event invitations from Calendar

If someone invites you to an event, it will automatically show up on your calendar with an arrow to the left.

- Clicking on the event (depending on which spot will bring up one of these screens, where you can respond to the event and/or remove it from your calendar completely.

Responding to event invitations from your Gmail

Invitation: H2-ITS Weekly Meeting @ Wed May 10, 2017 1:36pm - 2:25pm (Rina Farber-Mazor)   Inbox   x

David Wininger via google.com   8:59 AM (26 minutes ago)
to me

May 10 Wed

H2-ITS Weekly Meeting
View on Google Calendar

When   Wed May 10, 2017 1:36pm – 2:25pm (EDT)
Where   Room 243
Who   David Wininger*

Yes   Maybe   No

Agenda
Wed May 10, 2017

10:27am   E3 - AP French
12:45pm   I2
1:36pm   H2-ITS Weekly Meeting
2:30pm   Feminism Club

H2-ITS Weekly Meeting   more details »
49 minutes

When   Wed May 10, 2017 1:36pm – 2:25pm Eastern Time
Where   Room 243 (map)
Video call https://plus.google.com/hangouts/_/lexingtonma.org/dwininger
Calendar   Rina Farber-Mazor
Who   • David Wininger - organizer
          • Rina Farber-Mazor
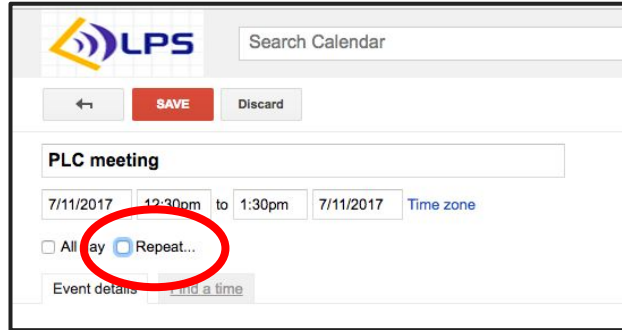
Going? Yes - Maybe - No more options »

If you get an Google Calendar invitation, you will also get an email to your LexMA gmail. You can respond without even opening your calendar!
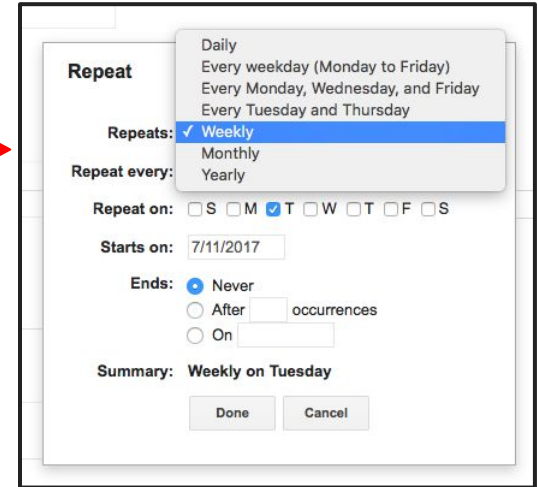
- **Click on your response to RSVP.**

- **Click more options or more details to open the event screen in Calendar.**

Make an event repeat

First click on the event, then click "edit event".
Choose repeat, then pick your settings.

Change or delete a repeating event

- If you make changes to any one particular event in a series, you don't have to change all the other events in the same series. Click in the repeating event on your Calendar to edit it, or click delete.

- If editing, make the changes. When you hit "save", you will be prompted with the following screen. Choose the appropriate action based on how long you want the change to take effect. **DO NOT UNCHECK THE "REPEAT" BOX AT THIS STAGE!**

- **Since we will be reserving equipment/shared spaces through shared calendars, it is really important to know that you now click "Only this event".**

Edit recurring event

Would you like to change only this event, all events in the series, or this and all following events in the series?

| Only this event | All other events in the series will remain the same. |

| Following events | This and all the following events will be changed. |
Any changes to future events will be lost.

| All events | All events in the series will be changed. |
Any changes to other events will be lost.

Cancel this change

When in doubt, read the descriptions!

Learn and Practice: Repeating Events

1. Create an repeating event.

2. Change one (and only one event!) in the series to a different time.

3. Delete one event in the series (not the one you previously changed) while leaving the rest.

Did you complete all three steps?

You're getting closer!

CALENDAR NINJA

Working with Multiple Calendars

As an LPS user, you will likely have multiple
calendars (small c) on your Google Calendar (big C).
What other calendars might you have?

- Other calendars that you've created (for courses, clubs, PLC groups, etc)
- District-wide calendars that everyone can reference
- Building-specific or resource calendars that you can edit
- Colleagues' calendars that they have shared with you
- Google Classroom's automatically created calendars

LPS Google Calendar: What's already there?

- "My calendars" = any calendars that you own [or share ownership to]
  - The top one is your default calendar, called _____.
  - If you have Google Classroom, each class that you've ever created has its own calendar in that section.
  - If anyone has given you "owner" access to their calendar, that calendar will be in that section as well.
- "Other calendars" = calendars that you can see but not edit yourself
  - These can include calendars shared with you by colleagues, groups, organizations, or public calendars that you subscribe to.
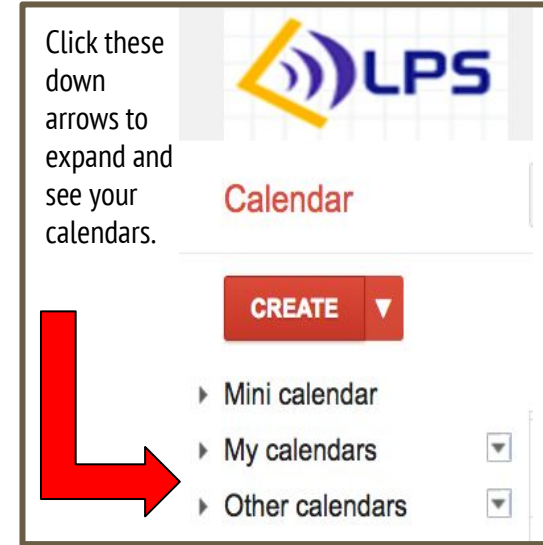
Click these down arrows to expand and see your calendars.

LPS

Calendar

CREATE ▼

▸ Mini calendar
▸ My calendars
▸ Other calendars

Don't forget that you have multiple calendars now!!

If you added an event and can't find it anymore, or something looks wrong or missing - check which calendars you are seeing!!

- Are you logged in? Are you logged in to the right account(s)?
- Have you toggled calendars on or off while viewing?

Both of these settings can affect not only which calendars you can see, but also which calendar is the "default" when you add an event!

REMINDER
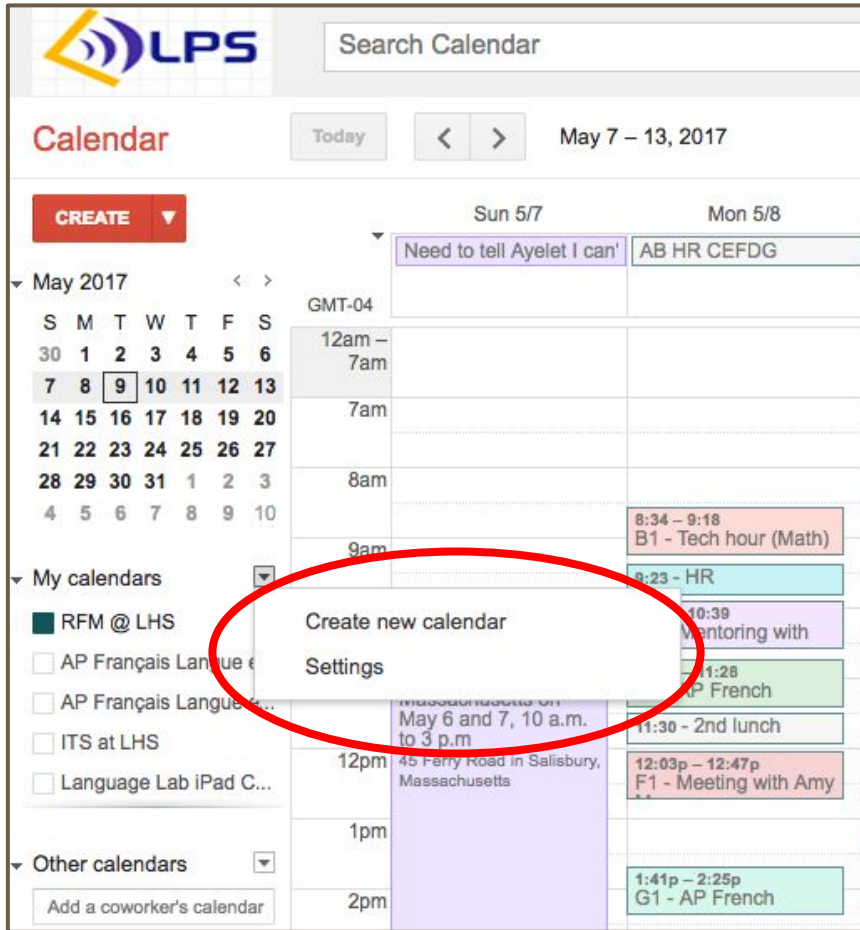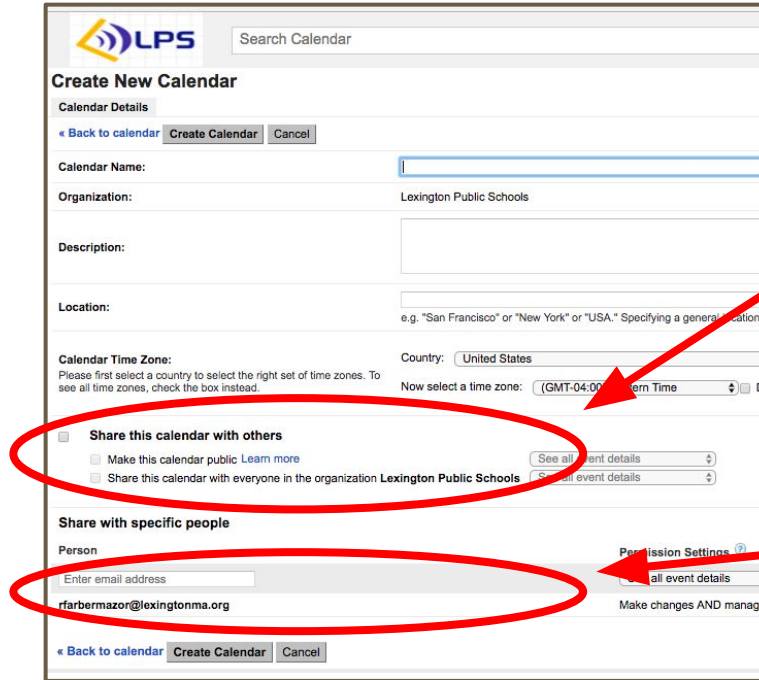
Create a new calendar

Next to "My calendars", click the down arrow. Choose "Create new calendar."

Make your calendar public here

Share with a specific person here

Choose your settings (you can choose to share from this screen), then click "Create calendar".

Turn calendars on and off (calendar layering)

One of the most important things now that you have shared calendars is understanding which ones you are seeing/editing at which time. You can do this by toggling particular calendars on and off.
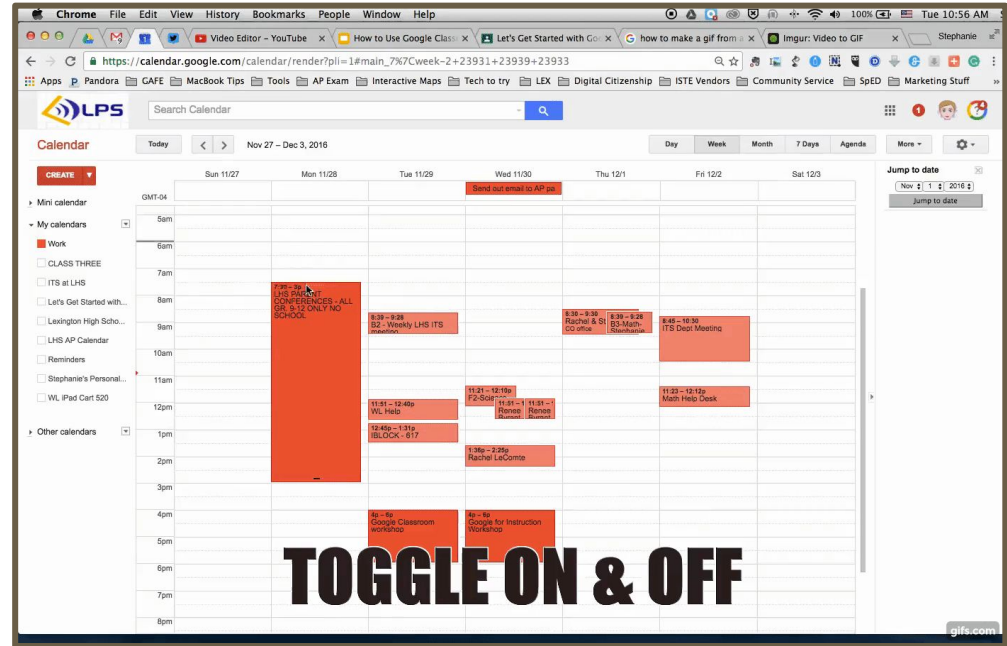
Watch this quick video explanation, then try it for yourself!

Setting default notifications for your calendars

Get to your calendar settings by clicking the gear and then choosing "Settings".

Switch to the "Calendars" tab up top.
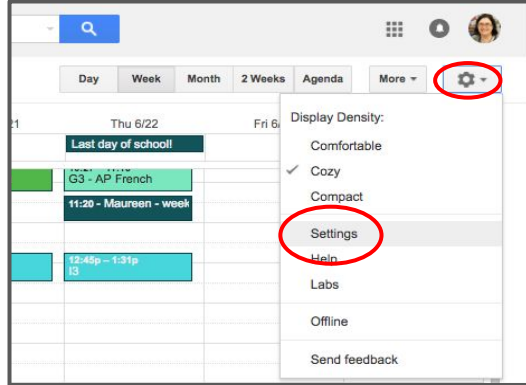
From that screen, click "Edit Notifications" for the calendar that you want to change. Set the kind of notifications you want as defaults (email vs. SMS/text) and hit "Save".
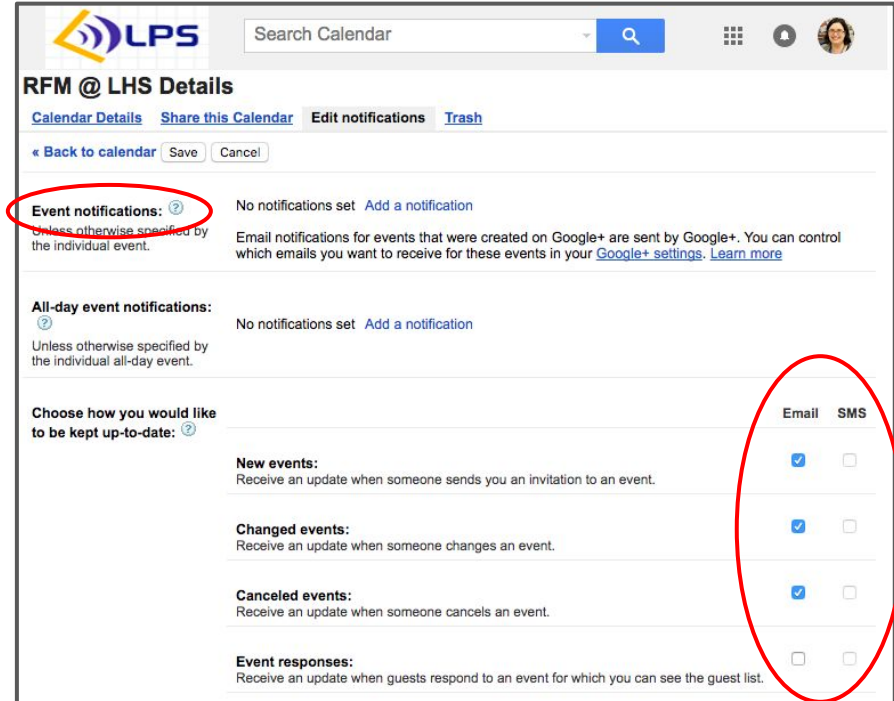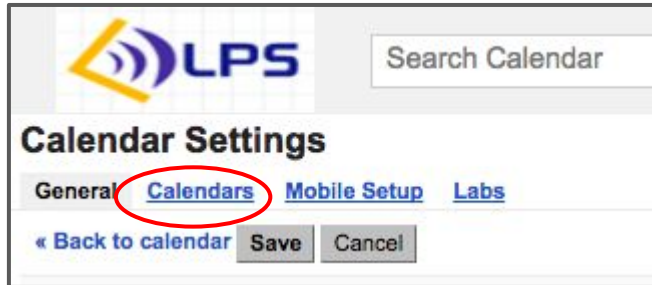
Share an entire calendar with someone
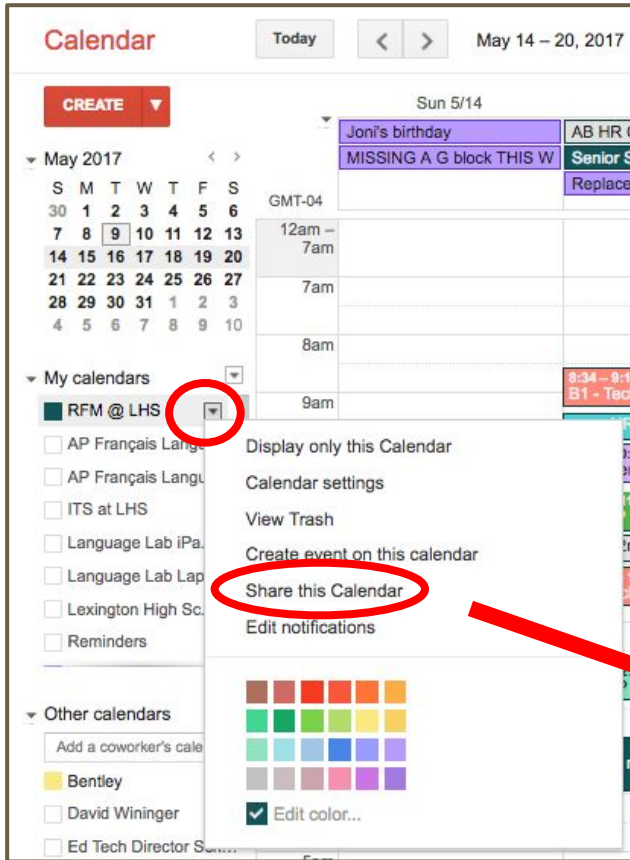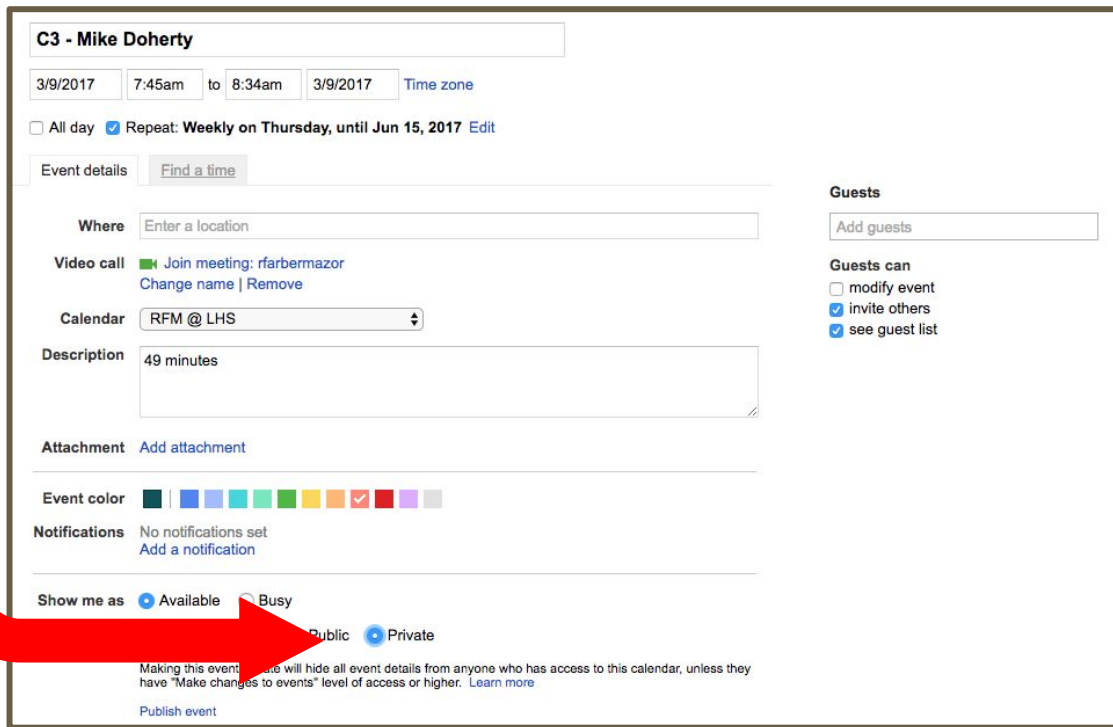
If you have already created a calendar and want to share it later:
- **Hover over the calendar.**
- **Click the down arrow that appears next to it.**
- **Click "Share this Calendar".**
- **Choose your options from the screen that appears.**
- **Save your settings!**
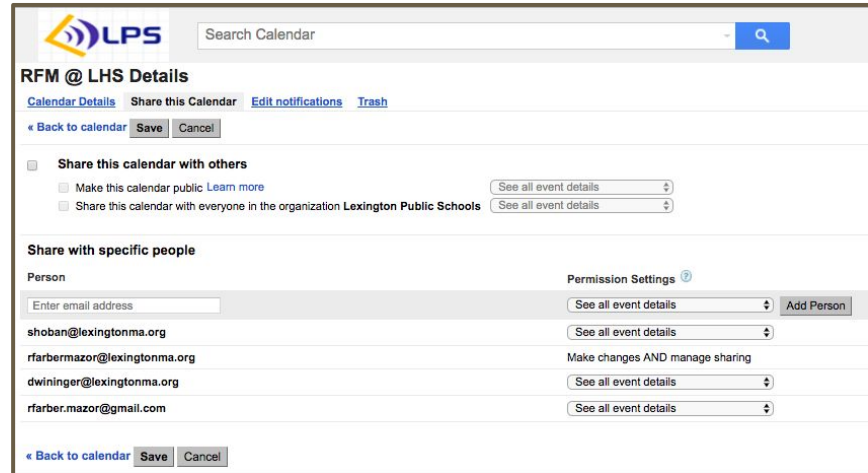
Q&A: If my calendar is shared, can events still be private?

Answer: Kind of! You can set an event to "private" in the "Event details" screen, and then it will show as "busy" to anyone who sees the calendar but you.

PRO TIP

Have you shared a calendar but it's not appearing?
Here's the super-secret, super-complicated pro tip.

If you think something should appear and it doesn't...

KEEP CALM AND REFRESH THE PAGE

Okay, okay. Maybe it's not super-complicated. Or super-secret. But it IS sometimes hard to remember!

Learn and Practice:
Multiple Calendar Basics

1. Make a new calendar.

2. Play with its settings (default notifications, other options).

3. Share the whole calendar with a colleague in the course with you.

4. Make sure the colleague can see the shared calendar. Then revoke their sharing privilege!

Did you complete all four steps?

Ninja-riffic!

CALENDAR NINJA

Adding Co-Workers' and District Calendars

Click the down arrow to the RIGHT of "Other Calendars". For a <u>coworker's calendar</u>, choose that option, and enter their email address when prompted.

For district calendars, click on "Browse Interesting Calendars", then click on "More" from the top tabs. From there, click on "Resources for lexingtonma.org".

Choose the calendars that you need, then click "Subscribe". These will now appear in your "Other Calendars" list.

Learn and Practice: District Calendars

1. Follow the previous slide's instructions to add the LPS District Calendar 2017-2018.

Almost there!

Getting rid of calendars in G-Calendar temporarily

Option 1: Temporarily hide a calendar by toggling it off
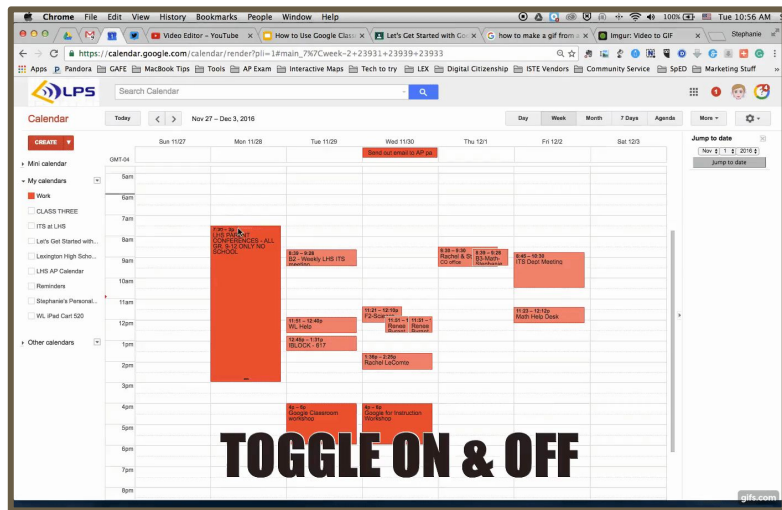
Option 2: Temporarily remove a calendar from your list

When you remove a calendar from your list, you won't see it under "My calendars" or "Other calendars."

Remove a calendar

1. Open Google Calendar ⧉.
2. On the left, find the calendar you want to remove under "My calendars" or "Other calendars."
3. Next to the calendar name, click the Down arrow ▾.
4. Click **Hide this calendar from the list**.

Bring back a calendar you removed

1. Open Google Calendar ⧉.
2. In the top right, click Settings ⚙ > **Settings**.
3. Click the **Calendars** tab.
4. Check the box next to the calendar name to show it in your list.

Getting rid of calendars in G-Calendar permanently

For calendars you own: Delete!

Delete a calendar (can't be undone)

What happens when you delete a calendar

- The calendar and all of its events are permanently deleted.
- If the calendar is shared with other people, they also won't have access to the calendar and its events.

Note: You can't delete your primary (default) calendar, but you can clear its events.

Delete a calendar

1. Open Google Calendar ⧉.
2. In the top right, click Settings ⚙ > **Settings**.
3. At the top of the page, click the **Calendars** tab.
4. Click the name of the calendar.
5. At the bottom of the page, click **Permanently delete this calendar**.

For calendars shared with you: Unsubscribe!

Remove a calendar from your list permanently

When you unsubscribe from a calendar, you won't be able to see it again unless there's another owner of the calendar who can re-share it with you.

How to unsubscribe

1. Open Google Calendar ⧉.
2. In the top right, click Settings ⚙ > **Settings**.
3. At the top of the page, click the **Calendars** tab.
4. Find the calendar you no longer want access to, and click the **Unsubscribe** link on the right.

Source:
https://support.google.com/calendar/answer/37188?co=GENIE.Platform%3DDesktop&hl=en

Learn and Practice:
Making Calendars Disappear

1. Toggle the LPS District Calendar 2017-2018 off.

2. Unsubscribe from your colleague's shared calendar (plus any other old Google Classroom calendars that you no longer want).

3. (Optional) Delete the calendar that you created to practice with.

If you've successfully completed all these tasks, you are now an LPS Calendar Level 1 Ninja!

CALENDAR NINJA

Section 2:
Personalizing Your Google Calendar

In this section you will learn to:

- Navigate different calendar views

- Set your custom and default views

- Check or change your privacy settings

- Google Labs (Optional) - install fun stuff, including backgrounds!

Navigating Different Views of Calendar

Google Calendar offers a lot of flexibility in how you view the calendar. The buttons at the top-right will change the scope of the current view, showing a single day, a single week, an entire month, and other view modes.

Day	Week	Month	4 Days	Agenda
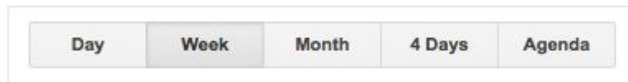
At the top-left of the window, the arrow buttons will change the view to different dates in the past or future. Alternately, you can click the **mini calendar** to the left of the main calendar to view a specific date. The **Today** button will return the calendar view to the current day.

▾ September 2015   ‹ ›

S	M	T	W	T	F	S
30	31	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	1	2	3
4	5	6	7	8	9	10
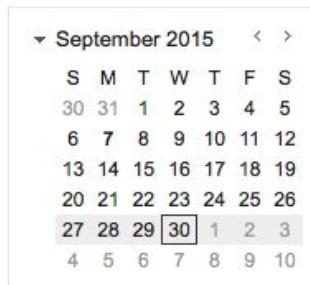
Setting Your Custom and Default Views

- You can change the "4-Day" view to something personalized. Here's how I set mine to 2 weeks.

- You can also change your default view so that your preferred view opens every time you open calendar.

Go to your Calendar Settings.   Scroll down to set your Custom View, then your Default View.
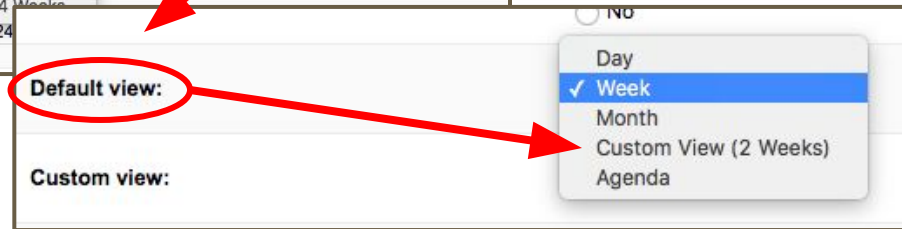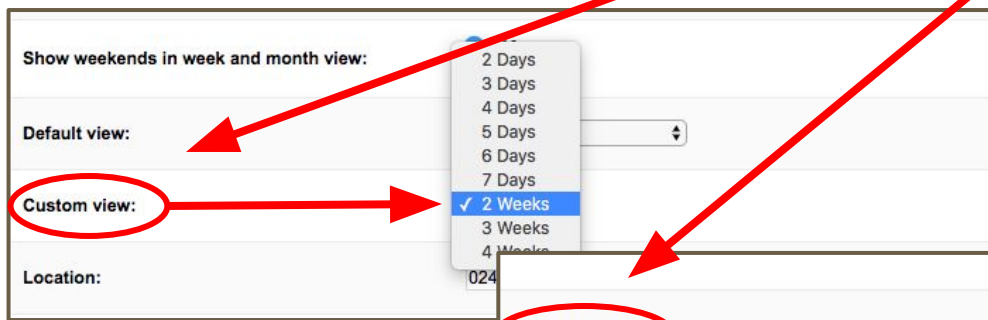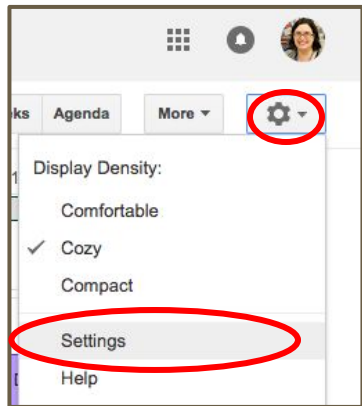
Check Your Privacy Settings

Get to your calendar settings by clicking the gear and then choosing "Settings".
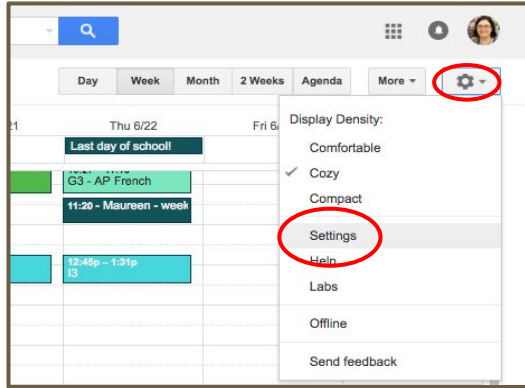
Switch to the "Calendars" tab up top.
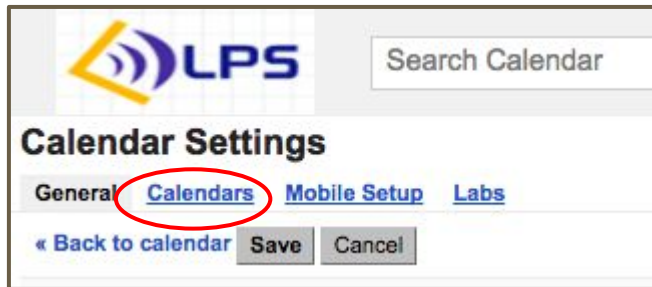
From that screen, click "Shared: Edit Settings" for the calendar that you want to check over or change.

"Share this calendar with others" makes your calendar public to a broad audience. "Share with specific people" lets you limit who sees it and their control over the calendar.
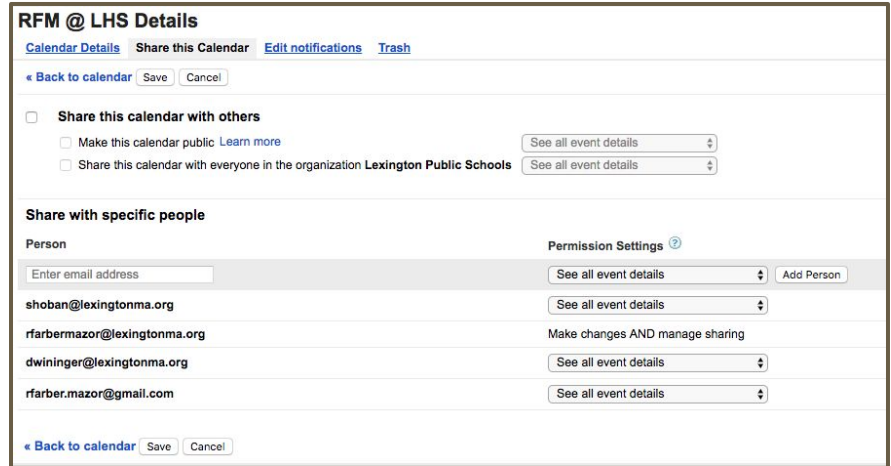
Click "Save", then "Back to Calendar" to finish up.

Google Calendar Labs (Optional, but fun!)

Get to Calendar Labs by clicking the gear and then choosing "Labs".

You can also click on Settings, then switch to the "Labs" tab up top.
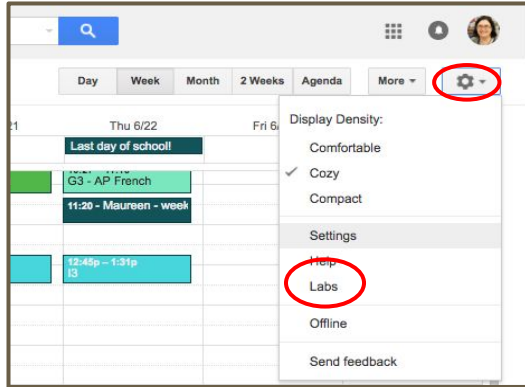
Labs are experimental features that sometimes make it into regular settings later.
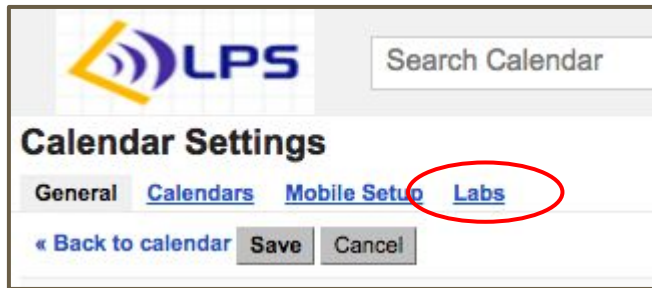
Here are a few cool ones that are currently available.
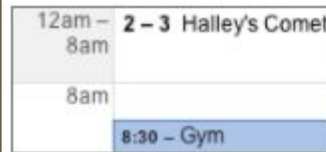
Hide morning and night

By Alex K - Oct 2011

When's the last time you had a meeting at 3am? Or 11pm? We've heard your feedback that these mostly empty hours waste a lot of space on your screen. This lab lets you minimize a range of times in the morning and at

Background image

By Ross N - Jul 2009

Brighten your day with a background image in your calendar. After you enable this feature, you'll find background image options on the General Settings p

Bonus: Read through the Calendar Settings and Play Around!

There's lots of different settings here that you can customize and personalize. Read through and see if anything looks useful to you, and test it out. You can always change it back!

Go to your Calendar Settings.
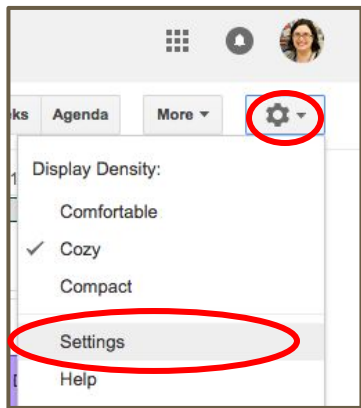
Play around! Have your own Calendar Party!

Section 3:
Organizing Tips for Google Calendar

In this section you will learn to:

- Set up good systems

- Rename your calendars

- Color-code your calendars

- Pin your calendar or another tab and have your daily agenda emailed to you

First tips: Setting up good systems (1)

- For any shared calendars or events, be mindful of **naming conventions**.
  - When I make an event called "Meeting with Maureen" and then invite Maureen, she now has an event called "Meeting with Maureen" in her calendar, which doesn't tell her very much! Try to be specific in your event titles for all attendees, but also think about who sees your calendar.

- Think about **privacy**.
  - When setting up an event, remember who sees the calendar. Don't put reminders for your spouse's surprise party if they share your calendar, and don't put too many details about a doctor's appointment in your work calendar if someone has access, even if you'd like that person to know you'll be away for a few hours.

Setting up good systems (2)

- Be **deliberate in how you set up** your calendars: think about who you will share which calendars with and make them accordingly.
    - My husband and I don't want to see the details of each other's work schedules unless it interferes with our usual routines. This is key to why I personally split my work and home calendars!

- If you use this for shared purposes (school or home!), it's best to **COMMIT** to it.
    - People get used to and dependent on the system, and when you aren't consistent, problems arise. When I don't list the HW assignments on the Classroom-linked calendar, my students blame that for not having it done.

Visual organization tips: Renaming your calendars

Rename your calendars to keep them organized!
- I named my LexMA "RFM@LHS" and my personal account "Rina's Gmail".

Click on "Calendar Settings:"
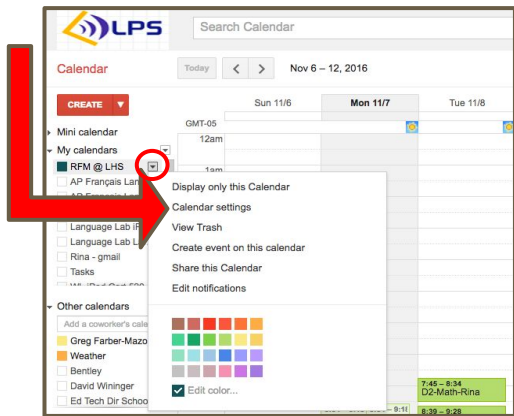
Then rename your Calendar:
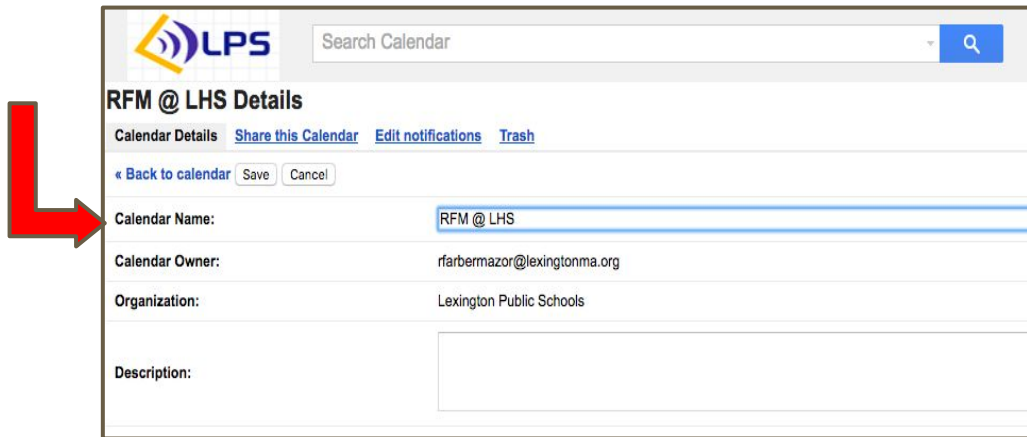
Visual organization tips: Color-coding

- **Color-code** your calendars to keep them visually separated.

Color-code separate calendars:
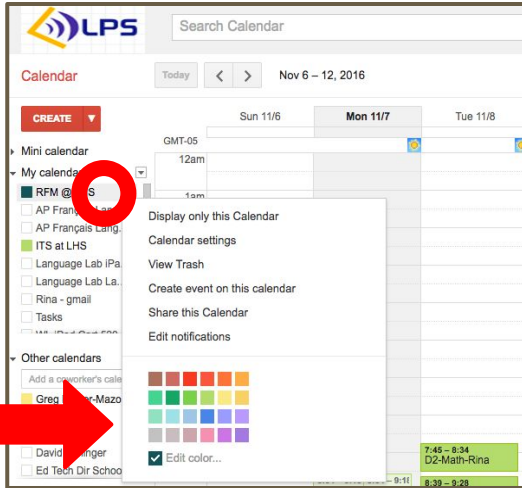
Or color-code specific events when you add or edit them:
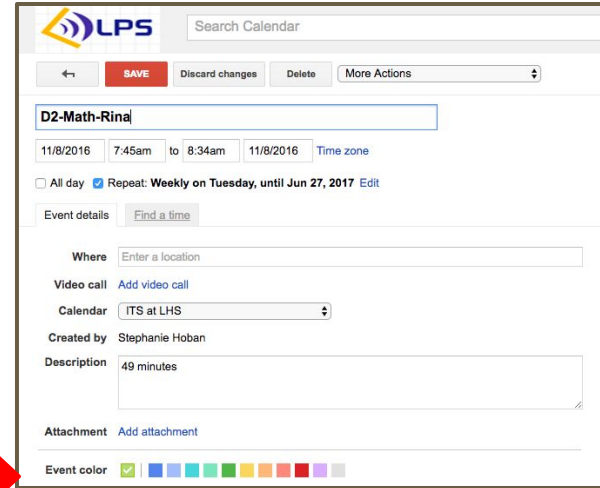
More Tips: Accessing your calendar easily

Keep your calendar perpetually open in Chrome: **pin it**!

Hover over the tab with your Calendar open, then right click. Choose "Pin Tab" and it will stay there.
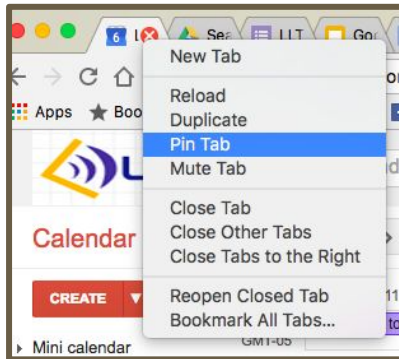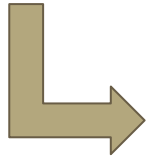
Have your **daily agenda** emailed to you every morning!

Get your daily agenda in your inbox

Description | Instructions

- To get your daily agenda in your Gmail inbox

1. In Google Calendar, hover over your calendar name and click the Down arrow ▾.

2. Select **Edit notifications**.

3. Next to **Daily agenda** check the **Email** box.

4. At the bottom of the page, click Save.

Source:
https://gsuite.google.com/learning-center/tips/calendar/#/show-tip/get-daily-agenda-in-inbox

Section 4:
Sharing Your Work and Home Calendars Considerations and How-Tos

In this section you will learn to:

- What to consider when sharing your work and home calendars

- How to share your work and home calendars

Sharing Work and Home Calendars: Considerations

Why keep my home and work calendars separate?

- Share the right things with the right people!

- Be able to see one area of your life at once: automatically color-code for easy visual separation

- Separate your notification and reminder systems

- Keep your private things private

- Set different defaults for home vs. school

- Create multiple calendars in each account, decide who sees what

FYI: Calendar sharing with a personal account

PRO TIP

The LPS default (and currently unchangeable) settings don't allow for a non-lexingtonma.org Google account (@gmail.com, for example) to edit LPS calendars.

This means that **using your LexMA account as your home base** is a fairly practical option for now, while sharing your personal calendar to LexMA.

If you stay signed into Chrome with your LexMA account, your default calendar will be LexMA and you can minimize confusion about where you are and what you are looking at.

Step-by-step directions coming up on the next slides!

Sharing Work and Home Calendars: How

Step 1: Share your LexMA with your Personal Account

Most of you probably have a personal Google/Gmail account, right? Follow the [directions for sharing your calendar](). This time, share with your PERSONAL Google account.

Sharing Work and Home Calendars: How

Step 2: Share your Personal calendar with your LexMA

The easiest way to do this is to **open a different browser (Safari or Firefox)**, sign into Google with your personal account, then follow the "Sharing a Calendar" directions again!

This time, **share your calendar with your @lexingtonma.org address**, and because of these district settings, you will not be able to give your personal account edit access to your LexMA account. Just **choose "see all event details"**.

Consider reviewing the <u>Organization Tips</u> if you skipped that section.

The more calendars you have, the more helpful it is to organize them well. The organization tips might be extra useful now!

Don't forget that you have multiple calendars now!!

If you added an event and can't find it anymore, or something looks wrong or missing - check which calendars you are seeing!!

- Are you logged in? Are you logged in to the right account(s)?
- Have you toggled calendars on or off while viewing?

Both of these settings can affect not only which calendars you can see, but also which calendar is the "default" when you add an event!

REMINDER

Getting Fancy!
Section 5:
Advanced Tutorials, Tips, and Tricks

In this section you will learn to:

- Use Tasks in Calendar

- Get your calendar on other iOS devices (iPhone, iPad)

- Get more tips from the G-Suite Learning Center

- Get more tips and tricks and Use Calendar Extensions

Supercharge your productivity: Using Tasks

If you feel comfortable with your organizational systems using your multiple Google, Calendars, you might want to enable Tasks to tackle that to-do list!

Click here if you are interested in the Tasks tutorial!

PRO TIP

Getting Calendar on Your Other iOS devices

- Click on <u>this tutorial</u> to load your calendar(s) on your iOS devices (iPhone, iPad).

- For an Android phone or tablet:

Download the Google Calendar app

1. Go to Google Play ☑ and download the Google Calendar app 🗓.
2. When you open the app, all of your events will be synced with your computer.

I don't see the Google Calendar app in Google Play

If you don't see the Google Calendar app with this icon 🗓 you might have an older version of Android that doesn't work with the app.

Thank you to Chelsea Baum for the tutorial!
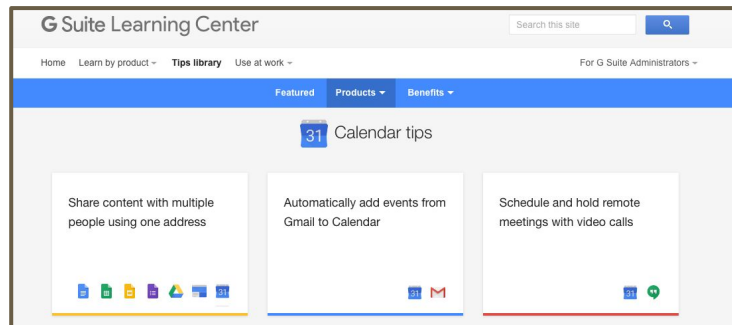
Links for more tips: Straight from the Source

Google Apps has been renamed G Suite, and they have an amazing [Learning Center](#) for all Google Products. They also have a Tips Library for each product that is regularly updated. You can always browse this section to learn what's new.

Play around and see what might be useful to you!

- [G Suite's Tips Library for Google Calendar](#)

Links for more tips: Collections of Tips and Tricks

Lots of people online have posted their collections of favorite Calendar tricks! There is overlap with some of what we covered here as well as with each other, but here are two good lists to peruse:

- [25 Tips and Tricks from Calendly via Medium.Com](#)

- [Supercharge Your Calendar from Zapier.Com](#)

Links for more tips: Power Up with Extensions!

Extensions can be added to your Chrome browser to add functionality - there are some great ones specifically for Calendar.

- [Click here](#) for a quick video intro to extensions and to learn how they can be useful.

- Here's a great article on [7 Extensions to Improve Calendar](#).

For more G-Suite Training, check out the district transition website and the documents, videos, and materials linked here:
G-Suite Migration Training!

Your school-based ITS can help you learn more, as well as both our district website (Prof. Learning → Tech Training) and
www.TECHatLEX.com!

Thank you for joining us today!