

Google

Drive

NEW

My Drive

Shared with me

Google Photos

Recent

Starred

Bin

Google



Calendar

Google Drive

Google Earth

Google Voice

Google Calendar Topics



1. Accessing Calendar
2. New Calendar
3. View Options
4. Quick Add
5. Adding an Event
6. Edit Event
7. Delete Event
8. Reminders
9. Repeat
10. Display
11. Settings
12. Share Calendar

Google Calendar

This screenshot shows the Google Home screen with a menu overlay. At the top, there is a navigation bar with a question mark, a gear icon, a 'Month' dropdown, a grid icon, and a profile picture. A blue arrow points to the grid icon. The menu overlay contains the following items:

- Account
- Drive
- Classroom
- Docs
- Sheets
- Slides
- Calendar
- Meet
- Google+
- Sites
- Contacts

This screenshot shows the Google App Drawer. At the top right, a red circle highlights the grid icon. A red arrow points from this circle to the Calendar app icon in the drawer. The drawer contains the following apps:

- My Account
- Search
- Maps
- YouTube
- Play
- News
- Gmail
- Drive
- Calendar
- Google+
- Translate
- Photos

A 'More' button is located at the bottom of the drawer.

Google Calendar

The screenshot shows the Google Calendar web interface. At the top, there are browser tabs for 'niagarafishing@yahoo.com', 'Email - Middleton, Gavin', 'Jostens Yearbook Avenue: Design', 'My Drive - Google Drive', 'District School Board of Niagara', and '(42) YouTube'. The address bar shows 'calendar.google.com/calendar/b/1/r?tab=oc&pli=1'. A notification popup is visible in the top left, stating 'calendar.google.com wants to Show notifications' with 'Allow' and 'Block' buttons. The main calendar view is for June 2020, showing a grid of days from Monday, June 1st to Saturday, June 6th. The current day is Tuesday, June 2nd. The calendar displays several recurring events: '8:10am ICS3U/3C' (purple dot), '10:50am IT Club' (purple dot), and '1pm ICS20/3U' (purple dot). The left sidebar includes a 'Create' button, a 'June 2020' calendar overview, a 'Meet with...' section with a search bar, and a list of 'My calendars' including 'Gavin Middleton', 'BUSINESS 2020 PER4', 'COMPUTERS 2018', 'COMPUTERS 2019 01', 'Computers 2019/2020 01', 'COMPUTERS 3 03', 'COMPUTERS DEMO DEMO', 'COMPUTERS PER1 BTT', 'COMPUTERS PER2 BTT', 'INTRO TO BUSINESS 2 03', 'INTRO TO BUSINESS 2018...', and 'Intro To Business P2'. The right sidebar shows a search icon, a help icon, a settings icon, a 'Month' dropdown, and a user profile icon.

Add New Calendar

The image shows a screenshot of the Google Calendar web interface. On the left, there is a sidebar with a 'Create' button and a list of existing calendars. A blue arrow points to the 'Add other calendars' button at the bottom of the list. The main area shows a calendar grid for the month of May. A note box is overlaid on the calendar grid.

Create

- Gavin Middleton
- BUSINESS 2020 PER4
- COMPUTERS 2018
- COMPUTERS 2019 01
- Computers 2019/2020 01
- COMPUTERS 3 03
- COMPUTERS DEMO DEMO
- COMPUTERS PER1 BTT
- COMPUTERS PER2 BTT
- INTRO TO BUSINESS 2 03
- INTRO TO BUSINESS 2018...
- Intro To Business P2
- Intro To Business P3
- Reminders
- Tasks

Other calendars **+** **^**

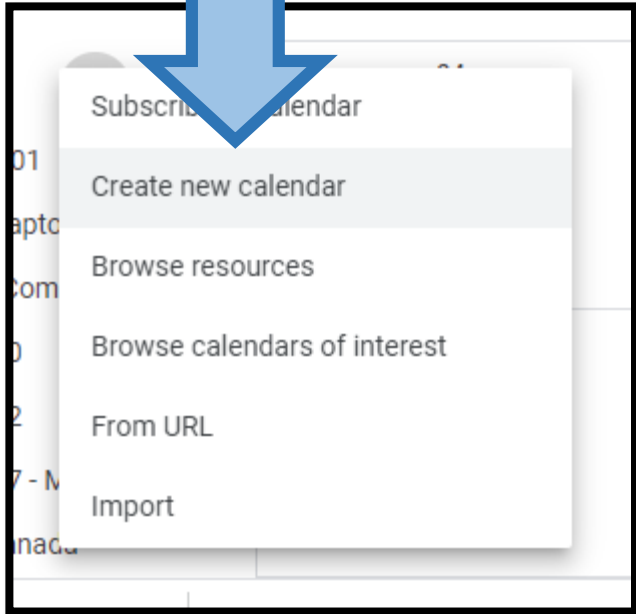
- COMPUTE **Add other calendars**
- ELC English Laptop Cart
- ELC Library - Computers
- ELC Room 210
- ELC Room 212
- ELC Room 407 - Math Scie...
- Holidays in Canada

Note: You may wish to create a different calendar for each class that you teach

10:01 AM
2020-06-02

Create New Calendar

1



2

A screenshot of the 'Create new calendar' form. The form has a title 'Create new calendar' and several input fields. A large blue arrow points from the number '2' in a blue box down to the top of the form. At the bottom of the form, there is a blue button labeled 'Create calendar'. A large blue arrow points from the number '3' in a blue box to the 'Create calendar' button.

Create new calendar

Name

Description

Time zone
(GMT-04:00) Eastern Time - Toronto

Owner
gavin.middleton@dsgn.org

Organization
District School Board of N

Create calendar

3

Switch Months



The screenshot shows a calendar application interface. At the top left, there is a menu icon (three horizontal lines) and a calendar icon with the number '2'. The word 'Calendar' is displayed next to it. To the right of 'Calendar' is a 'Today' button. Further right are navigation arrows: a left arrow, a right arrow, and a 'Next month' button. The current month 'May 2020' is displayed on the right. Below the navigation arrows, a tooltip labeled 'Next month' is visible over the right arrow. The main calendar area shows a grid with 'SUN 26' and 'MON 27' visible. At the bottom left, there is a 'Create' button with a plus sign icon. Below the main calendar area, the text 'May 2020' is displayed with left and right navigation arrows.

Create Event

The screenshot shows a calendar interface for May 2020. A modal dialog titled 'Add title' is open, allowing the user to create a new event. The dialog includes the following fields and options:

- Title:** A text input field with the placeholder 'Add title'.
- Event Type:** Radio buttons for 'Event' (selected), 'Out of office', and 'Appointment slots'.
- Date and Time:** A date picker set to 'May 1, 2020' and a time range of '10:00am - 11:00am'.
- Guests:** A field labeled 'Add guests' with a person icon.
- Video Conferencing:** A blue button labeled 'Add Google Meet video conferencing'.
- Location:** A field labeled 'Add location' with a location pin icon.
- Description:** A field labeled 'Add description' with a list icon.
- Attendees:** A field with a calendar icon and a dropdown menu showing 'Gavin Middleton'.
- Buttons:** 'More options' and a blue 'Save' button.

The background calendar shows a grid for May 2020, with a 'Create' button in the top left and a list of calendars on the left side.

Steps...

1. Click on a day in the calendar to create an event
2. Type in the name of the event
3. Edit the details (see next slide)
4. Click **Save**

Create Event

A screenshot of the 'Create Event' form in a calendar application. The form is titled 'Add title' and includes a close button (X) in the top right corner. Below the title field, there are two tabs: 'Event' (selected) and 'Reminder'. The event details section shows the date '3 Jun 2020', time '4:30pm - 5:30pm', and another date '3 Jun 2020'. Below this, there are options to 'Add guests', 'Add Google Meet video conferencing' (with a blue button), 'Add location', 'Add description', and a calendar icon with a dropdown menu showing 'TEACH WITH TECH TM INC.' and a downward arrow. At the bottom, there are 'More options' and 'Save' buttons.

Name

Date / Time

Location

Description

Calendar

A screenshot of the 'Field Trip' event details in a calendar application. The event is titled 'Field Trip' and has a close button (X) in the top right corner. Below the title, there are two tabs: 'Event' (selected) and 'Reminder'. The event details section shows the date '3 Jun 2020', time '4:30pm - 5:30pm', and another date '3 Jun 2020'. Below this, there are options to 'Add guests', 'Add Google Meet video conferencing' (with a blue button), 'Add location', 'Add description', and a calendar icon with a dropdown menu showing 'TEACH WITH TECH TM INC.' and a downward arrow. At the bottom, there are 'More options' and 'Save' buttons.

Create Reminder

1 Jun 2

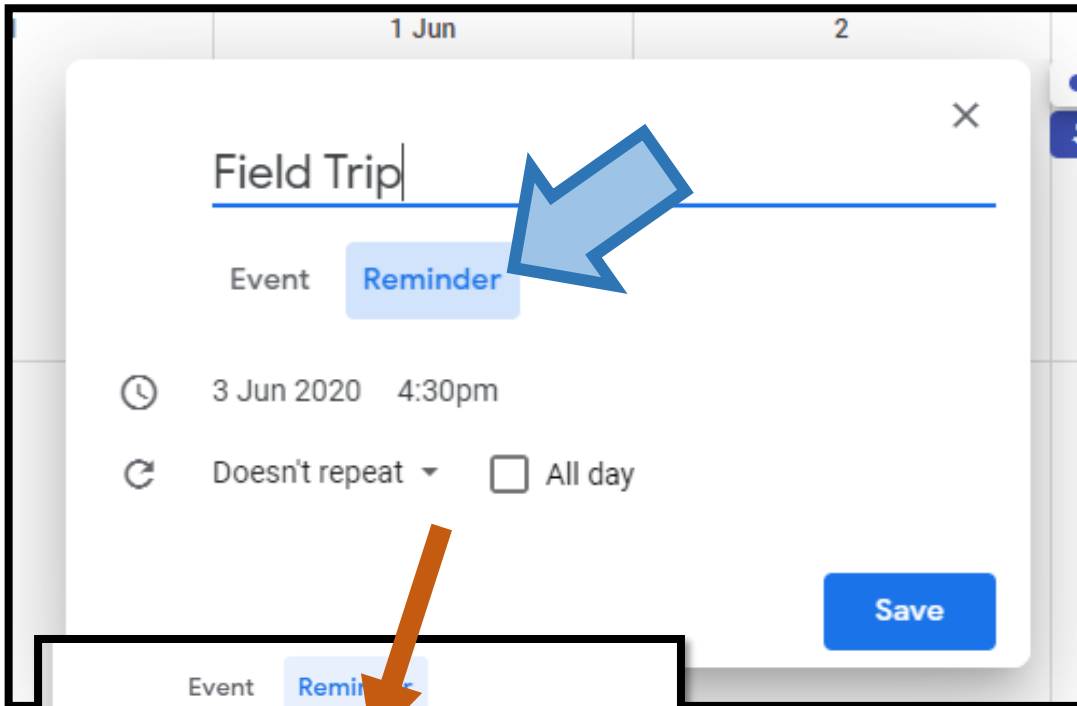
Field Trip

Event **Reminder**

🕒 3 Jun 2020 4:30pm

🔄 Doesn't repeat All day

Save

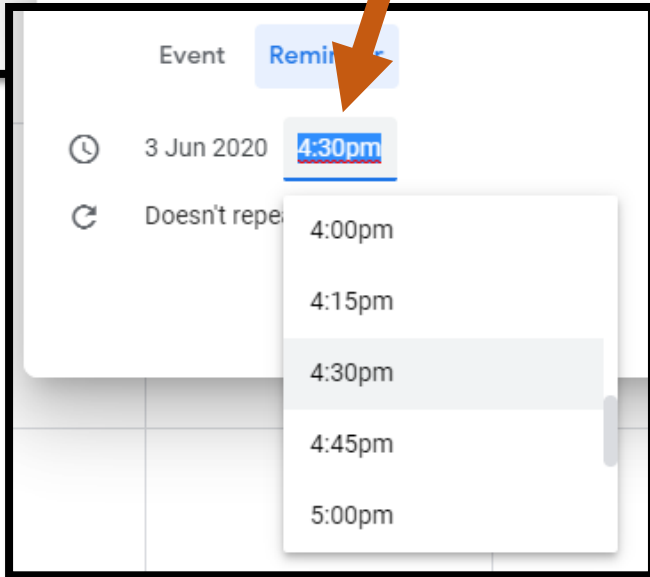


Event **Reminder**

🕒 3 Jun 2020 4:30pm

🔄 Doesn't repeat

- 4:00pm
- 4:15pm
- 4:30pm
- 4:45pm
- 5:00pm



Field Trip

Event **Reminder**

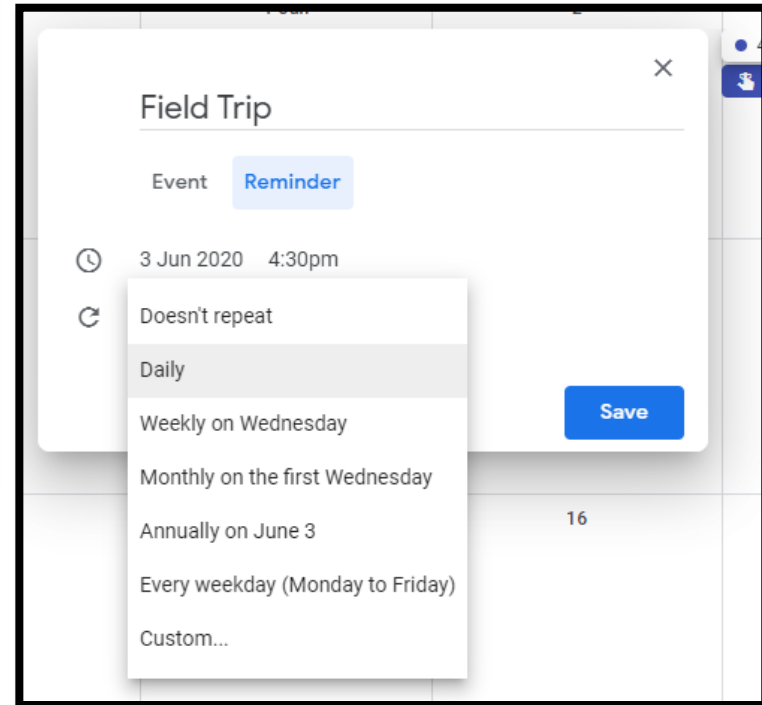
🕒 3 Jun 2020 4:30pm

🔄 Doesn't repeat

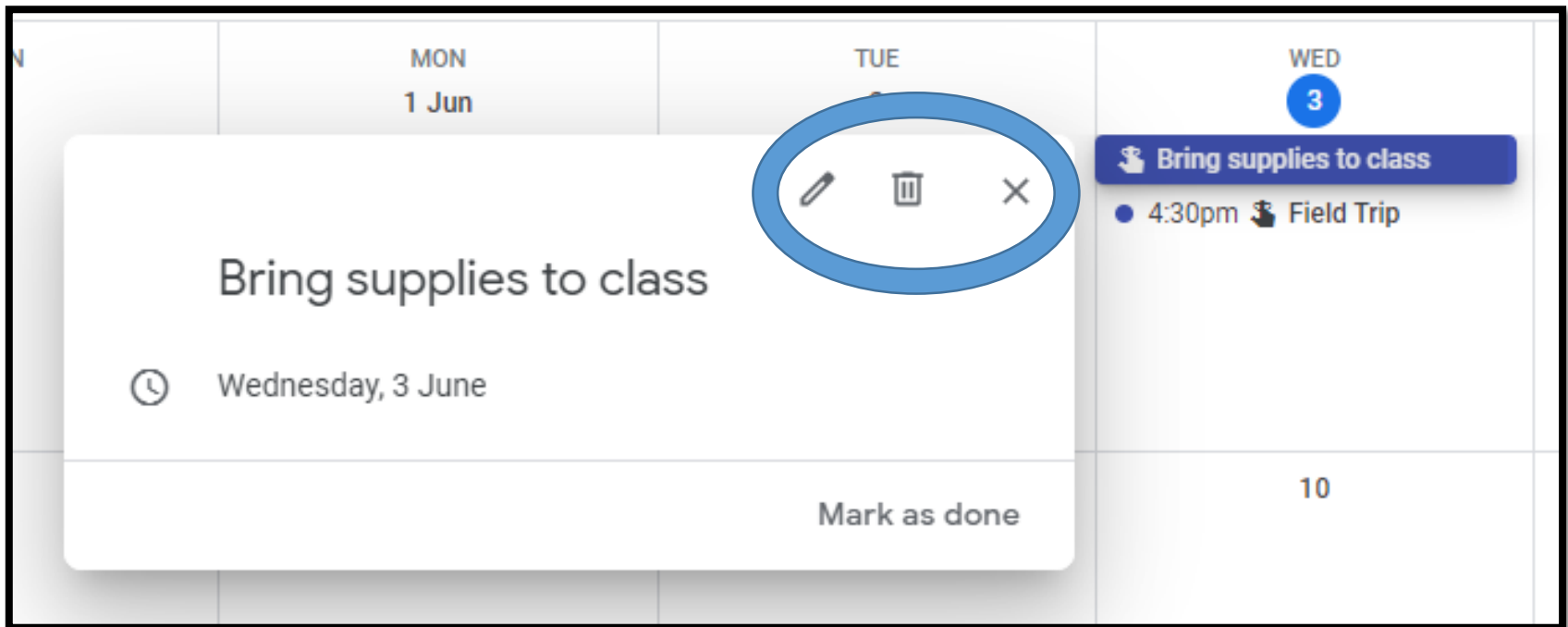
- Daily
- Weekly on Wednesday
- Monthly on the first Wednesday
- Annually on June 3
- Every weekday (Monday to Friday)
- Custom...

16

Save



Edit or Delete an Event

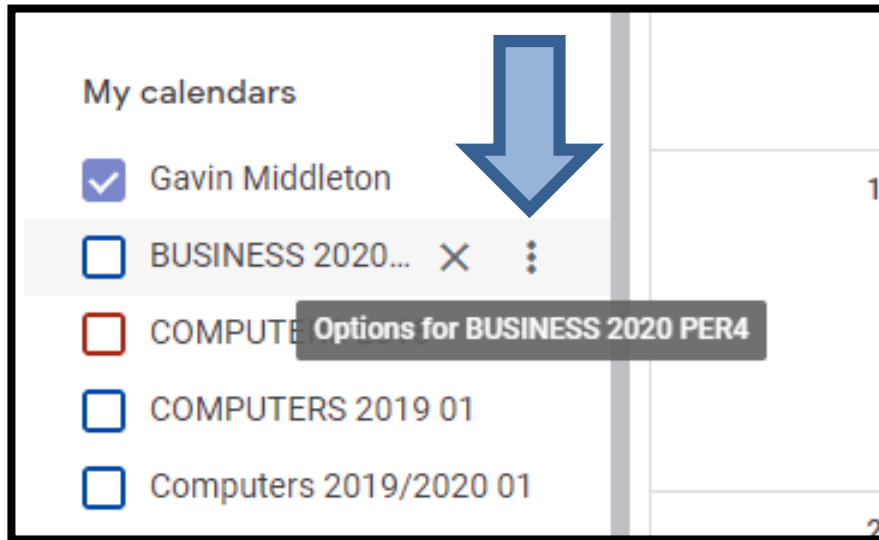


Steps...

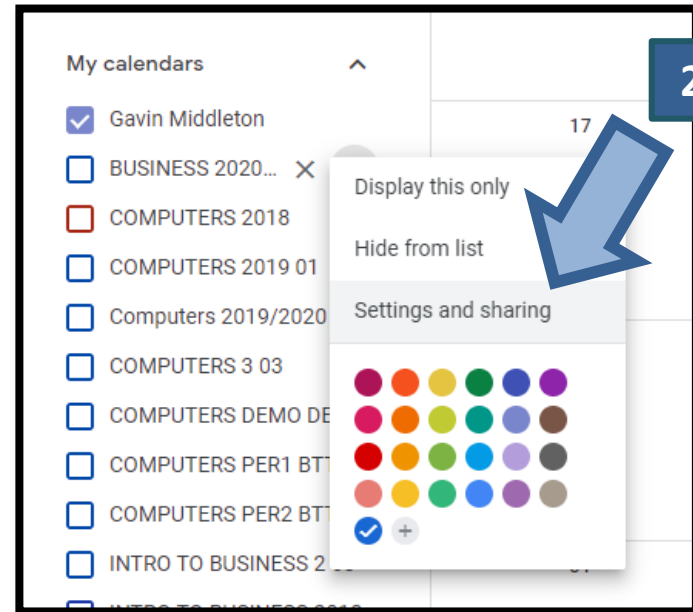
1. Click on the event
2. Select Delete or Edit Event

Share a Calendar

1



2



Share a Calendar

← Settings

General

Add calendar ▾

Import & export

Settings for my calendars

- Gavin Middleton
- Birthdays
- BBI 2018
- BBI Intro To Business - ...
- BBI INTRO TO BUSINES...
- BTT 2018
- BTT101 01
- **BUSINESS 2020 PER4** ▾

Calendar settings

Name
BUSINESS 2020 PER4

Description

Time zone
(GMT-04:00) Eastern Time - Toronto

Organization
District School Board of Niagara

[Export calendar](#)

[Learn more about exporting your calendar](#)

Auto-accept invitations

Automatically add all invitations to this calendar ▾

Calendars for resources can auto-accept invitations. [Learn more about auto-accept invitations](#)

Access permissions

Make calendar public [See all event details ▾](#)

Make calendar for District School Board of Niagara [See all event details ▾](#)

[Get shareable link](#)

Shareable link to your calendar

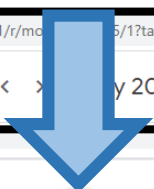
With this link, only people you allow can access your calendar.

<https://calendar.google.com/...>

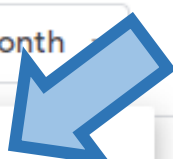
4 [Cancel](#) [Copy link](#)

Settings

1



2



A screenshot of the Google Calendar web interface. The settings menu is open, showing options: Settings, Trash, Density and color, Print, and Get add-ons. The interface includes a search bar, a calendar view for May 2020, and a list of calendars on the left. A blue box with the number '1' is positioned above the settings gear icon, and another blue box with the number '2' is positioned above the settings menu. A blue arrow points from the first box to the gear icon, and another blue arrow points from the second box to the settings menu.

Settings

Language and region

Language
English (UK)

Country
Canada

Date format
12/31/2020

Time format
1:00pm

Time zone

Display secondary time zone

Primary time zone
(GMT-04:00) Eastern Time - Toronto

Label

Secondary time zone
Not selected

Label



Ask to update my primary time zone to current location

Learn more about how Google Calendar works across [time zones](#)

Event settings

Default duration
60 minutes

Speedy meetings

End 30-minute meetings 5 minutes early and longer meetings 10 minutes early

Default guest permissions
Invite others, see guest list

Automatically add invitations
Yes



Notifications
Alerts

Play notification sounds

Automatically add Google Meet video conferences to events that I create

View options

Show weekends

Show declined events

Show week numbers

Reduce the brightness of past events

View calendars side by side in Day View

Start week on
Sunday

Set custom view
4 days

Alternative calendars
None

Custom View

View options

- Show weekends
- Show declined events
- Show week numbers
- Reduce the brightness of past events
- View calendars side by side in Day View

Start week on
Sunday

Set custom view
4 days

Alternative calendars
None

Saturday

Sunday

Monday

Alternative calendars

- View calendars side by side in Day View

2 days

3 days

4 days

5 days

6 days

7 days

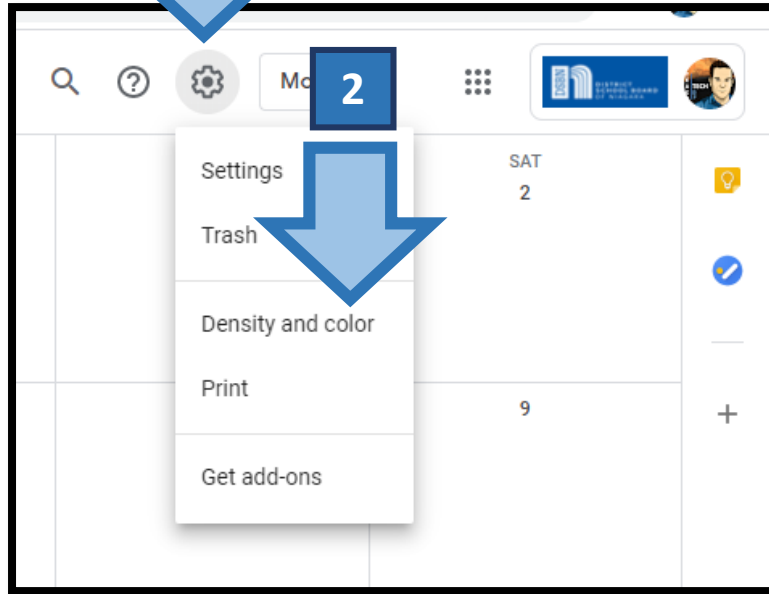
2 weeks

3 weeks

4 weeks

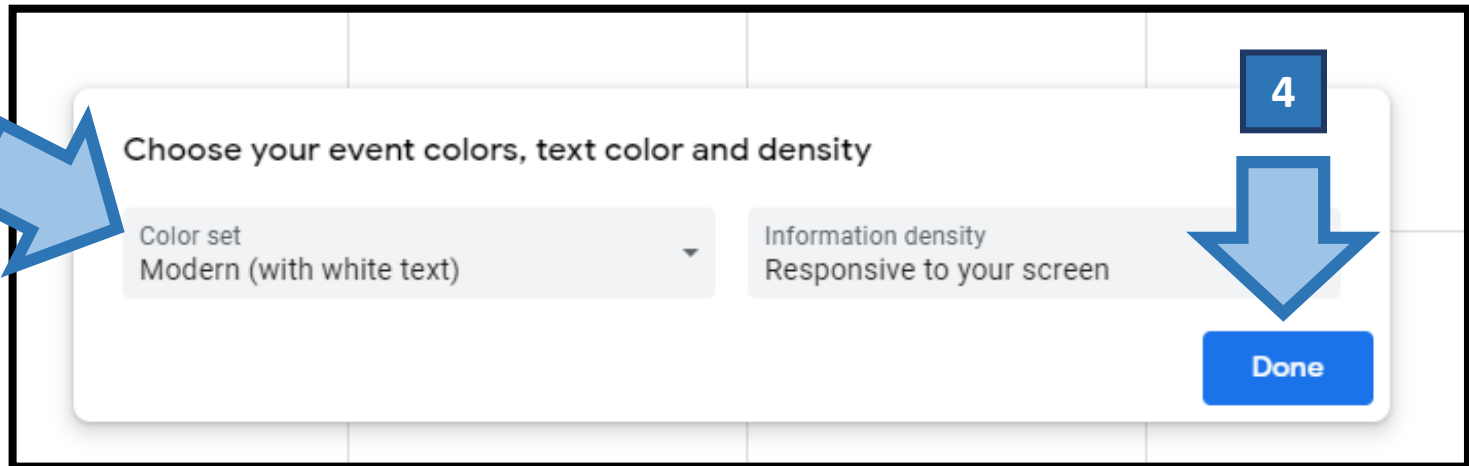
1

Density and Color

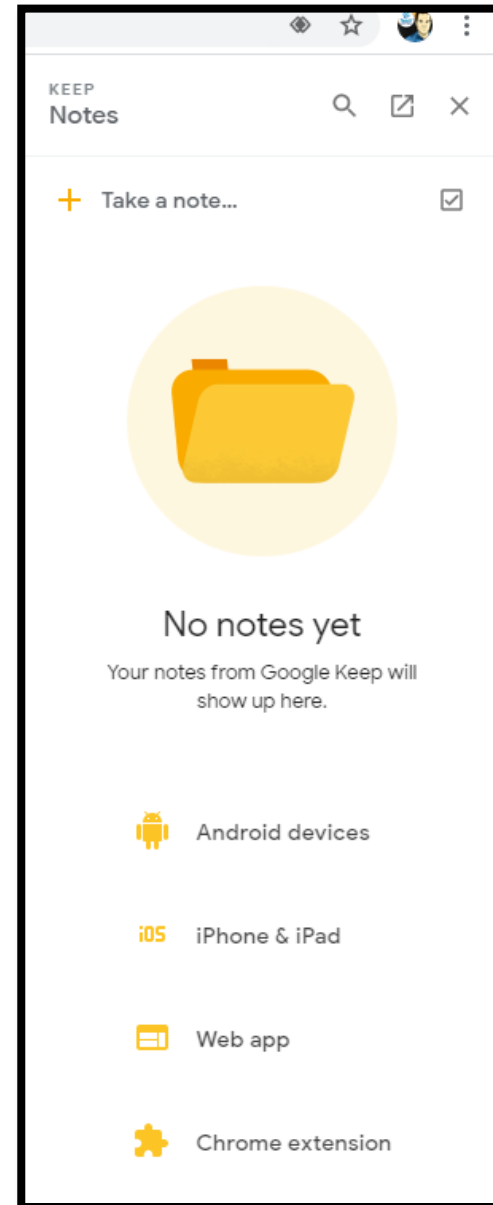
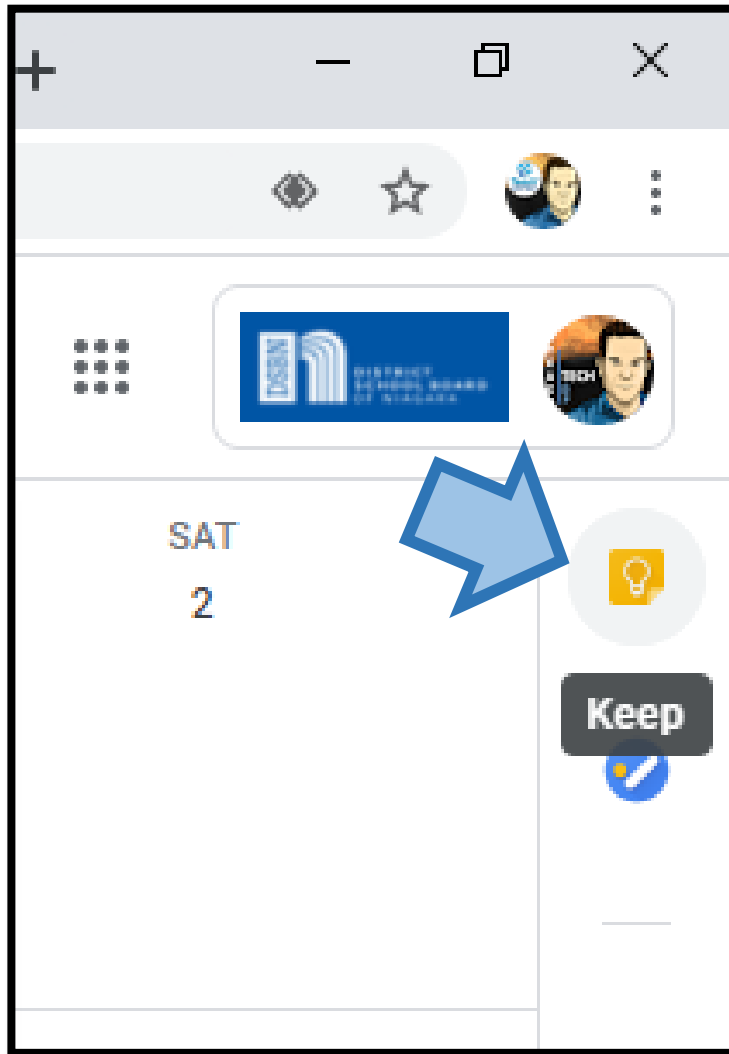


Display Density will change how the Calendar appears

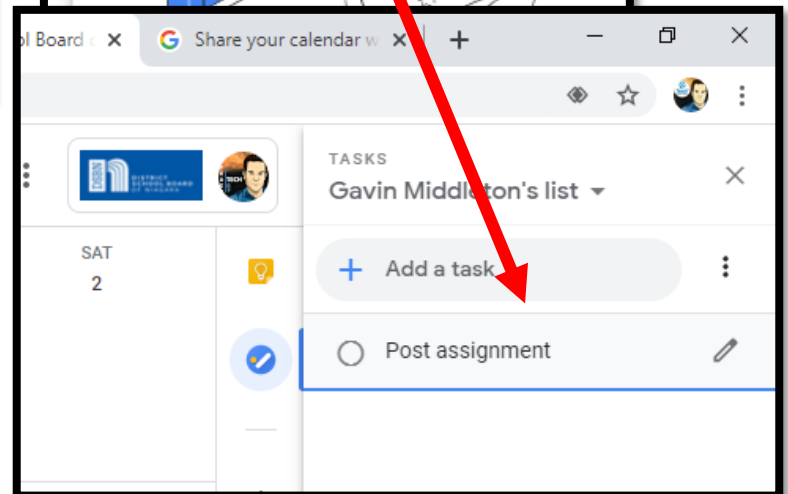
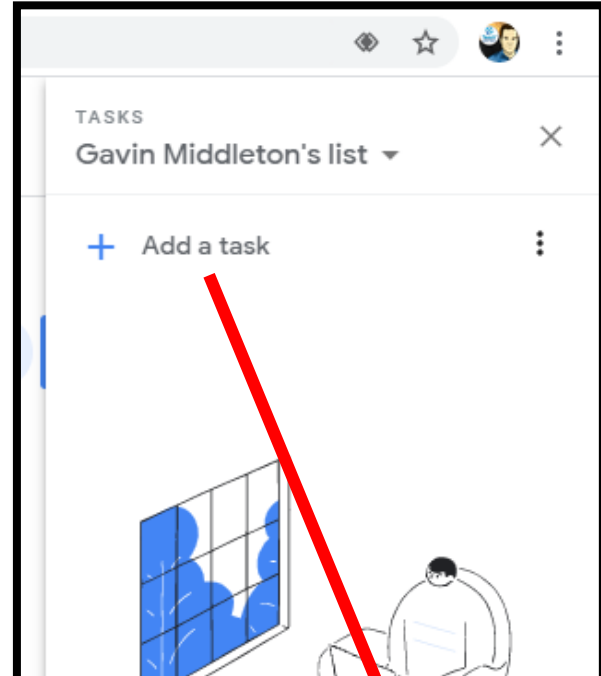
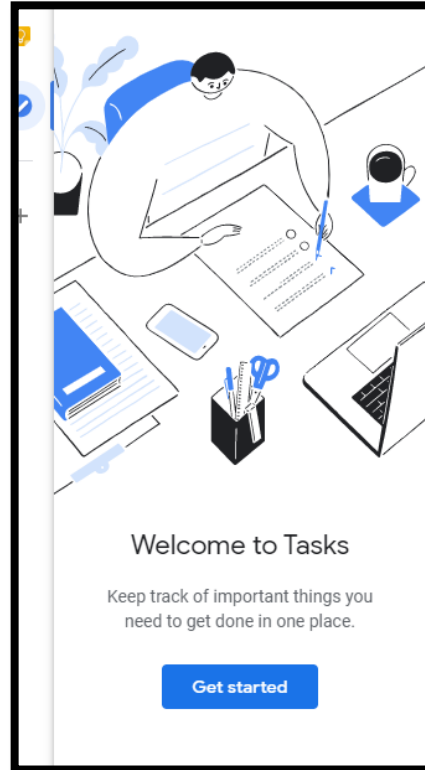
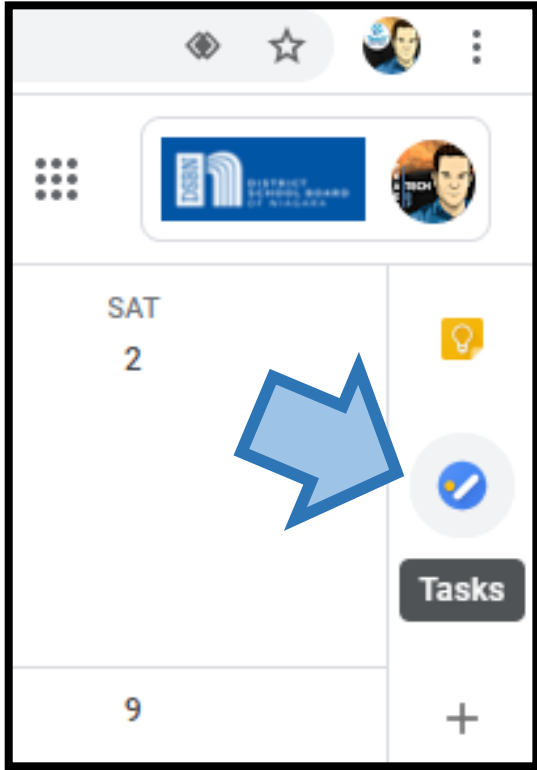
3



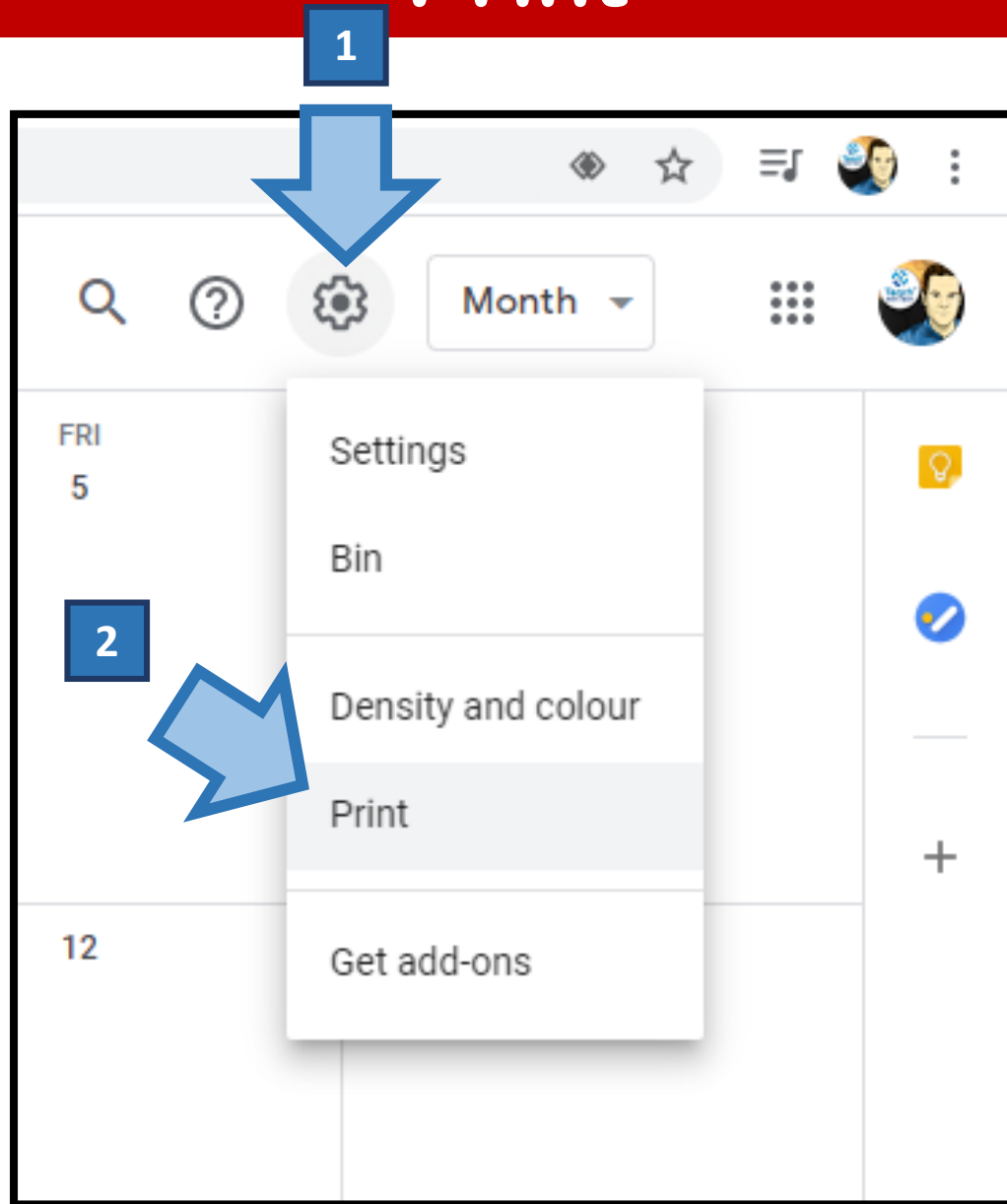
Access Google Keep and Google Tasks



Access Google Tasks



Print



Thank you for your purchase!

I hope that you and your students enjoyed it!
If you provide **Positive Feedback** and **Follow Me**, I will send you a Free Lesson of your choice (\$5 or less value).
E-mail me at **teachwithtech1@gmail.com** to receive your free lesson.



Terms of Use:

Purchase of this product is for single classroom use by the purchaser only. It is a violation for individuals, schools, and districts to redistribute, edit, sell, or post this item on the internet or to other individuals.

Teachers can post TEACH WITH TECH™ INC. resources to Google Classroom or another secure online platform, that is accessed only by their students and parents.

Created by Gavin Middleton © TEACH WITH TECH™ INC.

Product names, logos, brands, and other trademarks featured or referred to within this lesson are the property of their respective trademark holders.

These trademark holders are not affiliated with TEACH WITH TECH™ INC. They do not sponsor or endorse the contents, materials or processes discussed within this lesson.

Link to store

<http://www.teacherspayteachers.com/Store/Gavin-Middleton>