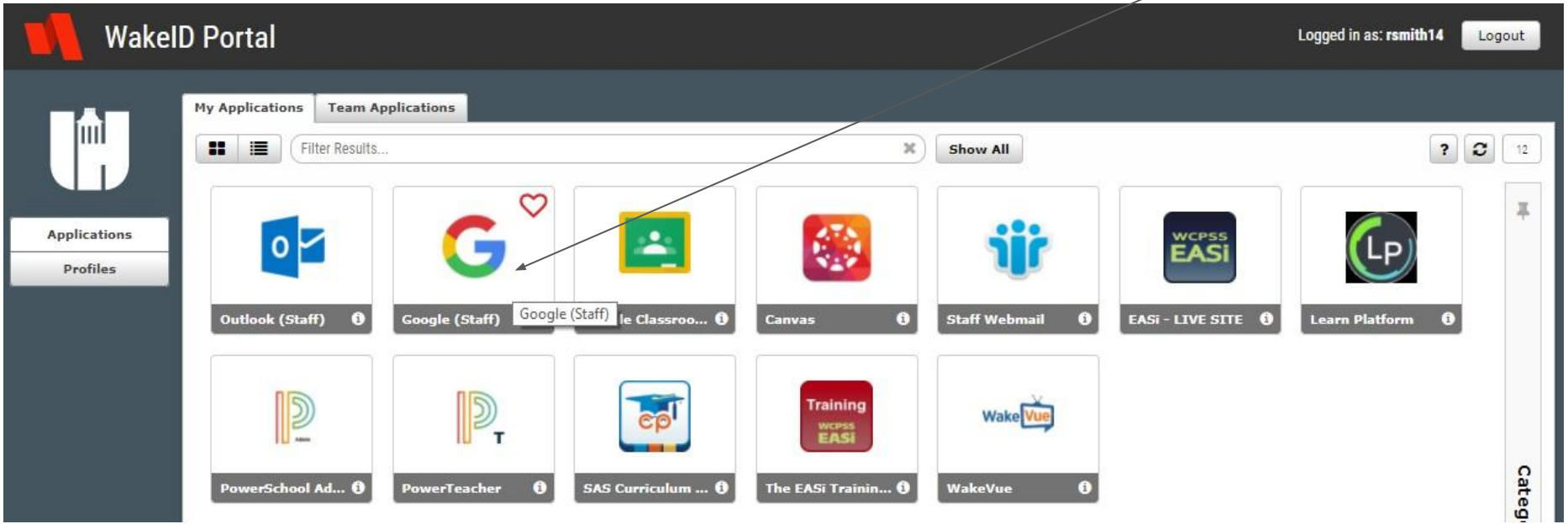
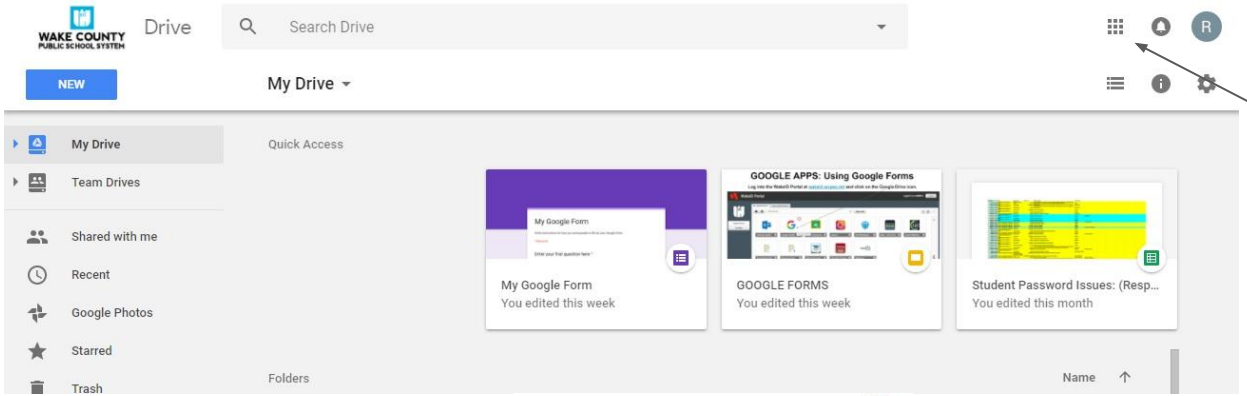
GOOGLE APPS: Using Google Calendar

Log into the WakeID Portal at wakeid.wcpss.net and click on the Google Drive icon.

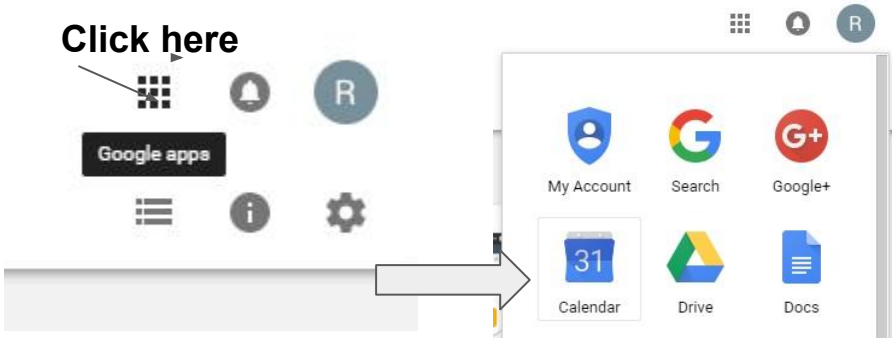


Google Drive is where you can create, store, and manage digital files within the Google Apps suite.

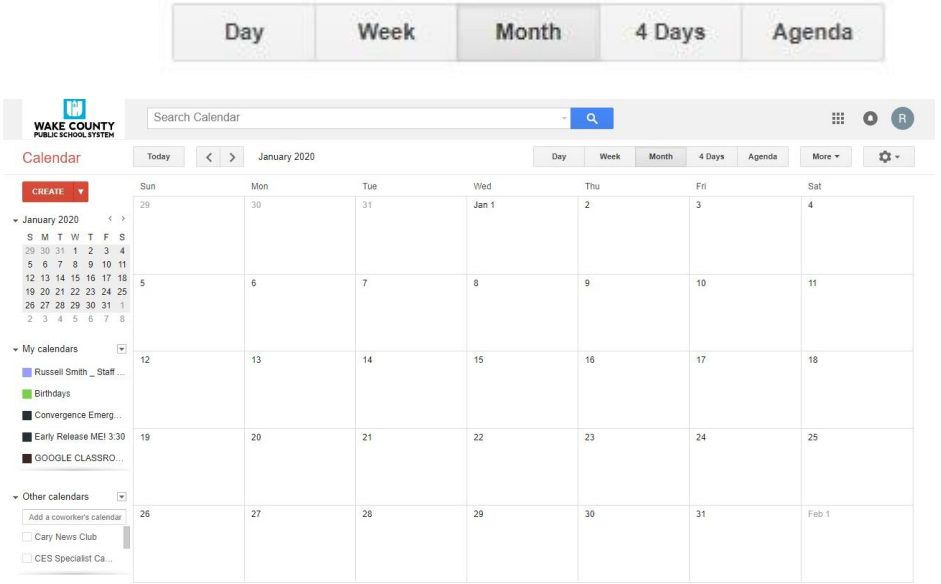


In the top right corner of the screen, click on the nine box array...this is where you can access all the apps available in the Google Apps suite.

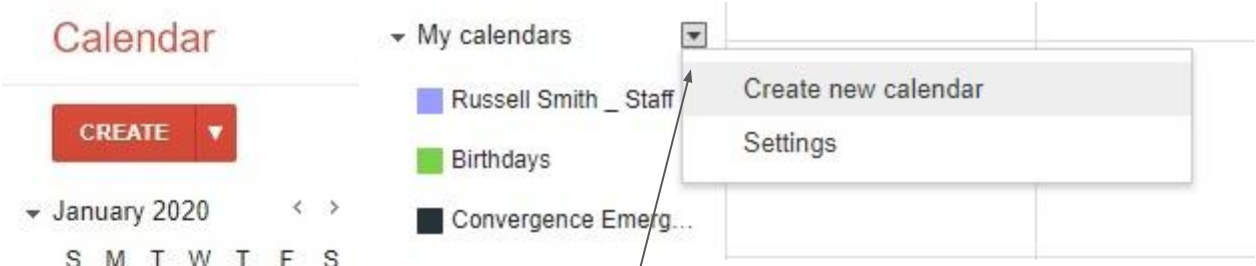
Click here



Click on "Calendar"

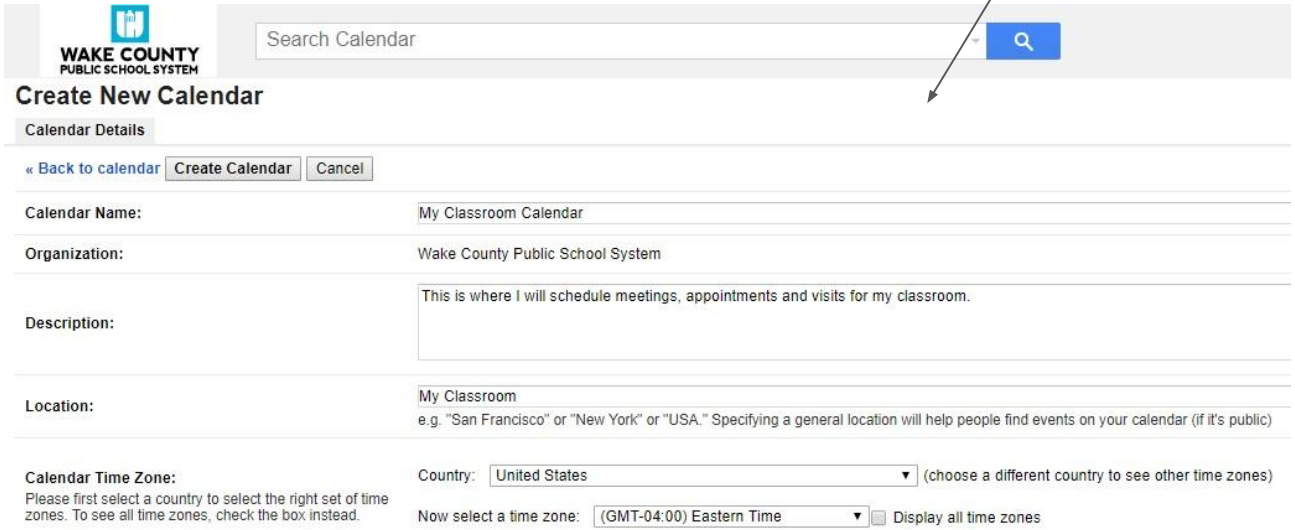


When you open the Google Calendar app, you will see a screen similar to this. You can view the Calendar by the day, week, month, or a 4-day outlook.



On the left side of the screen you will see a section called "My calendars". Click the drop-down arrown and select "Create new calendar".

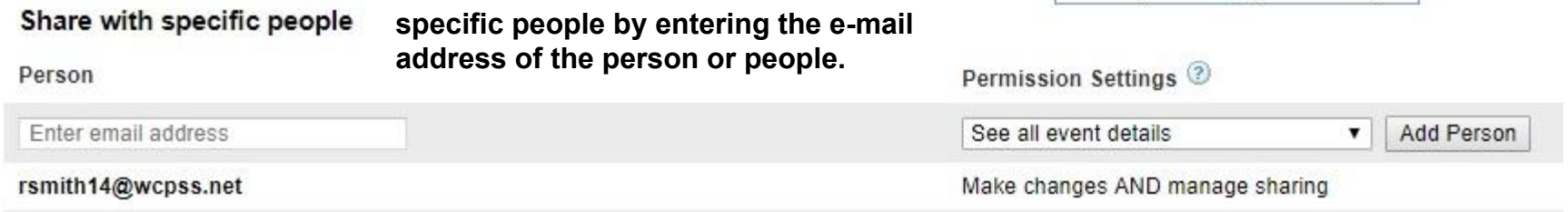
After clicking "Create new calendar", you can give the calendar a name; enter a description; a location; and the calendar time zone.

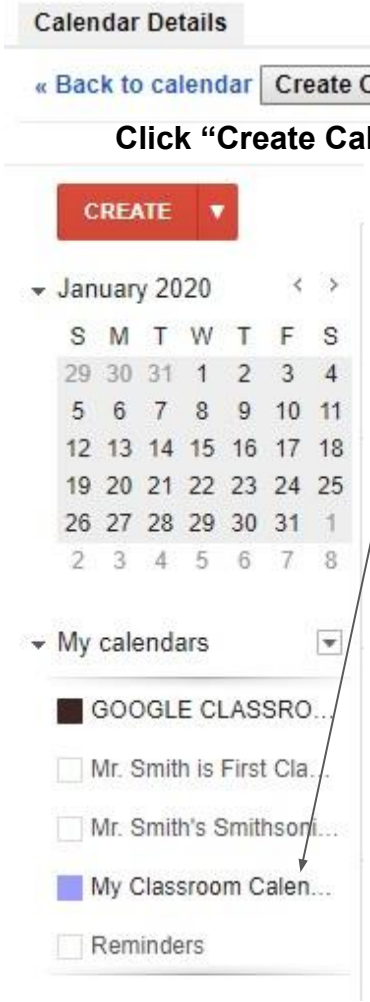


You can share your calendar with everyone in the WCPSS system and select if they can see all event details, or can only see if you are free or busy.

If you make your calendar public, all your calendar information will be available to see unless you select "Share only my free/busy information (Hide details)"

You can also share the calendar with specific people by entering the e-mail address of the person or people.



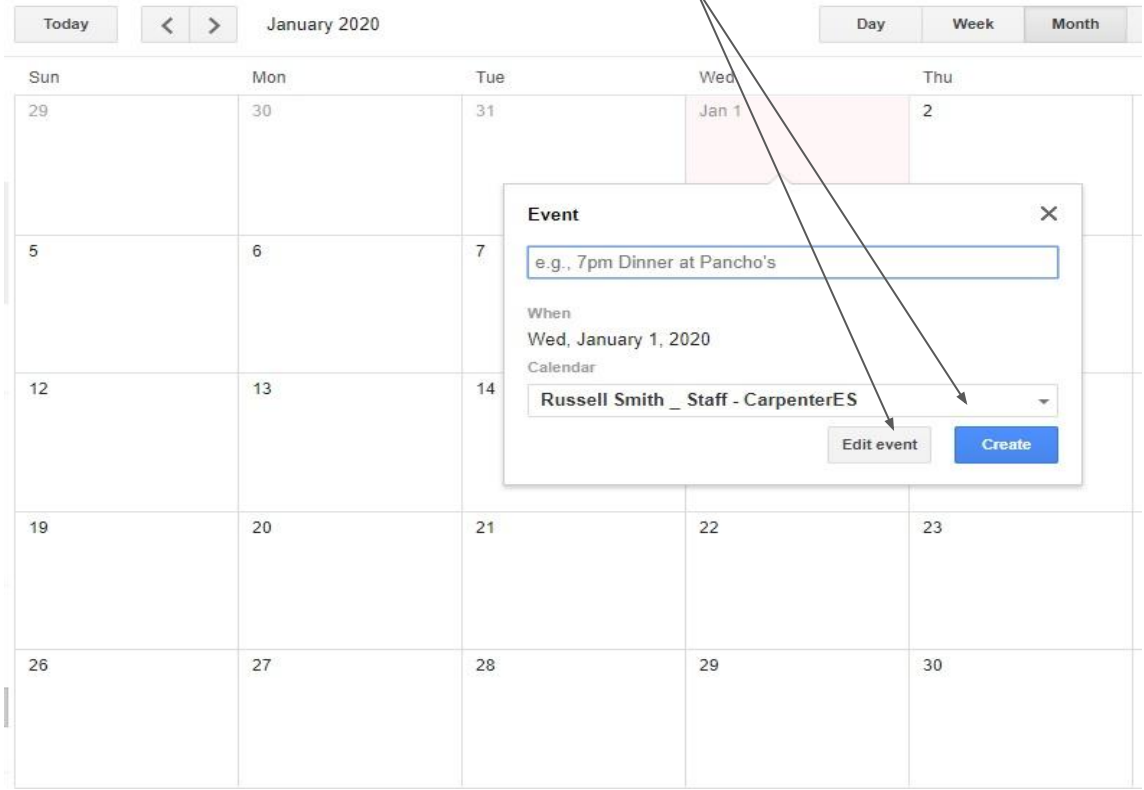


Click “Create Calendar”

Your new calendar will be seen under “My Calendars”.

CREATING AN EVENT ON YOUR GOOGLE CALENDAR

To create an event on your Google Calendar, click on the date of the event. You can create a quick entry by typing in the dialog box and clicking “Create”. To add more information, click “Edit Event”.

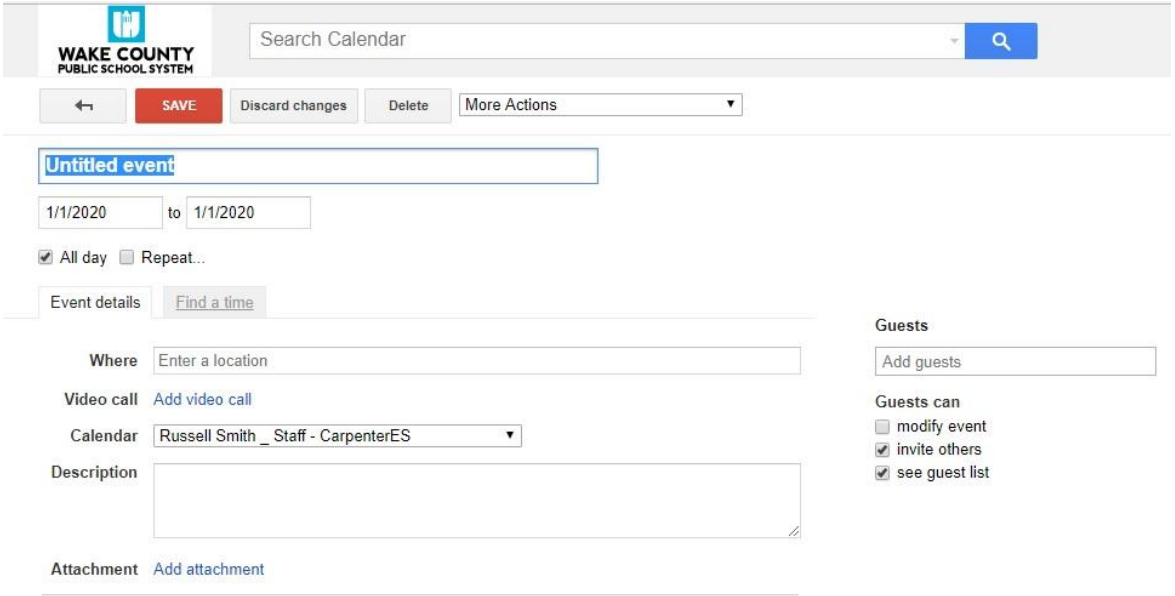


Give the event a title by replacing the words “Untitled Event”.

If the event happens on one day, you don’t need to change the beginning and ending date.

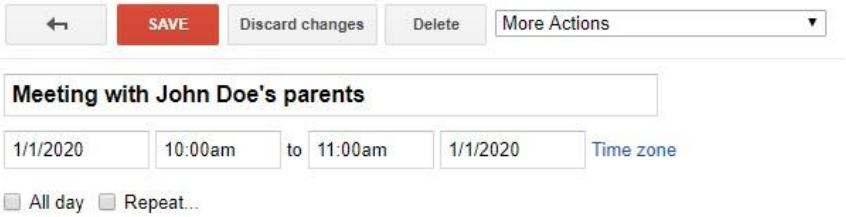
If the event lasts all day, check the box next to “All day”.

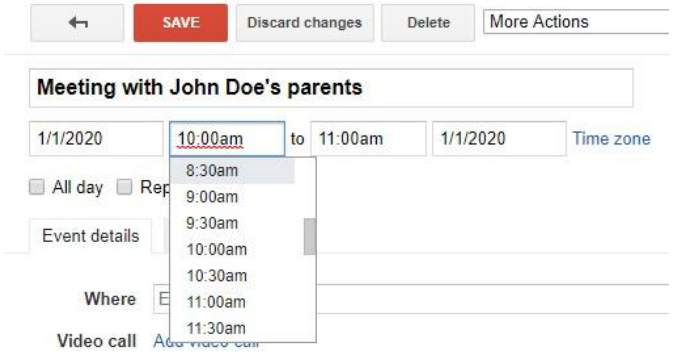
If the event starts and ends at a certain time, uncheck “All day” and select the beginning and ending time.

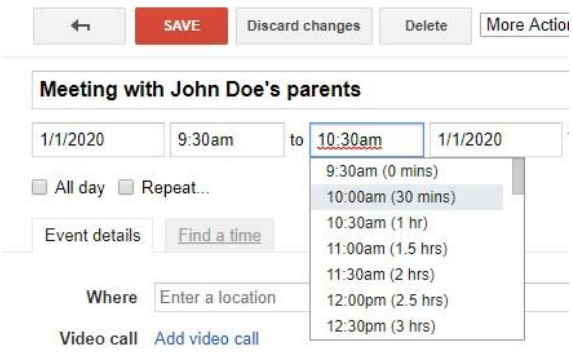


1-day event that lasts all day

1-day event that begins and ends at a certain time



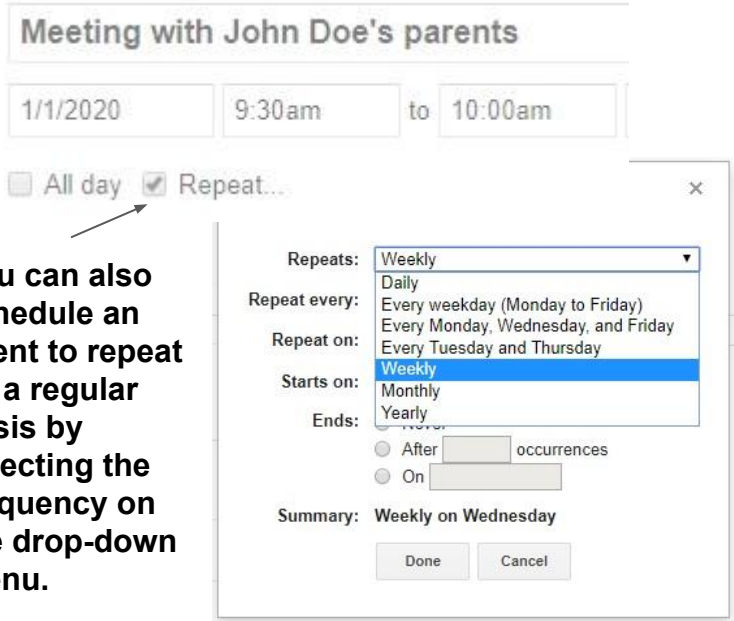


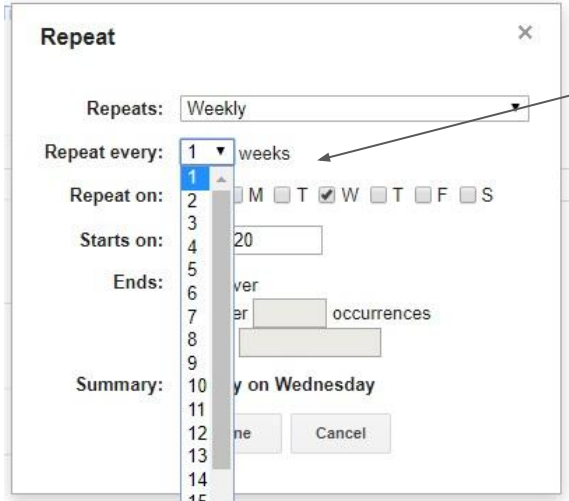


You can select the beginning and ending times of an event by selecting a time in 30-minute intervals. You can also enter a specific time manually, e.g. 2:35 pm

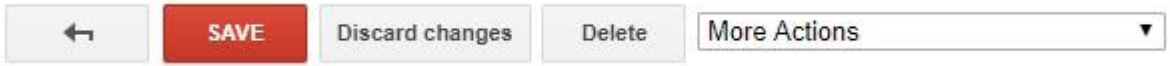
Change the date of the event if needed by clicking on the date on the calendar. You can also advance the month if needed.

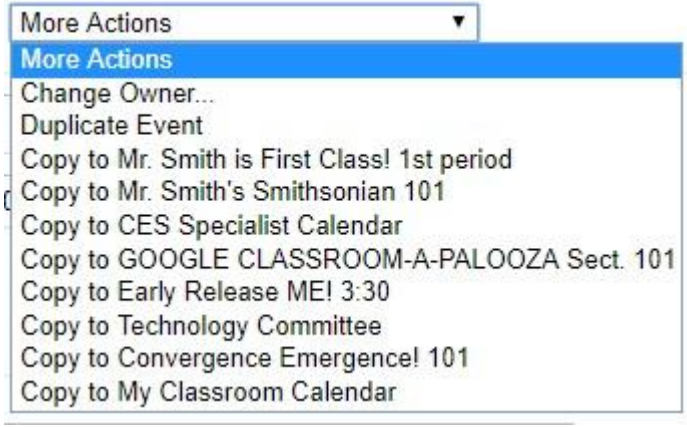
You can also schedule an event to repeat on a regular basis by selecting the frequency on the drop-down menu.

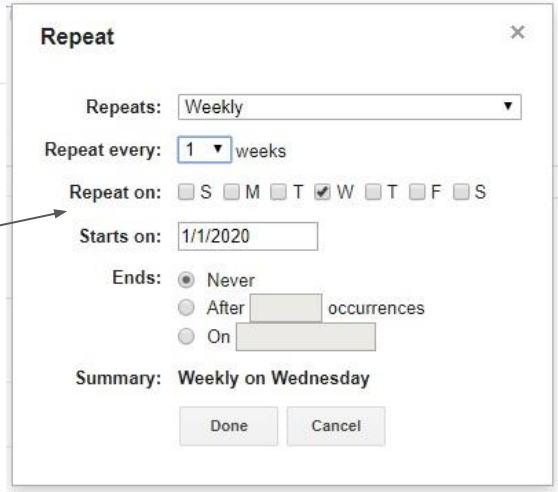




For example, if you select an event to repeat on a weekly basis, you can select the number of weeks the event will repeat.



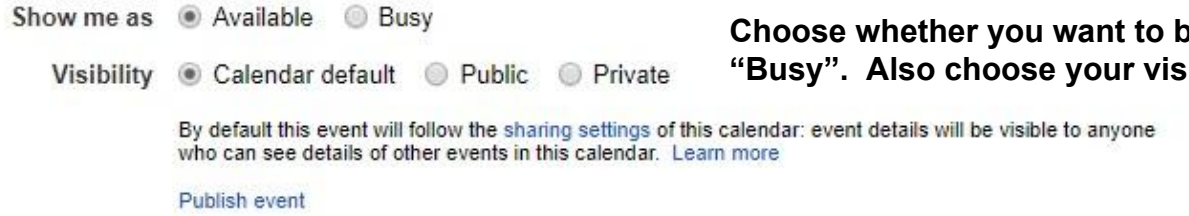




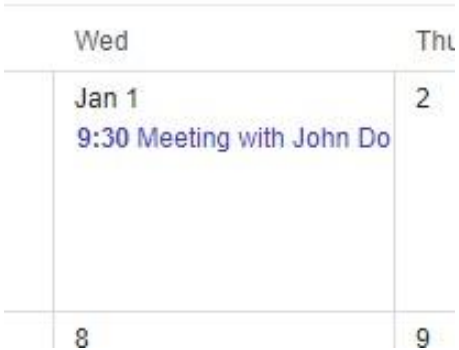
You can select the days of the week that the event repeats on, and when (or if) the repeat event ends.

Under the "More Actions" drop-down menu, you can change the owner of the calendar; duplicate an event; or copy the event to another calendar you have created or that has been shared with you.

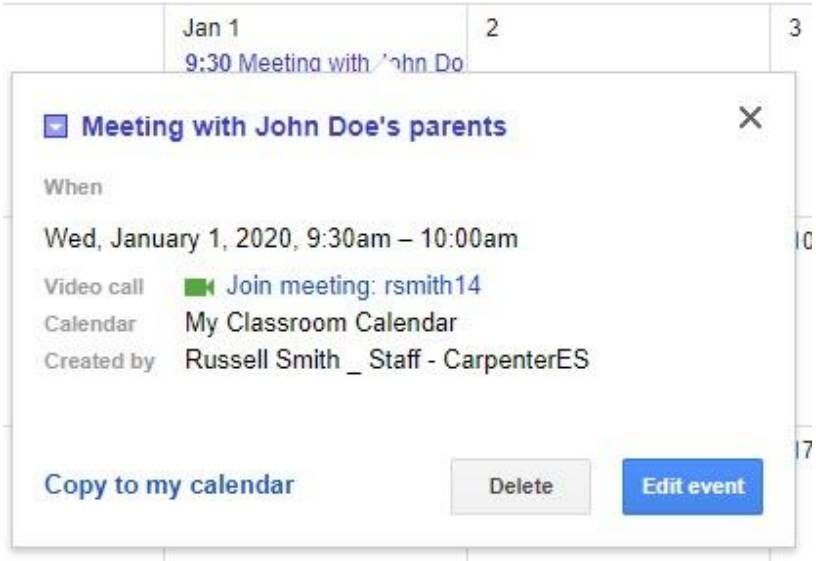
You can color code your event on your calendar by selecting the event color. You can also select how far in advance when you will receive a notification of the event .



Choose whether you want to be seen by others as “Available” or “Busy”. Also choose your visibility to the public.

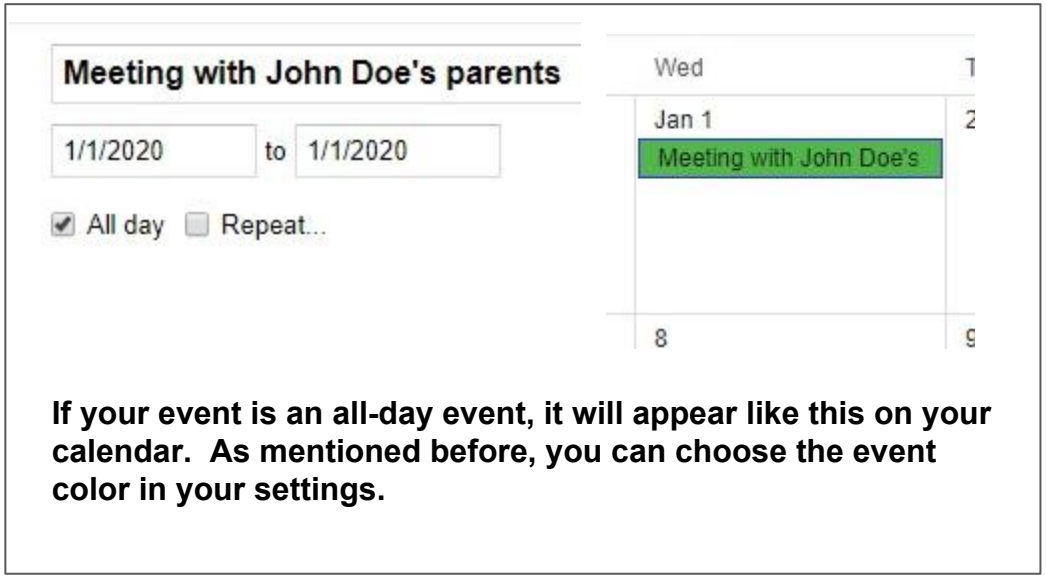


Once you have created your event, and has a specific starting time, it will appear like this.

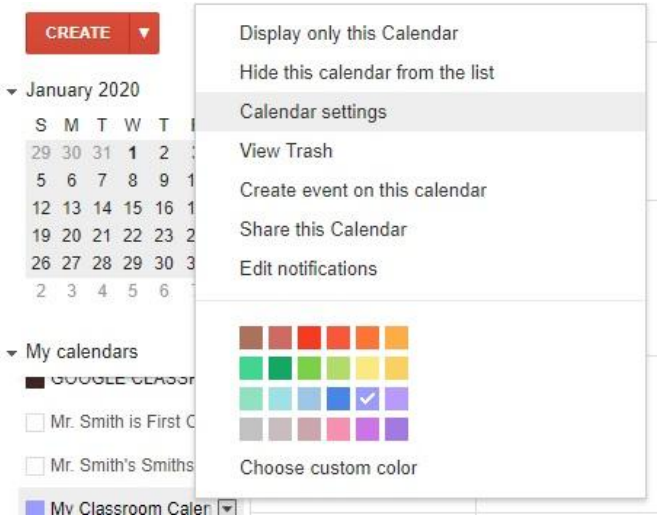


Click on the event on the calendar to see the details about the event.

Click “Edit event” if you want to make changes to the event.



If your event is an all-day event, it will appear like this on your calendar. As mentioned before, you can choose the event color in your settings.



If you want to access the calendar settings, click the drop-down menu next to the calendar.

Embed This Calendar

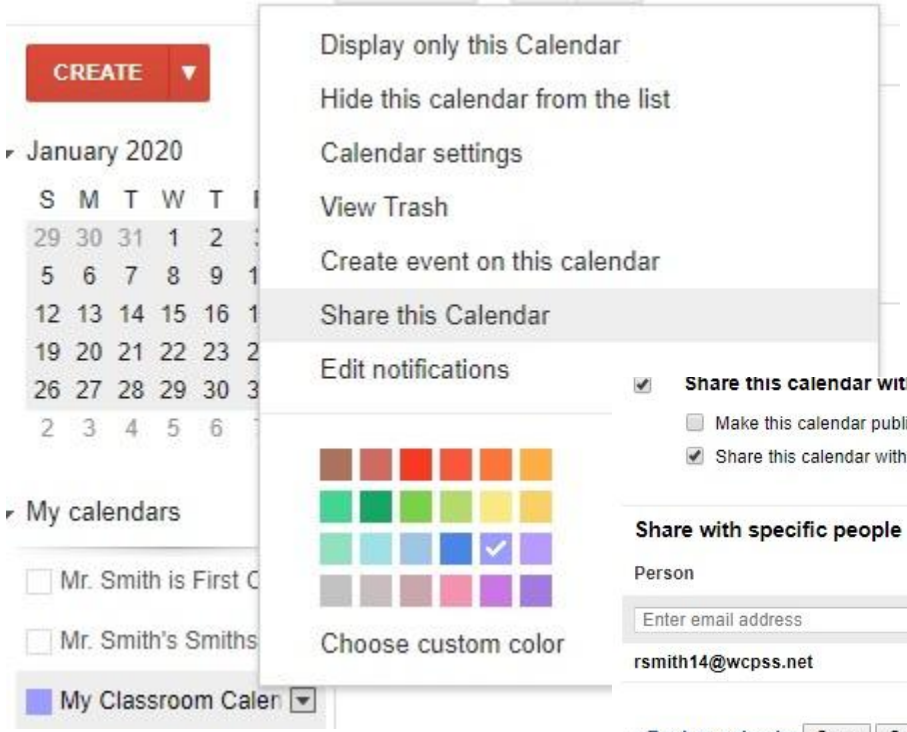
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

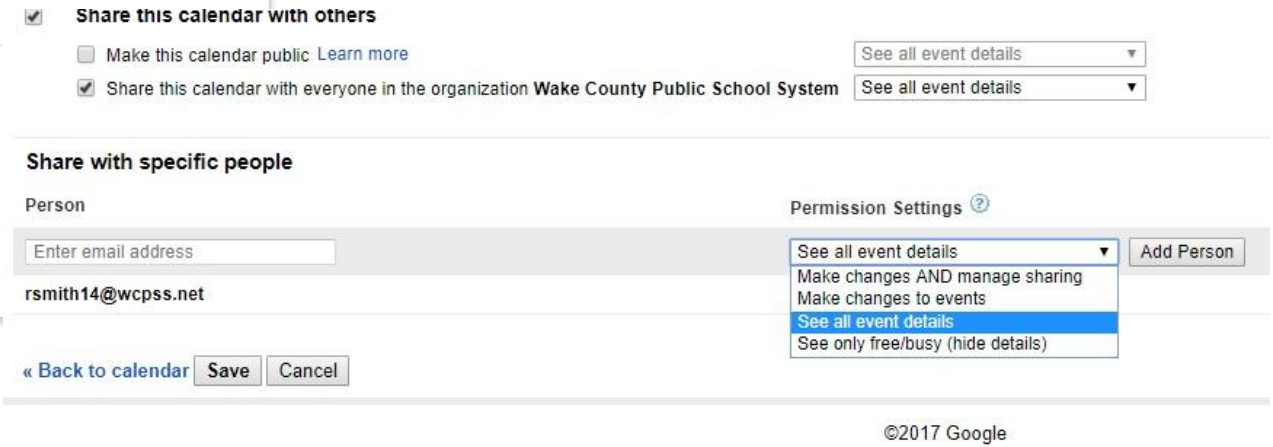
Paste this code into your website.
Customize the color, size, and other options

```
<iframe
src="https://calendar.google.com/cal
endar/embed?
src=wcpss.net_5q2rslp7sckr670962
3t0cli2g%40group.calendar.google.c
```

In "Calendar Settings", you can embed your calendar by highlighting and copying the embed code and pasting it into an HTML widget on your website.

SHARING YOUR GOOGLE CALENDAR



When sharing your Google Calendar, you can enter the e-mail addresses of the people you want to share it with. Select the event details settings you want them to see:

- **Make changes AND manage sharing**
- **Make changes to events**
- **See all event details**
- **See only free/busy (hide details)**