
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

Jump to a section from here!

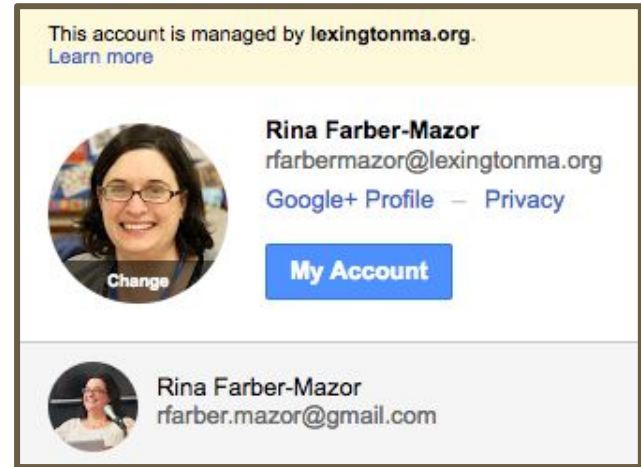
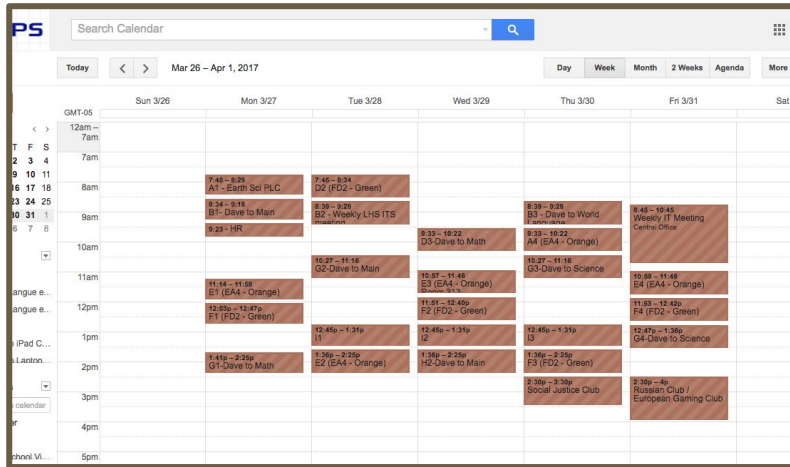
- [Fundamental Understandings](#)
- [Section 1: Getting Started](#)
 - [LPS Need/Nice to Know Table of Contents](#)
- [Section 2: Personalizing Your Google Calendar](#)
- [Section 3: Organization Tips for Google Calendar](#)
- [Section 4: Sharing Work and Home Calendars](#)
- [Section 5: Advanced Tutorials, 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

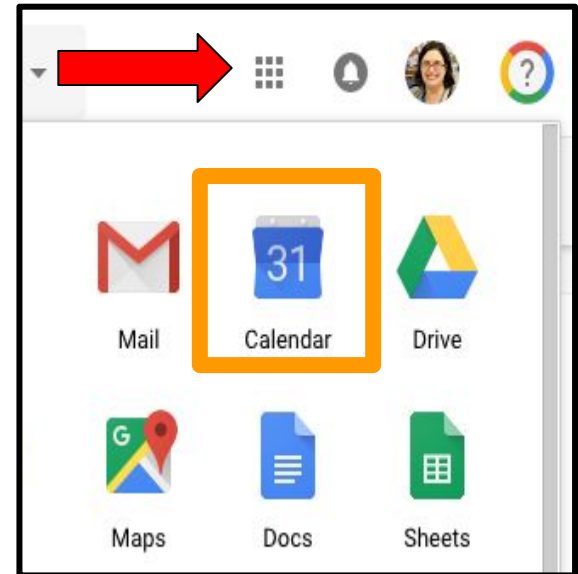
Two Stars =
NICE to know for LPS
Faculty/Staff

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 detail 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

Add a new event

Change view

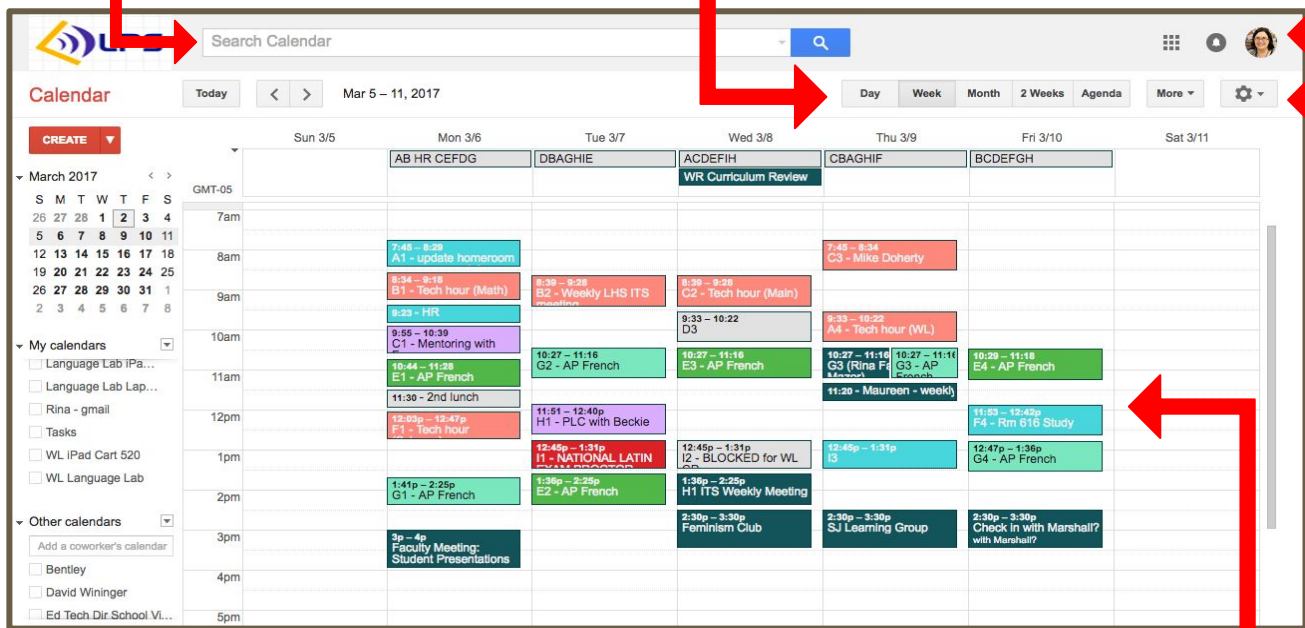
Mini calendar

Change settings

Calendars I own

Calendars that are shared with me

Events



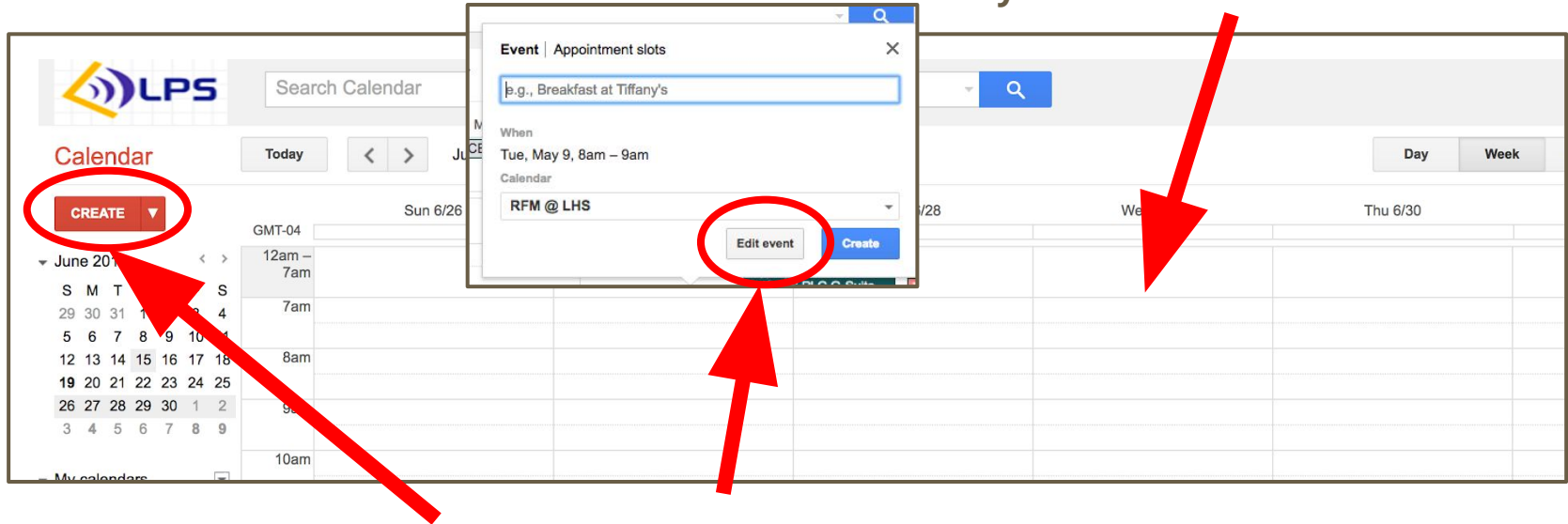
Working with Single Events

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**

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

The screenshot shows the LPS calendar event creation page. Red arrows point to various fields and buttons, with corresponding text explaining their function. A central box highlights the calendar selection dropdown.

Buttons and Actions:

- SAVE:** When you are done, click save!
- Discard changes:** Discard changes
- More Actions:** More Actions

Event Title: PLC Meeting

Date and Time: 7/11/2017 10:00am to 11:00am 7/11/2017 Time zone

Repeat: ☐ All day ☒ Repeat: **Weekly on Tuesday** Edit

Event details: Find a time

Where: Enter a location

Video call: Join meeting: rfarbermazor Change name | Remove

Calendar: RFM @ LHS

Description:

Attachment: Add attachment

Event color: [Color selection bar]

Notifications: No notifications set Add a notification

Show me as: Available ☐ Busy ☒

Visibility: Calendar default ☒ Public ☐ Private ☐

Guests:

- Add guests
- Guests can:
 - ☐ modify event
 - ☒ invite others
 - ☒ see guest list

Footer: 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

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

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

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

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".

The screenshot shows the LPS calendar interface. At the top is the LPS logo and a search bar. Below are navigation buttons: a back arrow, a red 'SAVE' button, 'Discard changes', 'Delete', and a 'More Actions' dropdown. The event title is 'C3 - Mike Doherty'. The date and time are set for 5/11/2017 from 7:45am to 8:34am, with a 'Time zone' link. There are checkboxes for 'All day' and 'Repeat: Weekly on Thursday, until Jun 15, 2017' with an 'Edit' link. The 'Event details' section includes a 'Where' field, a 'Video call' link, and a 'Calendar' dropdown set to 'RFM @ LHS'. The 'Description' field contains '49 minutes'. Below this is an 'Attachment' section with an 'Add attachment' link. The 'Event color' section shows a row of color swatches. The 'Notifications' section is circled in red and shows 'No notifications set' with a blue 'Add a notification' link. At the bottom, there are 'Show me as' and 'Visibility' settings.

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.

This screenshot shows the notification settings for an event. It features a row of color swatches for 'Event color'. Below this, the 'Notifications' section shows a blue 'Email' button, a checked 'Notification' button, and a '10 minutes' duration with a dropdown arrow and a close 'X' button. A blue 'Add a notification' link is at the bottom.

You can even set multiple notifications for the same event!

This screenshot shows the notification settings for an event with multiple notifications. It features a row of color swatches for 'Event color'. Below this, the 'Notifications' section shows two notification entries. The first entry has a dropdown set to 'Email', a duration of '1 days', and a close 'X' button. The second entry has a dropdown set to 'Notification', a duration of '10 minutes', and a close 'X' button. A blue 'Add a notification' link is at the bottom.

Invite someone to an event

First click on the event, then click “edit event”.

The screenshot shows the 'edit event' interface for a 'PLC Meeting'. The event is scheduled for 7/11/2017 from 10:00am to 11:00am, repeating weekly on Tuesdays. The location is 'RFM @ LHS'. In the bottom right corner, the 'Guests' section is circled in red. It contains an 'Add guests' input field and a 'Guests can' permissions list with options: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked). A large red arrow points from this circled section to the guest selection interface on the right.

This screenshot shows a dropdown menu for selecting a guest. The input field contains 'David Win'. The dropdown list shows a search result for 'David Winingar' with the email 'dwiningar@lexingtonma.org' and the affiliation 'RFM @ LHS'. The entire dropdown menu is circled in red.

This screenshot shows a confirmation dialog box titled 'Send invitations?'. It asks the user, 'Would you like to send invitations to guests?'. At the bottom, there are two buttons: 'Send' and 'Don't send'. The 'Send' button is circled in red.

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.

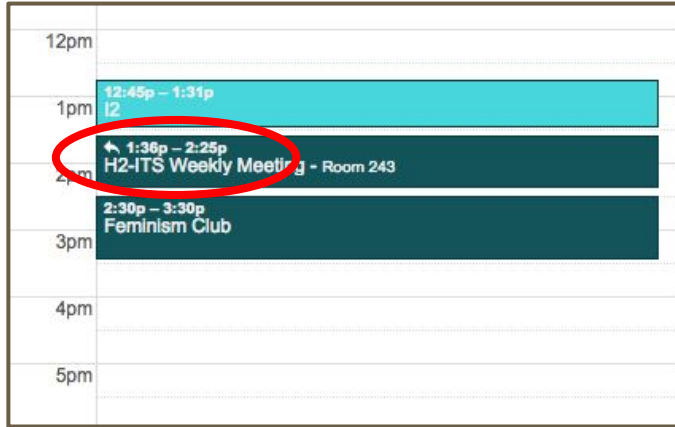
Learn and Practice: Event Basics

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!



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.


A screenshot of the event response screen. At the top, there is a search bar and a "Search Calendar" button. Below this, there are three buttons: "←", "SAVE", and "Discard changes". The "Remove from this calendar" button is circled in red. Below the buttons, there is a section for "Going?" with three radio buttons: "Yes +", "Maybe", and "No". The "Yes + guests" option is circled in red. To the right of the radio buttons is a text input field labeled "Add a note". Below this, the event title "H2-ITS Weekly Meeting" is displayed, followed by the date and time "Wed, May 10, 1:36pm – 2:25pm". At the bottom, there are two buttons: "Event details" and "Find a time".


A screenshot of the event details screen. At the top, there is a title "H2-ITS Weekly Meeting" and a close button "X". Below this, there is a section for "When" with the date and time "Wed, May 10, 1:36pm – 2:25pm". To the right of the date and time is a "map" link. Below this, there is a section for "Where" with the location "Room 243" and a "map" link. Below this, there is a section for "Video call" with a "Join meeting: dwininger" link. Below this, there is a section for "Calendar" with the name "David Winger" and a "Who" section with the names "David, Rina". At the bottom, there is a section for "Going?" with three radio buttons: "Yes", "Maybe", and "No". The "Yes" option is circled in red. To the right of the radio buttons is a "Remove" button, also circled in red. At the bottom right, there is a "More details" button.

Responding to event invitations from your Gmail

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

 **David Winer** 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 Winer*

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

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 Winer - organizer
- Rina Farber-Mazor

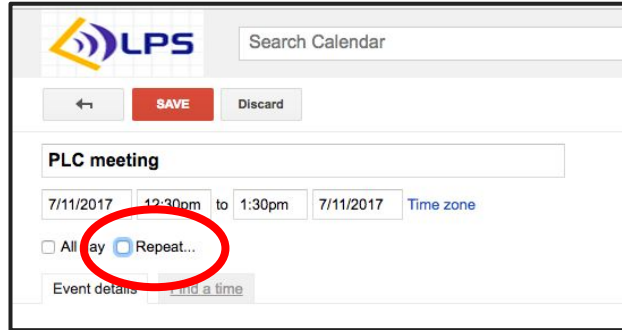
Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

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!

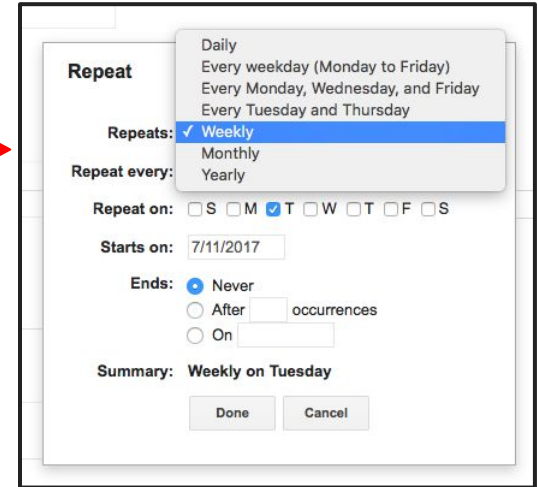
- Click on your response to RSVP.
- Click **more options** or **more details** to open the event screen in Calendar.

Make an event repeat

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



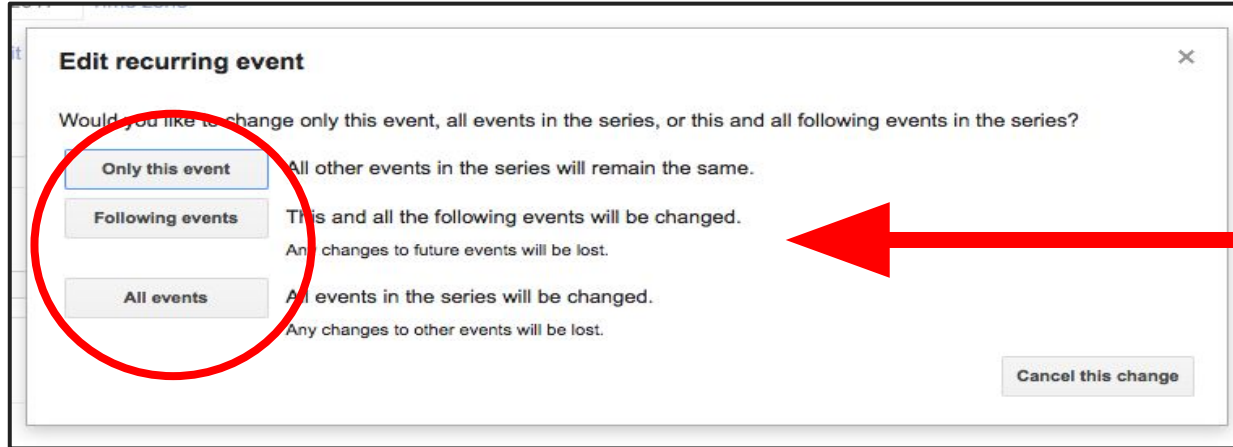
The screenshot shows the LPS (Louisiana Public Safety) calendar interface. At the top, there is a search bar labeled 'Search Calendar' and a navigation bar with a back arrow, a red 'SAVE' button, and a 'Discard' button. Below this, the event title 'PLC meeting' is displayed. The event details show a date of 7/11/2017, a time of 12:30pm to 1:30pm, and a 'Time zone' link. At the bottom, there are two radio buttons: 'All day' and 'Repeat...'. The 'Repeat...' option is circled in red, indicating it is the next step to be selected. Below the radio buttons are links for 'Event details' and 'Find a time'.



The screenshot shows the 'Repeat' settings dialog box. The 'Repeats:' dropdown menu is open, showing options: 'Daily', 'Every weekday (Monday to Friday)', 'Every Monday, Wednesday, and Friday', 'Every Tuesday and Thursday', 'Weekly' (selected), 'Monthly', and 'Yearly'. The 'Repeat every:' section is empty. The 'Repeat on:' section shows checkboxes for S, M, T, W, T, F, S, with 'T' (Tuesday) selected. The 'Starts on:' section shows a date of 7/11/2017. The 'Ends:' section shows three options: 'Never' (selected), 'After' occurrences, and 'On'. The 'Summary:' section shows 'Weekly on Tuesday'. At the bottom, there are 'Done' and 'Cancel' buttons.

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"**.



The screenshot shows a dialog box titled "Edit recurring event" with a close button (X) in the top right corner. The main text asks: "Would you like to change only this event, all events in the series, or this and all following events in the series?". There are three radio button options, each with a description:

Option	Description
<input checked="" type="radio"/> Only this event	All other events in the series will remain the same.
<input type="radio"/> Following events	This and all the following events will be changed. Any changes to future events will be lost.
<input type="radio"/> All events	All events in the series will be changed. Any changes to other events will be lost.

A red circle highlights the "Only this event" option. A large red arrow points from the right towards this option. At the bottom right of the dialog is a button labeled "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!



Working with Multiple Calendars

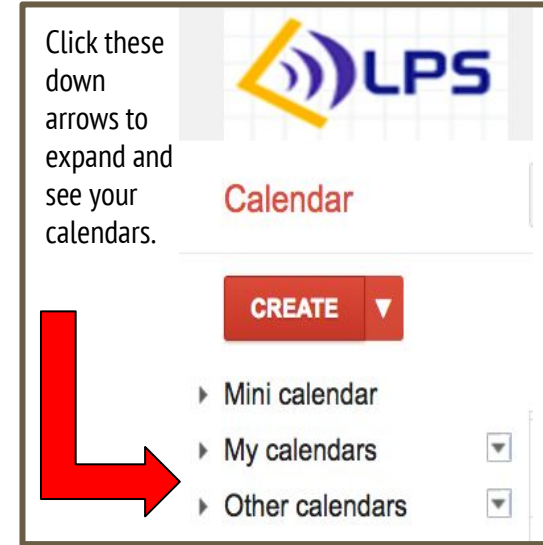
As an LPS user, you will likely have multiple calendars (small c) on your Google Calendar (big C).

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.



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!!

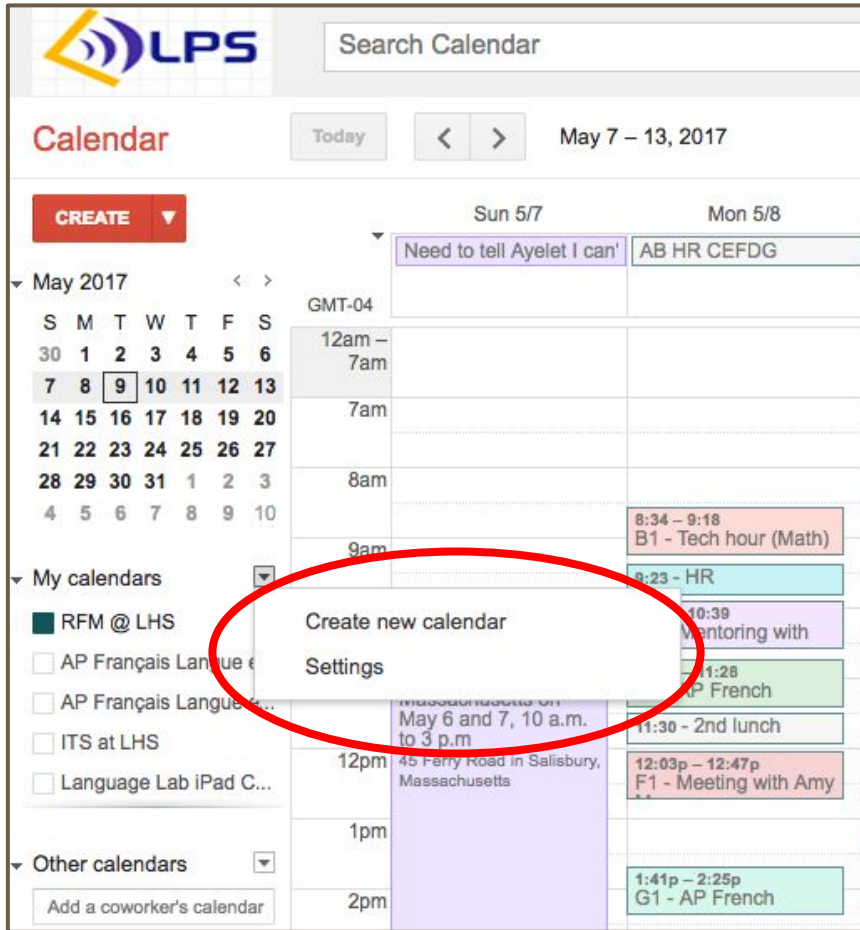
- Are you logged in? Are you logged in to the right account(s)?
- Have you toggled calendars on or off while viewing?

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!

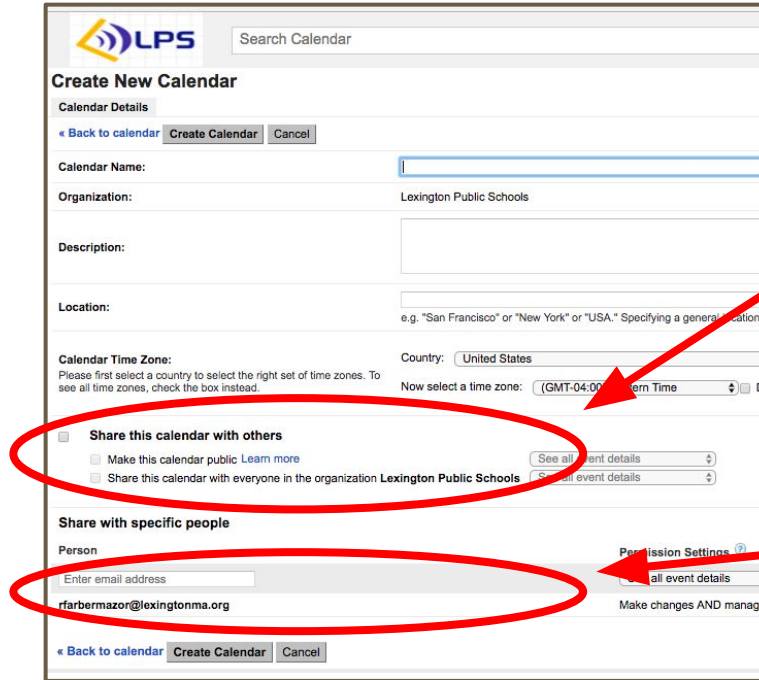


Create a new calendar

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



The screenshot shows the LPS Calendar interface. At the top, there's a search bar and a date range for May 7-13, 2017. Below the search bar, there's a 'Calendar' section with a 'CREATE' button. A dropdown menu is open next to 'My calendars', showing options like 'RFM @ LHS', 'AP Français Langue...', 'ITS at LHS', and 'Language Lab iPad C...'. The 'Create new calendar' option is highlighted with a red circle.



The screenshot shows the 'Create New Calendar' form. It includes fields for 'Calendar Name', 'Organization' (Lexington Public Schools), 'Description', 'Location', 'Calendar Time Zone', and 'Country' (United States). There are two red circles: one around the 'Share this calendar with others' section, which includes options to 'Make this calendar public' and 'Share this calendar with everyone in the organization Lexington Public Schools'; and another around the 'Share with specific people' section, which includes a field for 'Enter email address' with the email 'rfarbermazor@lexingtonma.org' entered. A red arrow points to the 'Permission Settings' link next to the email field.

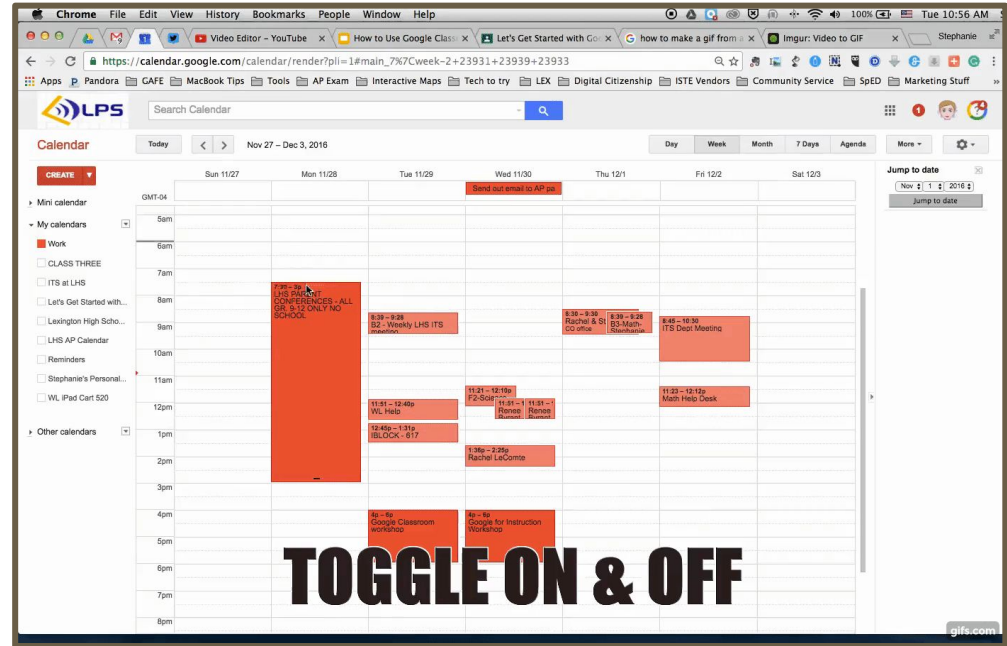
Make your calendar public here

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)

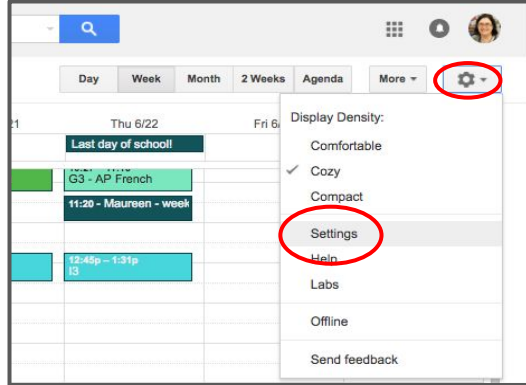
One of the most important things now that you have shared calendars is understanding which ones you are seeing/editing at which time. You can do this by toggling particular calendars on and off.



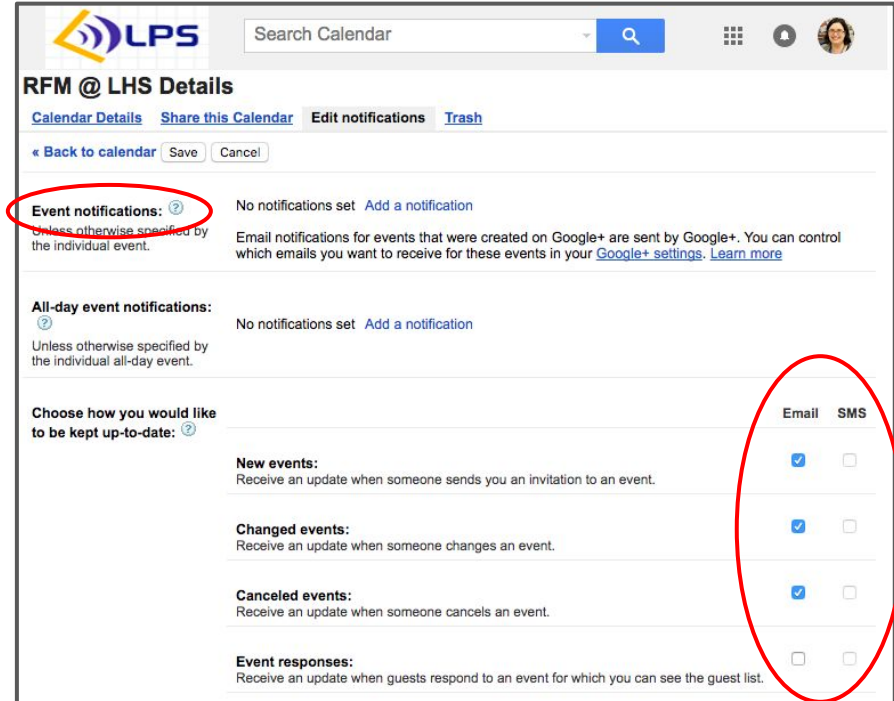
Watch this [quick video explanation](#),
then try it for yourself!

Setting default notifications for your calendars

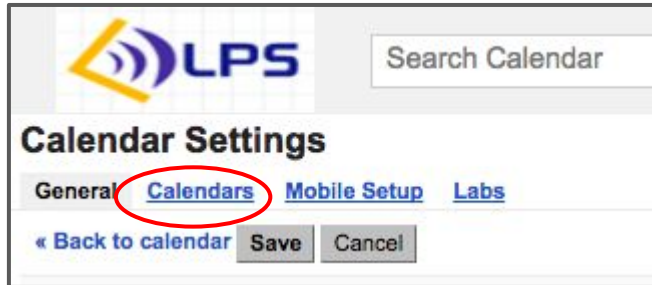
Get to your calendar settings by clicking the gear and then choosing "Settings".



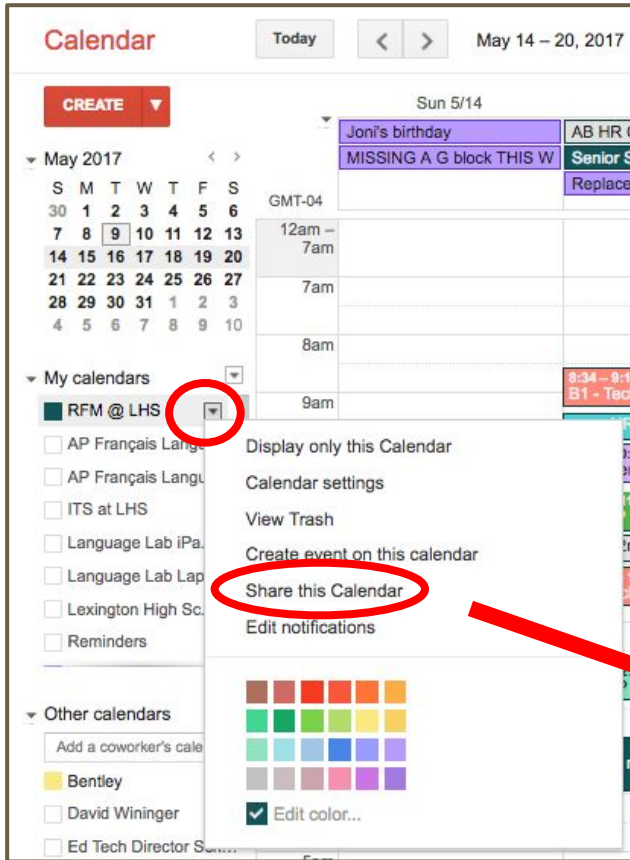
From that screen, click "Edit Notifications" for the calendar that you want to change. Set the kind of notifications you want as defaults (email vs. SMS/text) and hit "Save".



Switch to the "Calendars" tab up top.

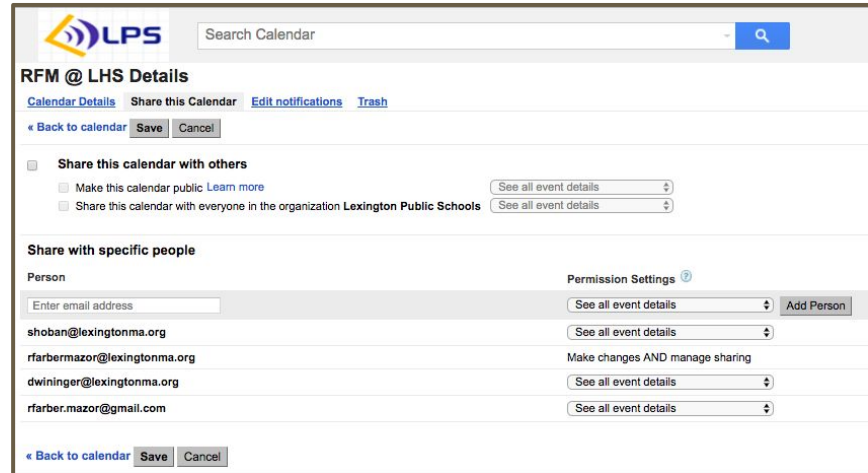


Share an entire calendar with someone



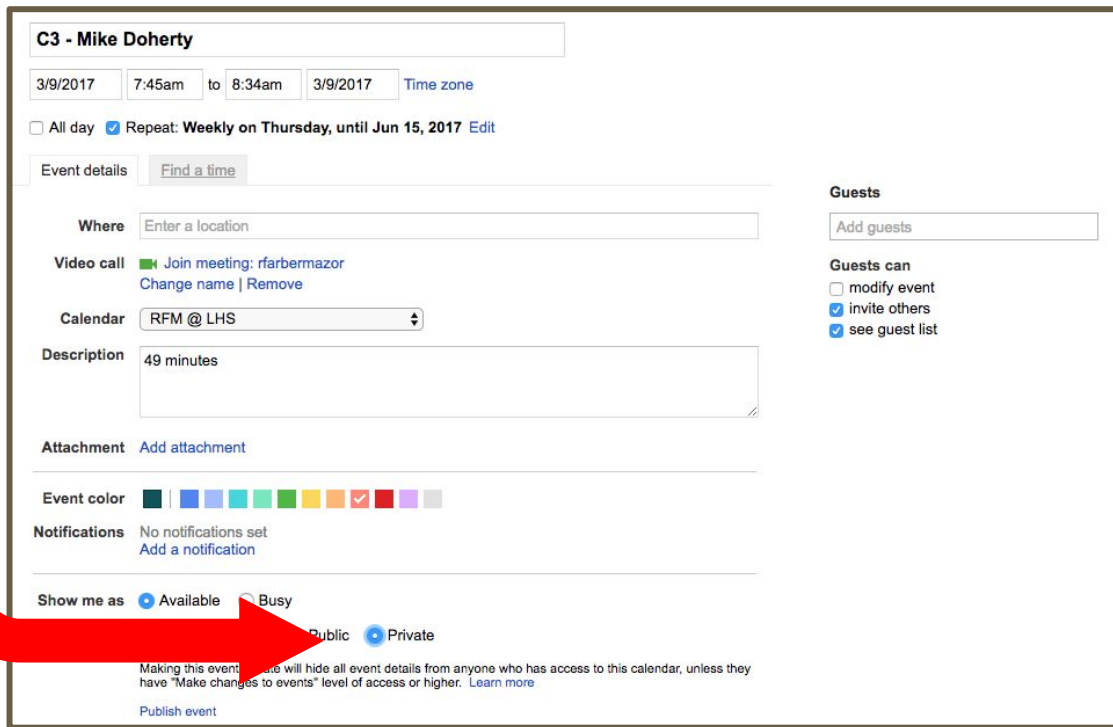
If you have already created a calendar and want to share it later:

- 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.




C3 - Mike Doherty

3/9/2017 7:45am to 8:34am 3/9/2017 [Time zone](#)

☐ All day ☒ Repeat: **Weekly on Thursday, until Jun 15, 2017** [Edit](#)

Event details [Find a time](#)


Where

Video call  Join meeting: [rfarbermazor](#)
[Change name](#) | [Remove](#)

Calendar

Description

Attachment [Add attachment](#)

Event color 

Notifications [No notifications set](#)
[Add a notification](#)

Show me as ☒ Available ☐ Busy ☐ Public ☒ Private

Making this event private will hide all event details from anyone who has access to this calendar, unless they have "Make changes to events" level of access or higher. [Learn more](#)

[Publish event](#)

Guests

Guests can

- ☐ modify event
- ☒ invite others
- ☒ see guest list



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...



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!



Adding Co-Workers' and District Calendars

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

The screenshot shows a web-based calendar interface. At the top, it says "Calendar" and "Today" with navigation arrows. Below is a "CREATE" button and a calendar grid for June 2017. A dropdown menu is open under "My calendars", showing options: "Add a coworker's calendar", "Browse Interesting Calendars", "Add by URL", "Import calendar", and "Settings". The "Other calendars" section at the bottom has a dropdown arrow circled in red. Two red arrows point from this circled arrow to the "Add a coworker's calendar" and "Browse Interesting Calendars" options in the menu.

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

This screenshot shows the "Interesting Calendars" sidebar. It has a title "Interesting Calendars" and a link "Back to calendar". Below are tabs for "Holidays", "Sports", and "More". A list of calendar categories follows: "Day of the Year", "Hebrew Calendar", "Phases of the Moon", "Resources for lexingtonma.org" (highlighted in blue), and "Stardates".

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

This screenshot shows the "Interesting Calendars" sidebar with specific entries. It has the same title and "Back to calendar" link. The tabs "Holidays", "Sports", and "More" are present. Below the tabs, there is a link "More" followed by "Resources for lexingtonma.org". Two calendar entries are listed: "CO - Main Conference Room" and "LPS - District Calendar 2017-2018". Each entry has a "Preview" link and a "Subscribe" link.

Learn and Practice: District Calendars

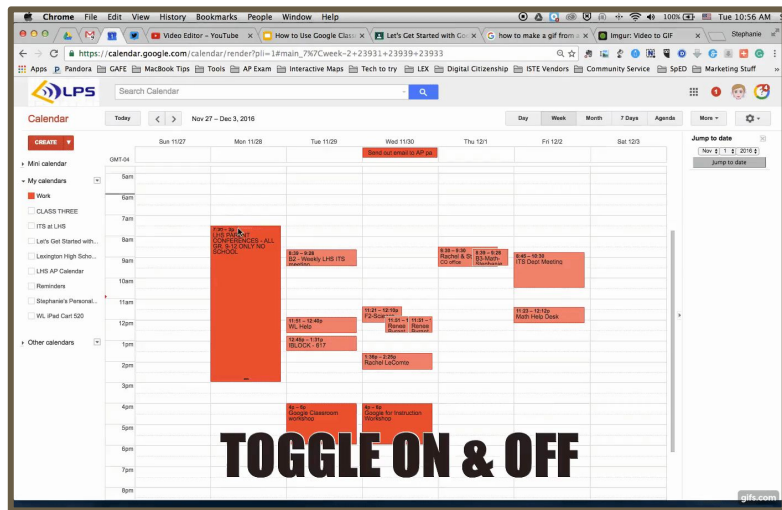
1. Follow the previous slide's instructions to add the LPS District Calendar 2017-2018.

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!



Section 2:

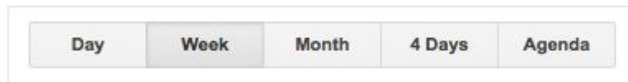
Personalizing Your Google Calendar

In this section you will learn to:

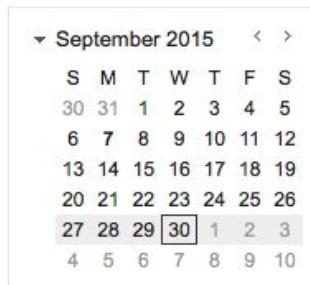
- Navigate different calendar views
- Set your custom and default views
- Check or change your privacy settings
- Google Labs (Optional) - install fun stuff, including backgrounds!

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.



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.



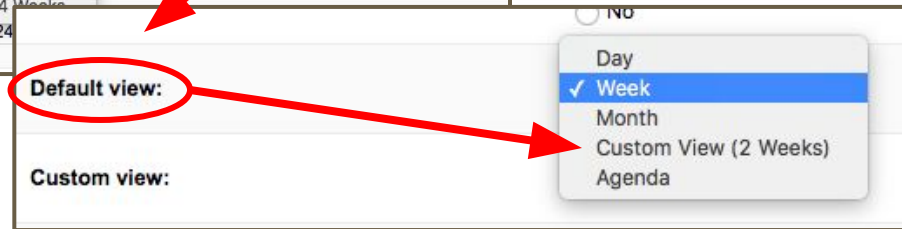
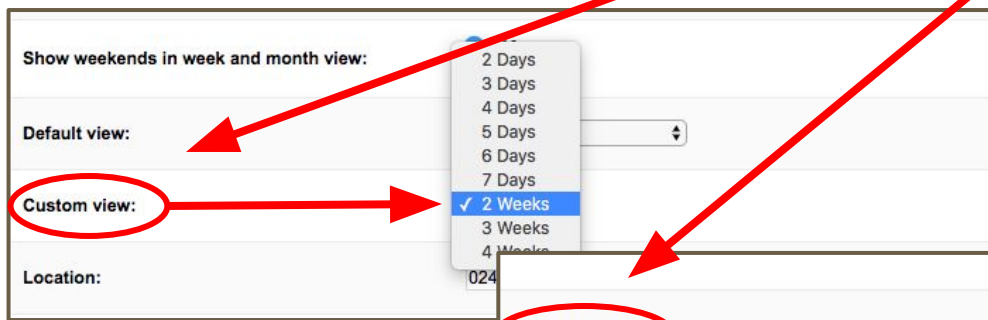
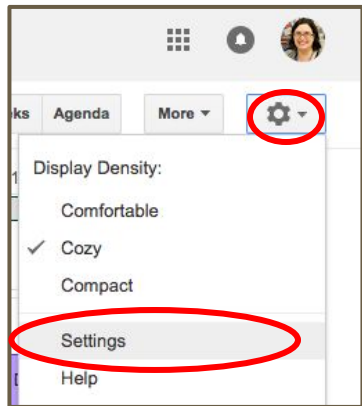
Source:
<http://www.gcflearnfree.org/google-tips/getting-started-with-google-calendar/1/>

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.

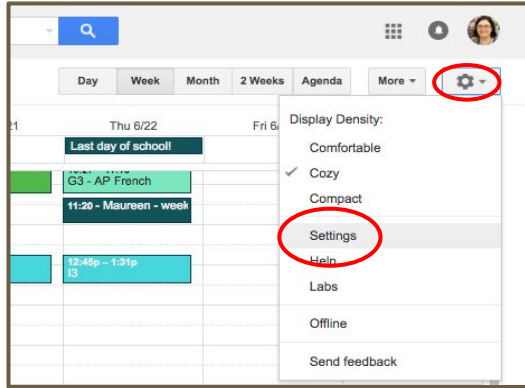
Go to your Calendar Settings.

Scroll down to set your Custom View, then your Default View.

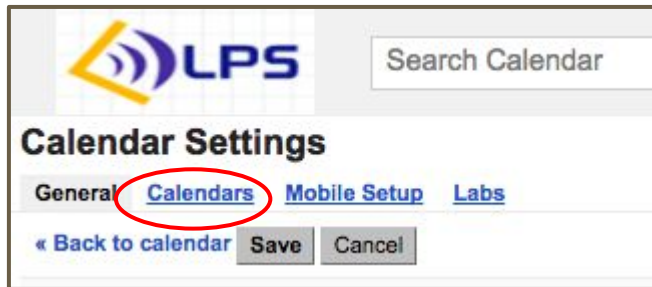


Check Your Privacy Settings

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



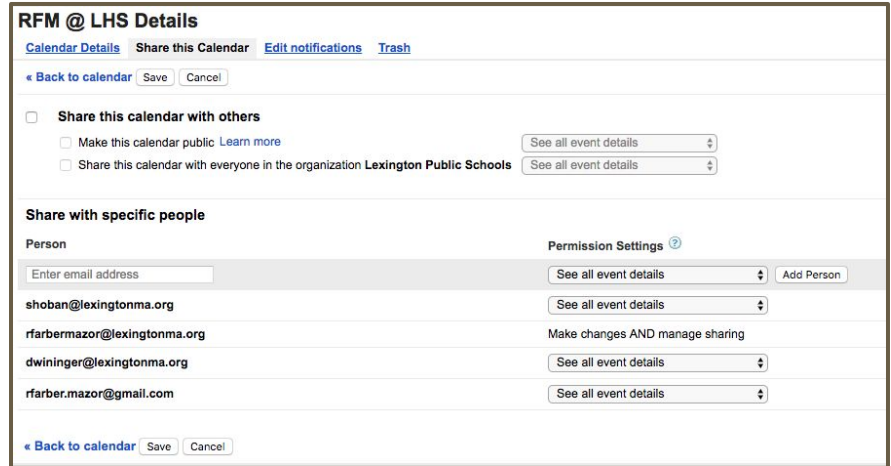
Switch to the “Calendars” tab up top.



From that screen, click “Shared: Edit Settings” for the calendar that you want to check over or change.



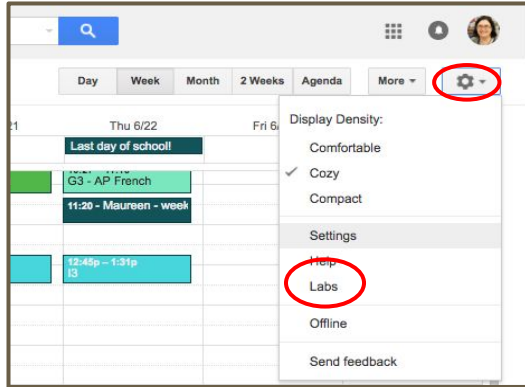
“Share this calendar with others” makes your calendar public to a broad audience. “Share with specific people” lets you limit who sees it and their control over the calendar.



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".



Labs are experimental features that sometimes make it into regular settings later.

Calendar Settings

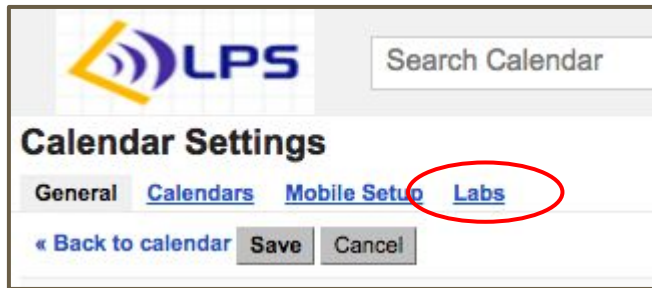
[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

Google Calendar Labs: Play with our latest ideas.

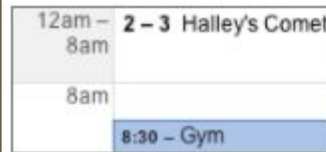
Google Calendar Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.

Tip: Some of these features will appear in a new panel on your calendar. To save space you can hide them by clicking the small triangle next to the panel.

You can also click on Settings, then switch to the "Labs" tab up top.



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

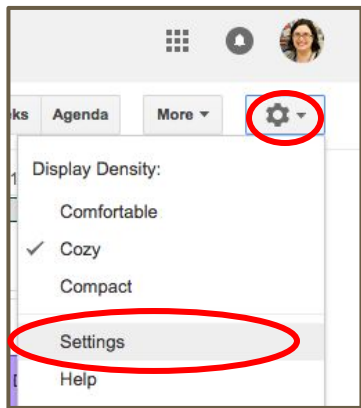
By Ross N - Jul 2009

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)

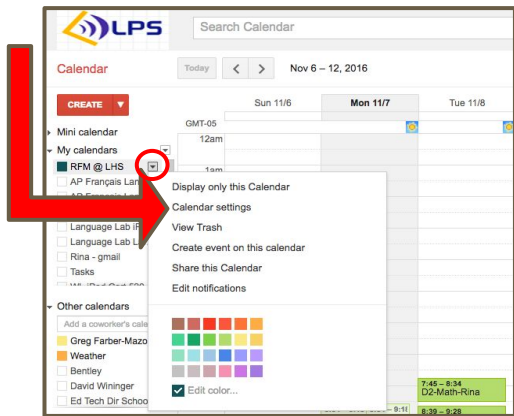
- Be **deliberate in how you set up** your calendars: think about who you will share which calendars with and make them accordingly.
 - My husband and I don't want to see the details of each other's work schedules unless it interferes with our usual routines. This is key to why I personally split my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

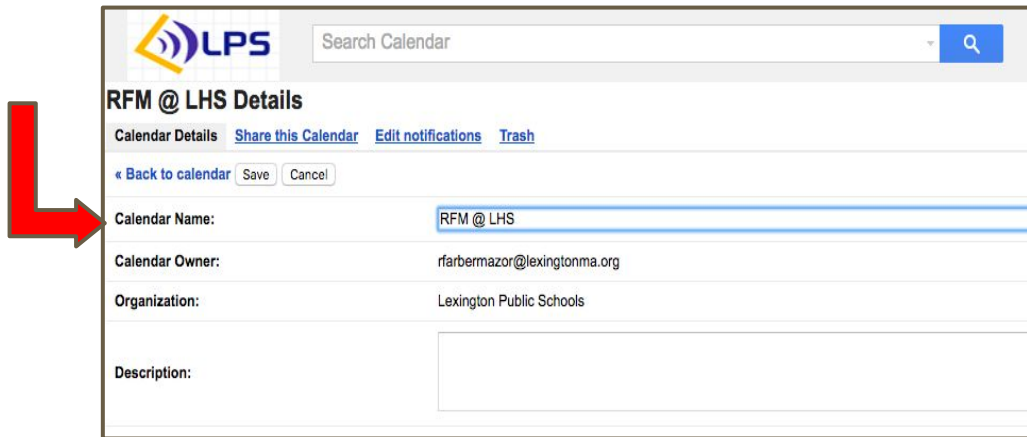
Rename your calendars to keep them organized!

- I named my LexMA “RFM@LHS” and my personal account “Rina’s Gmail”.

Click on “Calendar Settings:”



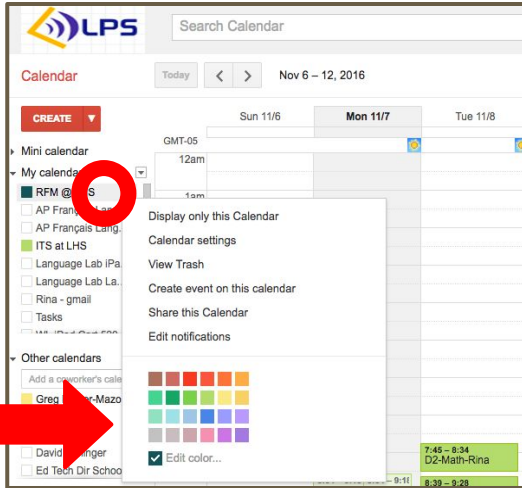
Then rename your Calendar:



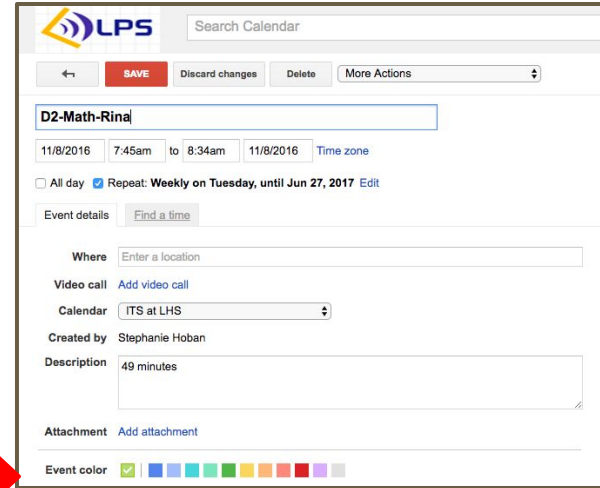
Visual organization tips: Color-coding

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

Color-code separate calendars:



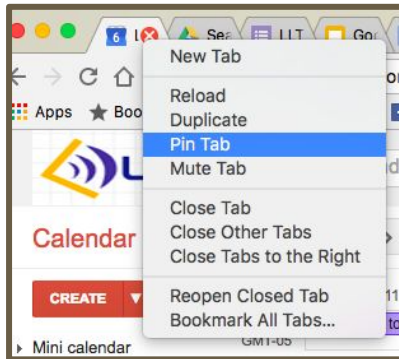
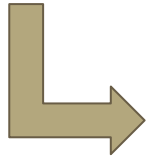
Or color-code specific events when you add or edit them:



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 .

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

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 Organization
Tips 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!



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!



Getting Calendar on Your Other iOS devices

- Click on [this tutorial](#) 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.

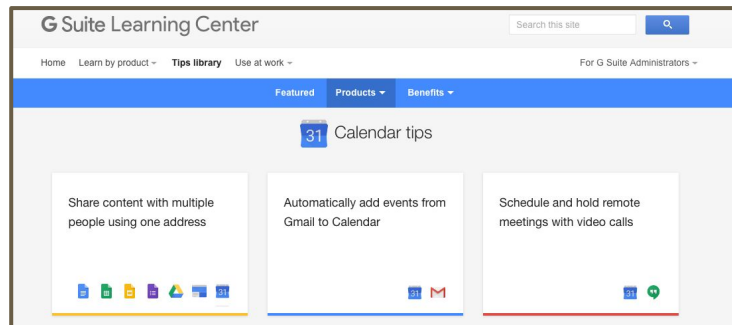
Thank you to Chelsea Baum for the tutorial!

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!**
