

G Suite Calendar

The below information will show you how to access your calendar, how to change the view, how to view other calendars, and how to create a calendar event (and invite others).

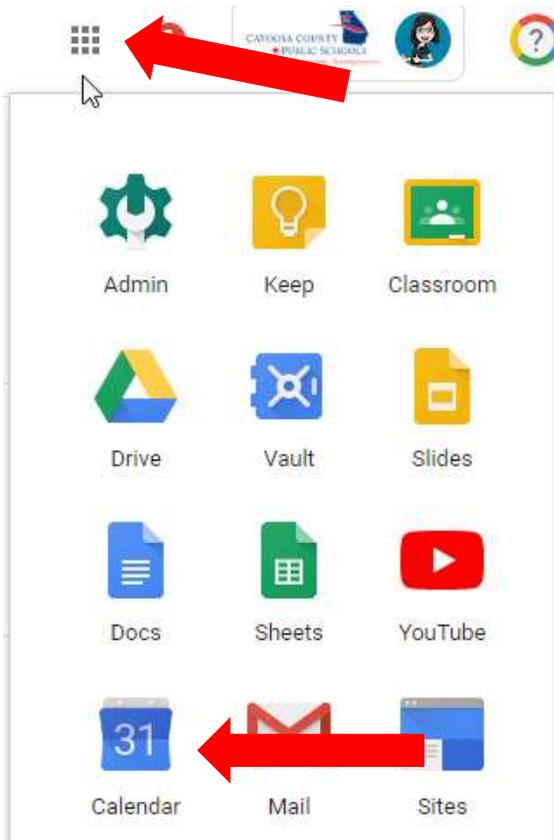
Helpful Link:

<https://gsuite.google.com/learning-center/products/calendar/get-started/>

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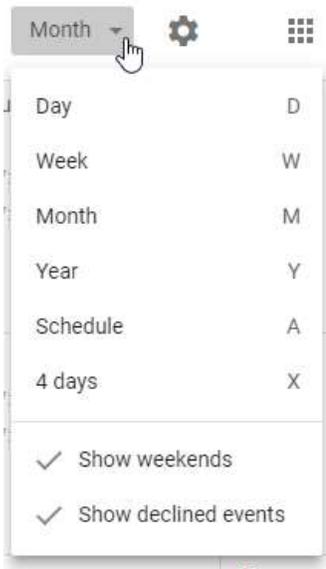
Access Your Calendar:

Open the Chrome Browser,click on the waffle/grid to open the menu and click on **Calendar**



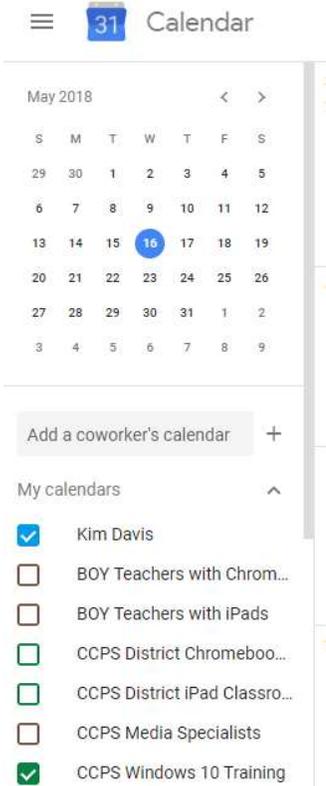
Select View:

Click on the view you like from the drop down on the top right of the calendar



Working with Calendars

Common calendars and any that you have chosen to view are listed on the left



This screenshot shows just one calendar

The screenshot displays a Google Calendar interface for May 2018. At the top, the current date is 31, and the view is set to 'Calendar'. The main grid shows dates from Sunday, May 29, to Thursday, May 30. A sidebar on the left contains a mini-month calendar for May 2018, with the 16th highlighted. Below the mini-calendar is a section for 'My calendars' with a list of calendars, including 'Kim Davis' (checked), 'BOY Teachers with Chrom...', 'BOY Teachers with iPads', 'CCPS District Chromeboo...', 'CCPS District iPad Classro...', 'CCPS Media Specialists', 'CCPS Windows 10 Training', 'CCPS Windows 10 Trainin...', 'Contacts', 'County Office Building-BO...', and 'CSE 3-5 Google Classro...'. The main calendar grid shows a 'Working' event on Wednesday, May 23rd, and a '7:30am Working' event on Thursday, May 30th.

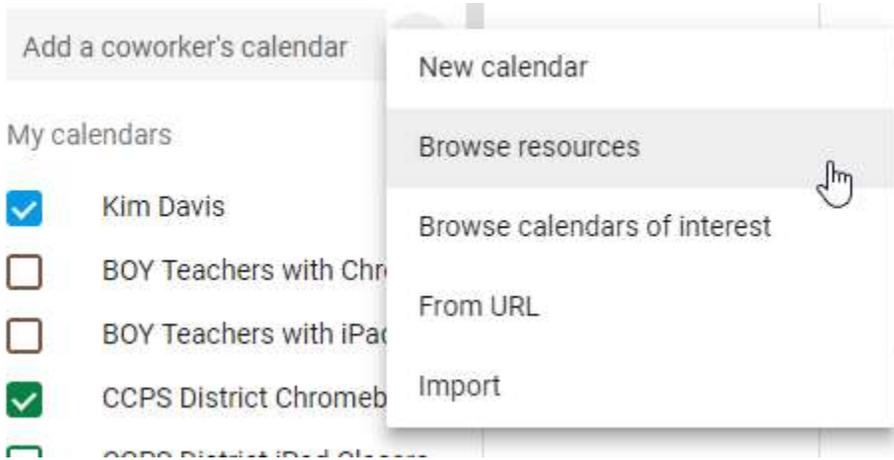
Sun 29	Mon 30	Tue May 1	Wed 2
6	7	8	9
13	14	15	16
20	21	22	23 Working
27	28	29	30 7:30am Working

Selecting more calendars (by clicking on the box next to the calendar name) overlays the calendars rather than putting them side by side.

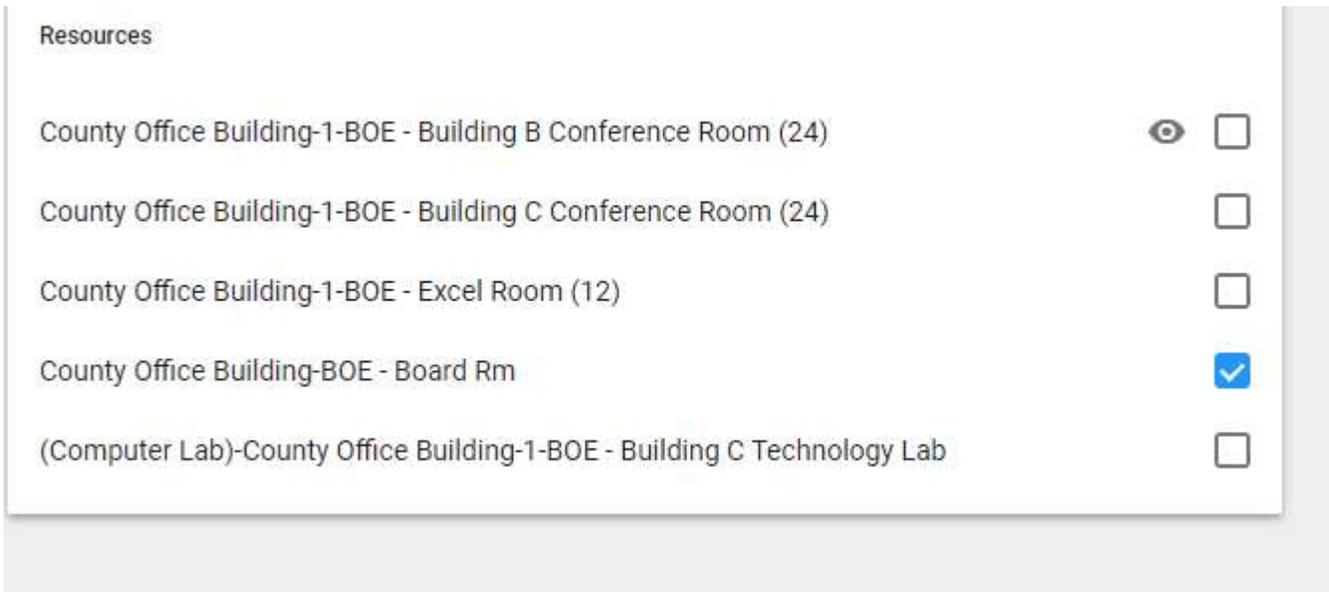
Notice the “Kim Davis” calendar events are in blue and the “CCPS District Chromebook Class” events are in green.

Calendar interface showing a multi-day view for May 2018. The interface includes a navigation bar with a menu icon, a date selector (31), and navigation arrows. A sidebar on the left shows a monthly calendar grid with the 16th highlighted in blue. Below the grid is a list of calendars with checkboxes: "Kim Davis" (checked in blue), "BOY Teachers with Chrom...", "BOY Teachers with iPads", "CCPS District Chromeboo..." (checked in green), "CCPS District iPad Classro...", "CCPS Media Specialists", and "CCPS Windows 10 Training". The main calendar view shows a grid of days from Sunday 29 to Monday 30, with dates 6, 7, 13, 14, 20, and 21 visible.

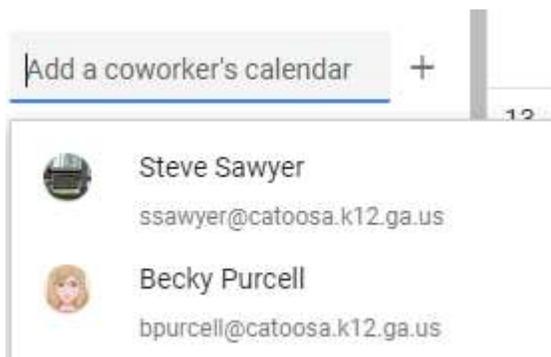
View a resource calendar by clicking on the plus next to **Add a coworker's calendar** then on **Browse Resources**. Notice you have a calendar for each of your Google Classrooms. You can uncheck the boxes next to the calendar if you don't want to display that calendar in your calendar view.



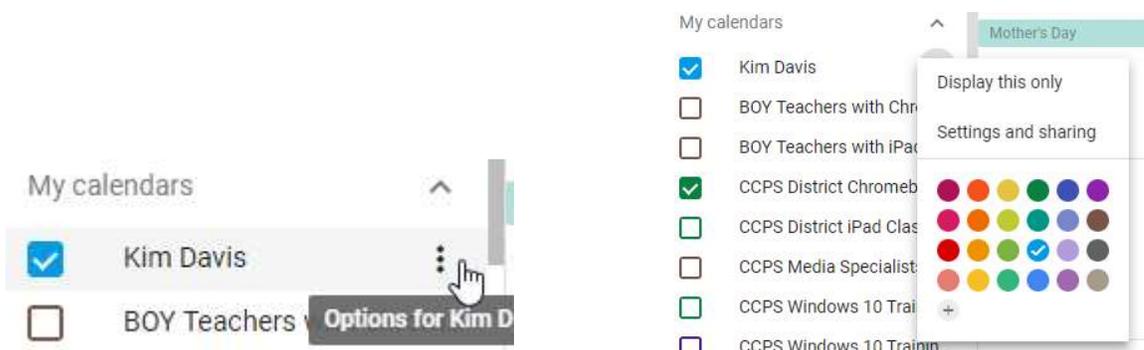
You will see Resources for the county setup by technology. These will be calendars for resources such as rooms, as well as shared school calendars. Clicking on the check box next to the calendar will add that calendar to your list of calendars.



To add a coworker's calendar that has been shared with you. Type the name inside the "Add a coworker's calendar". As you type the name a list will appear to select from.



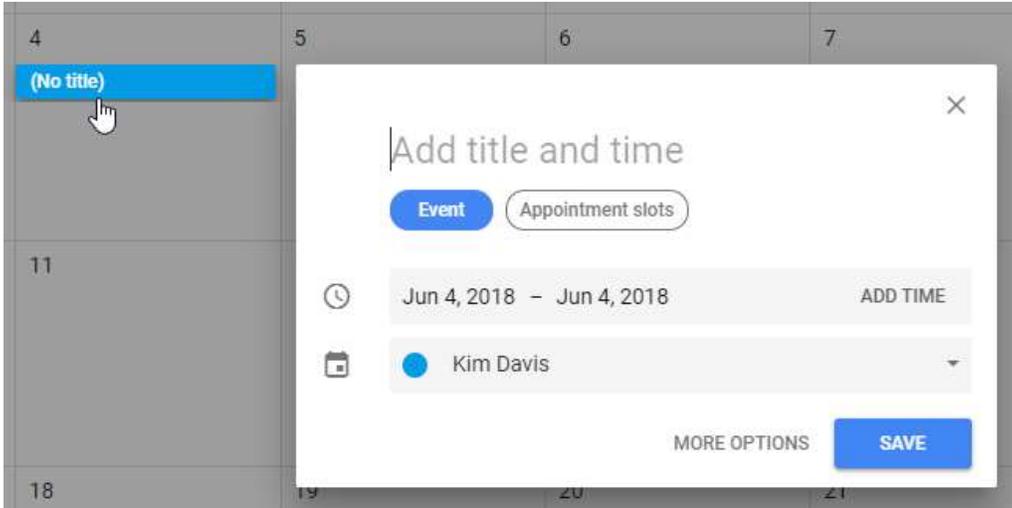
You can change the color of the calendar entries to make them easier to distinguish. Click on the 3 dots next to the calendar and click on a color of your choosing.



Create an event

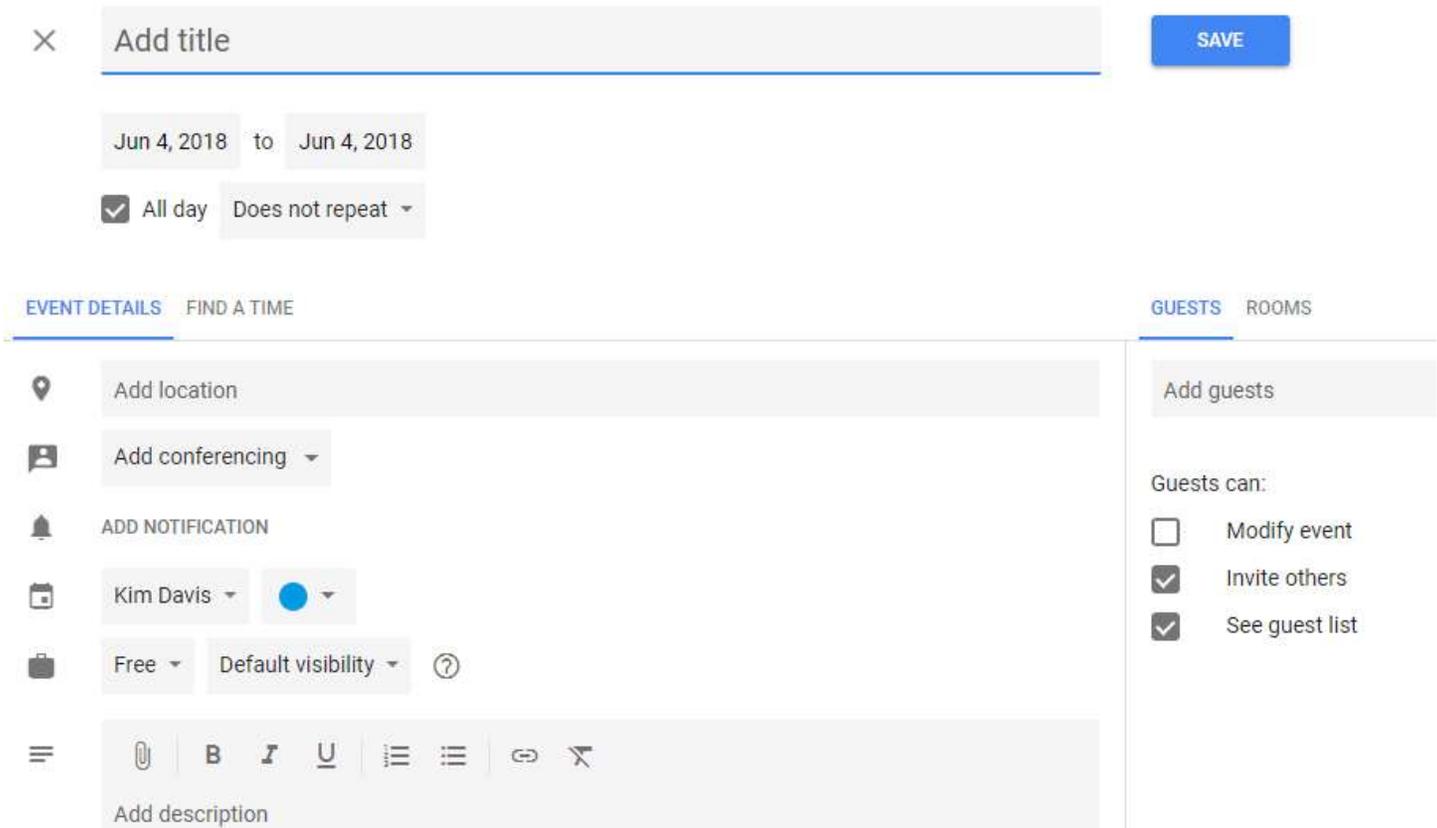
Click on the day of the event and an Event box appears.

Name your event. If you are done click **Save** or click **More Options** to invites users, set times, etc.



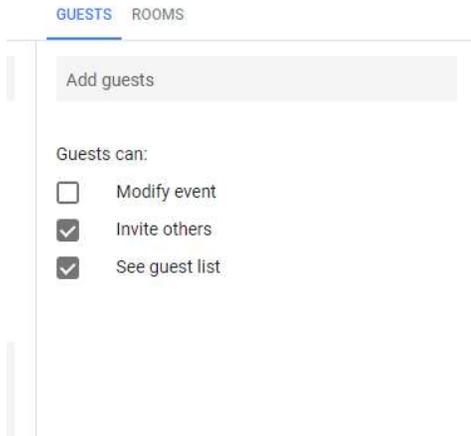
Add your additional information.

To set a time, remove the checkmark next to **All Day**



To invite guests, click in the Add Guests box and begin typing in the person's name.

A list of selections will appear.



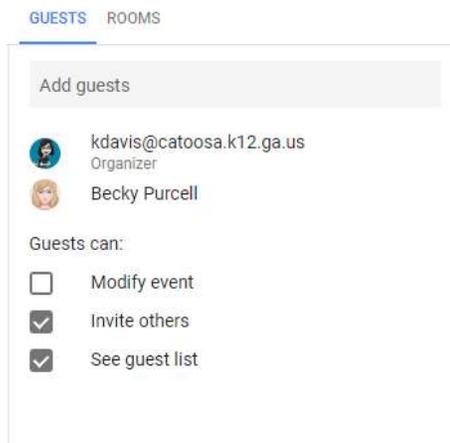
GUESTS ROOMS

Add guests

Guests can:

- Modify event
- Invite others
- See guest list

Click on the correct name and it will appear in the list, notice the Guests Can Invite Others and see guest list, but not Modify Event.



GUESTS ROOMS

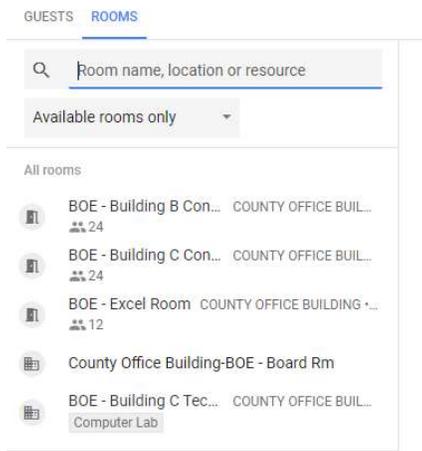
Add guests

-  kdavis@catoosa.k12.ga.us
Organizer
-  Becky Purcell

Guests can:

- Modify event
- Invite others
- See guest list

To add a Room/equipment click on **Rooms** and begin typing in the name. Click on the correct room/equipment to add it.



GUESTS ROOMS

Room name, location or resource

Available rooms only

All rooms

-  BOE - Building B Con... COUNTY OFFICE BUIL...
24
-  BOE - Building C Con... COUNTY OFFICE BUIL...
24
-  BOE - Excel Room COUNTY OFFICE BUILDING ...
12
-  County Office Building-BOE - Board Rm
-  BOE - Building C Tec... COUNTY OFFICE BUIL...
Computer Lab

The Room is added to both **Where** and **Guests**.

EVENT DETAILS FIND A TIME

GUESTS ROOMS

(Computer Lab)-County Office Building-1-BOE - Building C Technology Lab

Add conferencing ▾

ADD NOTIFICATION

Kim Davis ▾

Add guests

- kdavis@catoosa.k12.ga.us
Organizer
- Becky Purcell
- (Computer Lab)-County Office Building-1-BOE - Building C Technology Lab

To check if the person or room is busy click on **Find a time**

EVENT DETAILS FIND A TIME

TODAY < > Jun 4 – 5, 2018

Mon
4

vIT-04

2pm

1pm

2pm

3pm

Participants events will show up color coded as indicated in the **Guests** list.

EVENT DETAILS FIND A TIME

GUESTS ROOMS

TODAY < > Jun 4 – 5, 2018 Week ▾ All guests ▾ All rooms ▾ ?

Mon **4** Tue **5**

hMT-04

2pm

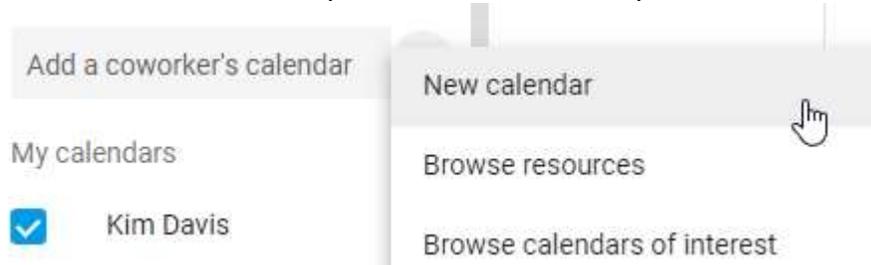
Add guests

- kdavis@catoosa.k12.ga.us
Organizer
- Becky Purcell
- (Computer Lab)-County Offi
1-BOE - Building C Technolc

SUGGESTED TIMES

Create and/or Share a Calendar

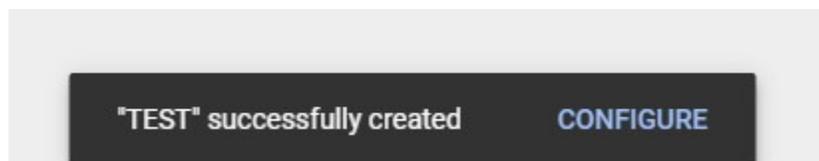
If desired create a new calendar by clicking the Plus sign next to **Add a coworker's calendar** and selecting **New calendar**. You can share your default calendar if you wish.



Fill out the **Create New Calendar** giving the Calendar a name and description and click **Create Calendar**.

A screenshot of a 'New calendar' form. The form has a title 'New calendar' and contains the following fields: 'Name' (a text input field with a blue underline), 'Description' (a larger text area), 'Time zone' (a dropdown menu currently showing '(GMT-04:00) Eastern Time'), 'Owner' (a text field showing 'kdavis@catoosa.k12.ga.us'), and 'Organization' (a text field showing 'Catoosa County Public Schools'). At the bottom right of the form is a blue button labeled 'CREATE CALENDAR'.

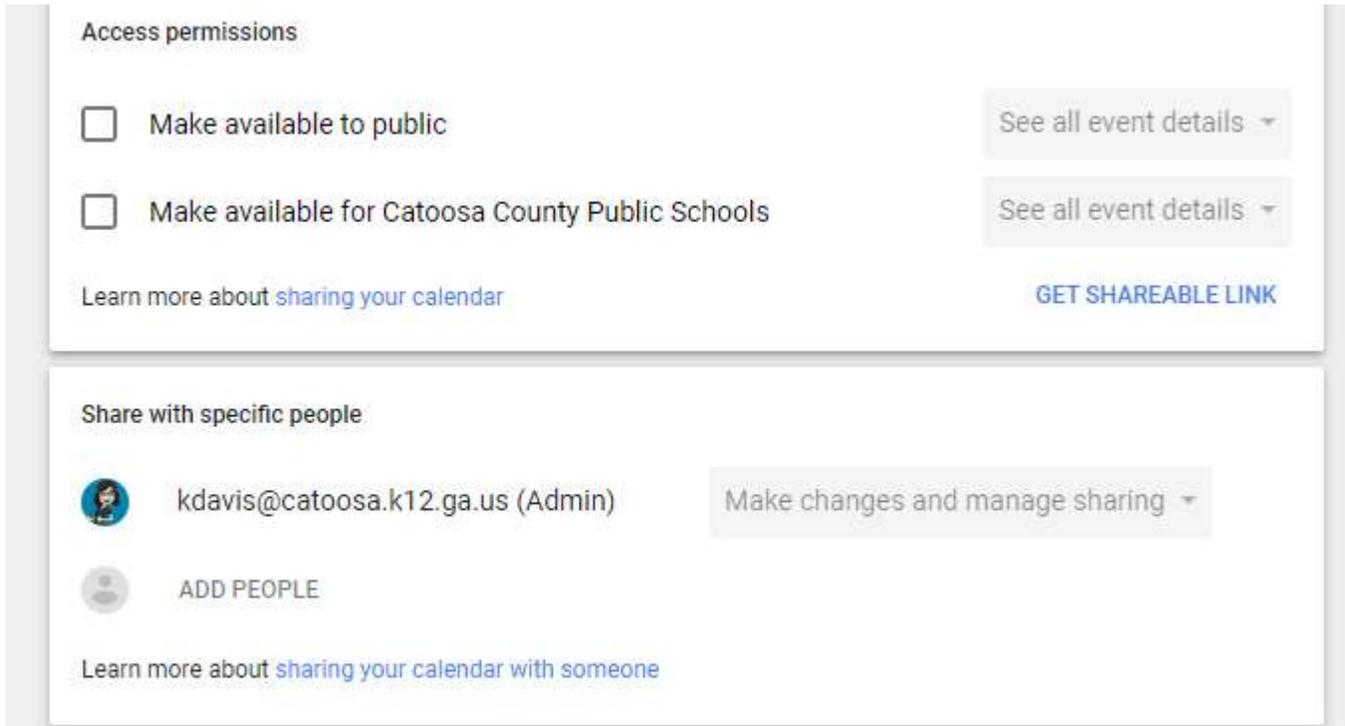
You will see this message at the bottom of your screen, clicking Configure will take you into the Calendar settings.



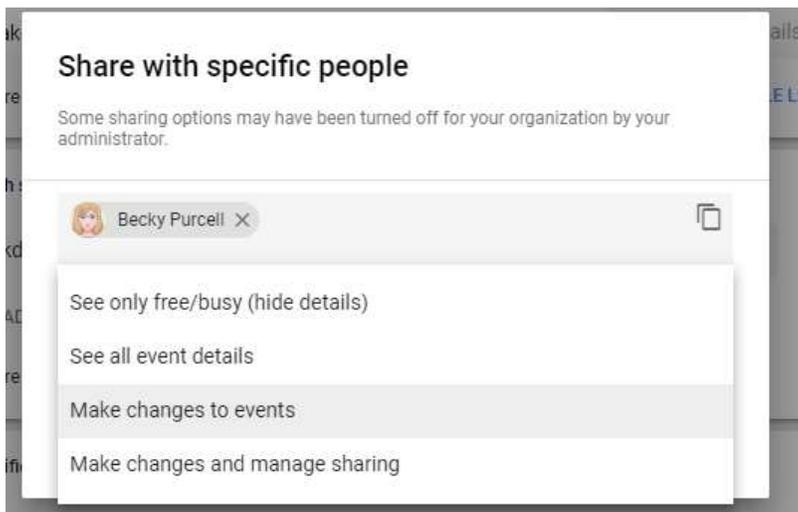
OR you can click the 3 dots next to the calendar you want to configure and choose Settings and Sharing.

Sharing

Share your calendar by making the calendar available to everyone at Catoosa County Public Schools, or choose a person to add.



When sharing the calendar with specific people you can choose the level of access. See only free/busy, See all event details Make changes to events or Make changes and manage sharing.



Notifications

Set Notifications in the Settings and Sharing screen. **Add notifications** allows you to choose the type of notification and the time before the event to be notified. You can choose, email, SMS or Notification, which will show in the browser.

