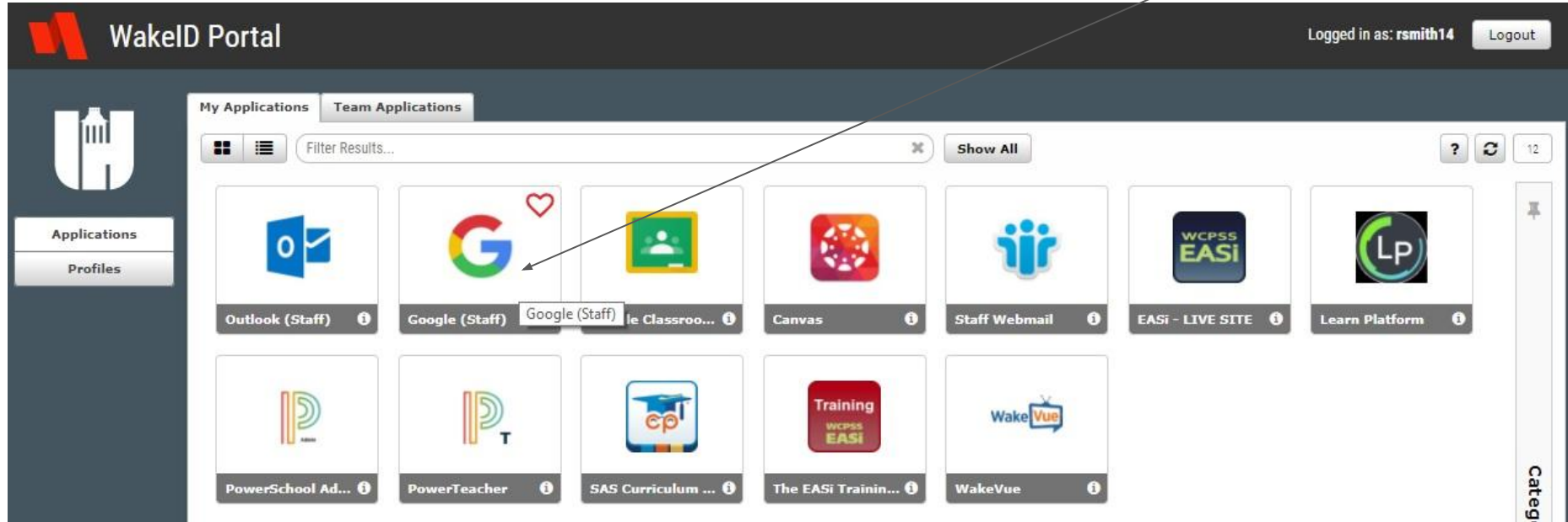


GOOGLE APPS: Using Google Calendar

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

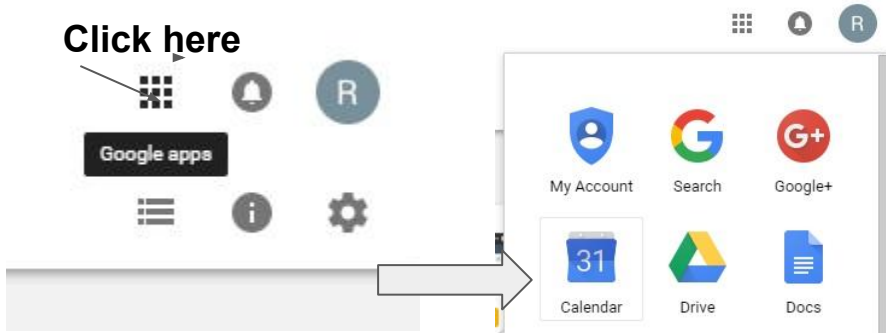


Google Drive is where you can create, store, and manage digital files within the Google Apps suite.



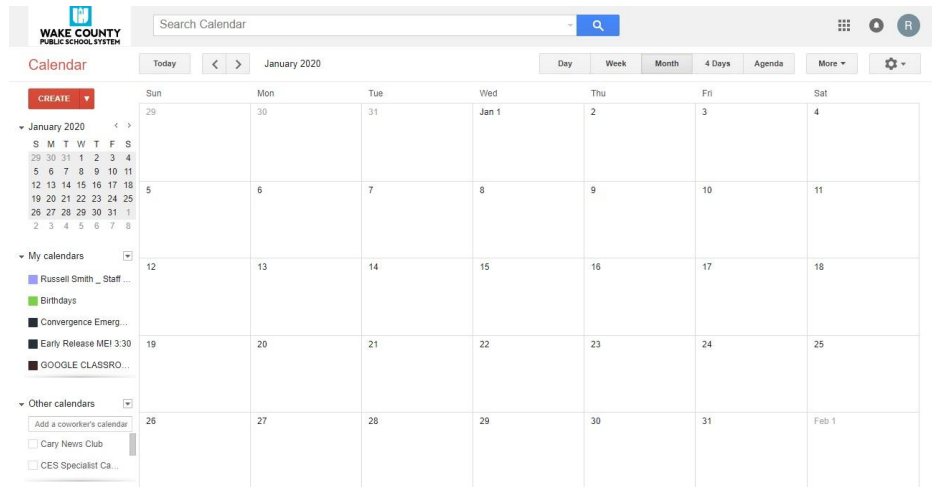
In the top right corner of the screen, click on the nine box array...this is where you can access all the apps available in the Google Apps suite.

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.



Calendar

CREATE

▼ January 2020

S	M	T	W	T	F	S
29	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	31	1
2	3	4	5	6	7	8

▼ My calendars

- Russell Smith _ Staff ...
- Birthdays
- Convergence Emerg...
- Early Release ME! 3:30
- GOOGLE CLASSRO...

▼ My calendars

- Russell Smith _ Staff
- Birthdays
- Convergence Emerg...

Create new calendar
Settings

On the left side of the screen you will see a section called “My calendars”. Click the drop-down arrow 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.



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Search Calendar

▼

Q

Create New Calendar

Calendar Details

[« Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

My Classroom Calendar

Organization:

Wake County Public School System

Description:

This is where I will schedule meetings, appointments and visits for my classroom.

Location:

My Classroom
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone:

Please first select a country to select the right set of time zones. To see all time zones, check the box instead.

Country:

United States

(choose a different country to see other time zones)

Now select a time zone:

(GMT-04:00) Eastern Time

☐ Display all time zones



Share this calendar with others

- ☐ Make this calendar public [Learn more](#)
- ☒ Share this calendar with everyone in the organization **Wake County Public School System**

See all event details ▼

See all event details ▼

See all event details

See only free/busy (hide details)



Share this calendar with others

- ☐ Make this calendar public [Learn more](#)
- ☒ Share this calendar with everyone in the organization

If you choose **Public**, all of your calendar information will be available to anyone, including your event details.

If you make your calendar **Public** and select **Share only my free/busy information (Hide details)**, people will only be able to see if you're free or busy.

[Learn more](#)

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)"

Share with specific people

Person

Enter email address

rsmith14@wcpss.net

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

Permission Settings ?

See all event details ▼

Add Person

Make changes AND manage sharing

Calendar Details

« [Back to calendar](#)

[Create Calendar](#)

[Cancel](#)

Click “Create Calendar”

CREATE

▼ January 2020

S	M	T	W	T	F	S
29	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	31	1
2	3	4	5	6	7	8

▼ My calendars

GOOGLE CLASSRO...

Mr. Smith is First Cla...

Mr. Smith's Smithsoni...

My Classroom Calen...

Reminders

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”.

Today < > January 2020 Day Week Month

Sun	Mon	Tue	Wed	Thu
29	30	31	Jan 1	2
5	6	7		
12	13	14		
19	20	21	22	23
26	27	28	29	30

Event

e.g., 7pm Dinner at Pancho's

When
Wed, January 1, 2020

Calendar
Russell Smith _ Staff - CarpenterES

Edit event Create

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.

**WAKE COUNTY**
PUBLIC SCHOOL SYSTEM



 **SAVE** Discard changes Delete

More Actions

Untitled event

1/1/2020

 to

1/1/2020

☒ All day ☐ Repeat...

Event details

Find a time

Where

Video call

Add video call

Calendar

Russell Smith _ Staff - CarpenterES

Description

Attachment

Add attachment

Guests

Add guests

Guests can

☐ modify event

☒ invite others

☒ see guest list

1-day event that lasts all day

 **SAVE** Discard changes Delete

More Actions

Meeting with John Doe's parents

1/1/2020

 to

1/1/2020

☒ All day ☐ Repeat...

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

 **SAVE** Discard changes Delete

More Actions

Meeting with John Doe's parents

1/1/2020

10:00am

 to

11:00am

1/1/2020

Time zone

☐ All day ☐ Repeat...

Meeting with John Doe's parents

1/1/2020 10:00am to 11:00am 1/1/2020 Time zone

☐ All day ☐ Repeat...

Event details Find a time

Where Enter a location

Video call Add video call

Meeting with John Doe's parents

1/1/2020 9:30am to 10:30am 1/1/2020

☐ All day ☐ Repeat...

Event details Find a time

Where Enter a location

Video call Add video call

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.

Meeting with John Doe's parents

1/1/2020 9:30am to 10:00am 1/1/2020 Time zone

☐ All day ☐ Repeat...

Event details Find a time

Where Enter a location

Video call Add video call

Calendar Russell Smith _ Staff - CarpenterES

Meeting with John Doe's parents

1/1/2020 9:30am to 10:00am

☐ All day ☒ Repeat...

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

Repeats: Weekly

Repeat every: Daily

Repeat on: Every weekday (Monday to Friday)

Repeat on: Every Monday, Wednesday, and Friday

Repeat on: Every Tuesday and Thursday

Starts on: Weekly

Starts on: Monthly

Ends: Yearly

☐ After occurrences

☐ On

Summary: Weekly on Wednesday

Done Cancel

Repeat [X]

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S

Starts on: 20

Ends: ☐ Never ☐ After occurrences ☐ On

Summary: Weekly on Wednesday

Done Cancel

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

← **SAVE** Discard changes Delete More Actions ▼

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

Repeat [X]

Repeats: Weekly

Repeat every: 1 weeks

Repeat on: ☐ S ☐ M ☐ T ☒ W ☐ T ☐ F ☐ S

Starts on: 1/1/2020

Ends: ☒ Never ☐ After occurrences ☐ On

Summary: Weekly on Wednesday

Done Cancel

More Actions ▼

More Actions

- Change Owner...
- Duplicate Event
- Copy to Mr. Smith is First Class! 1st period
- Copy to Mr. Smith's Smithsonian 101
- Copy to CES Specialist Calendar
- Copy to GOOGLE CLASSROOM-A-PALOOZA Sect. 101
- Copy to Early Release ME! 3:30
- Copy to Technology Committee
- Copy to Convergence Emergence! 101
- Copy to My Classroom Calendar

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.

Event color ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Notifications

[Add a notification](#)

Show me as ☒ Available ☐ Busy

Visibility ☒ Calendar default ☐ Public ☐ Private

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](#)

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.

Wed	Thu
Jan 1 9:30 Meeting with John Do	2
8	9

Jan 1	2	3
9:30 Meeting with John Do		

☒ **Meeting with John Doe's parents**

When

Wed, January 1, 2020, 9:30am – 10:00am

Video call ☒ [Join meeting: rsmith14](#)

Calendar [My Classroom Calendar](#)

Created by [Russell Smith _ Staff - CarpenterES](#)

[Copy to my calendar](#)

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.

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

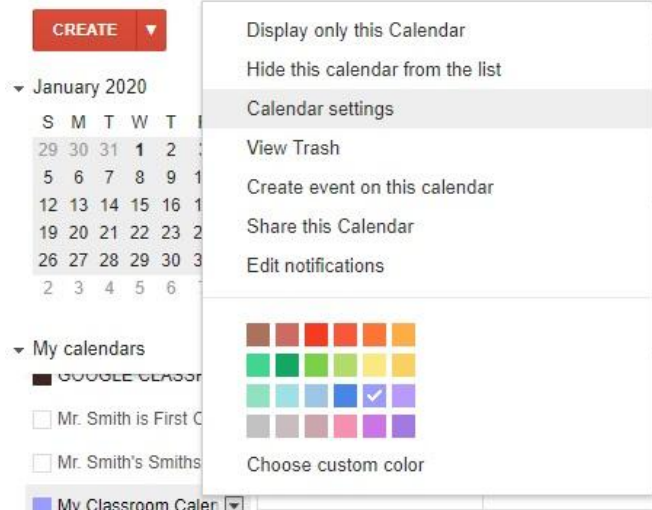
Meeting with John Doe's parents

1/1/2020 to 1/1/2020

☒ All day ☐ Repeat...



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

CREATE

January 2020

S M T W T F

29 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 31

My calendars

☐ Mr. Smith is First C

☐ Mr. Smith's Smiths

☒ My Classroom Calen

Display only this Calendar

Hide this calendar from the list

Calendar settings

View Trash

Create event on this calendar

Share this Calendar

Edit notifications

Choose custom color

☒ **Share this calendar with others**

☐ Make this calendar public [Learn more](#)

☒ Share this calendar with everyone in the organization **Wake County Public School System**

Share with specific people

Person	Permission Settings
<input type="text" value="Enter email address"/>	<div>See all event details</div> <div>Make changes AND manage sharing</div> <div>Make changes to events</div> <div>See all event details</div> <div>See only free/busy (hide details)</div>

[« Back to calendar](#) **Save** **Cancel**

Add Person

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)**