How to create a Google Calendar Event:

You can create a calendar event in a variety of ways. Navigate to calendar.google.com.

Option 1. Click and type to create an event

1. Click on the day you would like to create a new event. If the event spans over an hour, click and drag.
2. Type the title and event time for your new event in the box.
3. Click **Create** event to publish the event to your calendar immediately, or click **Edit** event details to add additional information.

Option 2. Create an event using **Quick add**

1. Navigate to calendar.google.com
2. Click the day and time for when you want to create a new event.
3. Enter the details; for example, Dinner in North Beach 8PM Friday.

Option 3. Create an event using the **Create** button

1. Navigate to calendar.google.com.
2. Click **Create** in the left column of your calendar. This will bring you to a page where you can enter as much information as you want about your event. On this page, you can also add guests, change a reminder setting, and publish your event to other users.
3. Click **Save**.

Option 4. Create an event from the calendar list

1. In the calendar list on the left, click on the down-arrow button next to the appropriate calendar.
2. Select **Create** event on this calendar.

To invite others to attend your event:

1. Navigate to calendar.google.com.
2. Click on the event (or create a new event) and select **Edit** event details (alternatively, you can click on the event's name to open the event details page).
3. In the **Guests** section on the right, enter the email address of each of your guests and click Add. The name of each guest appears under the **Guests** section below.
4. Select the appropriate options for your guests under the **Guests can** section.
5. Click **Save**.
6. In the **Send invitations** pop-up window that appears, click **Send** if you want to notify your guests of the event; if you do not want to notify your guests, click **Don't send**.

To share your calendar with others:

1. Navigate to calendar.google.com.
2. In the calendar list on the left side of the page, click the down-arrow button next to a calendar, then select **Share** this Calendar.
3. Enter the email address of the person you want to share your calendar with.
4. From the drop-down menu on the right side, select a level of permission, then click **Add Person**.
5. Click **Save**.

To share your calendar with everybody:

1. In the calendar list on the left, click on the down-arrow button next to the appropriate calendar, then select **Share** this calendar.
2. Select **Make this calendar public**. If you don not want others to view the details of your events, select **See only free/busy (hide details)**.
3. Click **Save**.

To embed a calendar in a general site:

1. In the calendar list on the left, click the down-arrow next to the calendar you want to embed, and select **Calendar settings**. (Alternatively, click the **Settings** link at the bottom of the calendar list, then click the name of the calendar.)
2. Copy the iframe code displayed in the Embed This Calendar section.
3. Paste this code into your website to embed your calendar.

To embed a calendar in a Google Site:

1. Navigate to sites.google.com and click the site in which you want to embed a calendar.
2. Click **Edit** page (pencil icon) on the top right.
3. Click **Insert**.
4. Click **Calendar**.
5. Select the Calendar you want to insert.
6. Click **Select**.
7. Choose the options you would like and then click **Save**. Your Calendar will now appear in your site!
8. Click **Save** at the top right of the site.

NOTE: To allow everyone to see your calendar, you'll need to make it public.
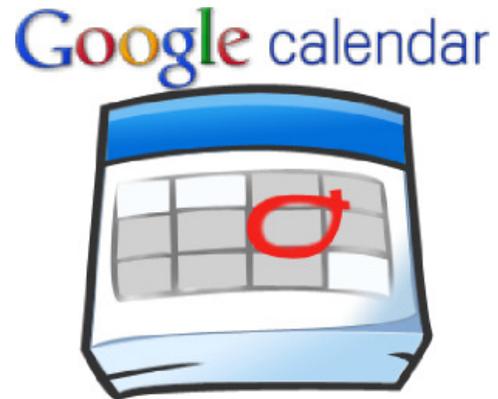
To enable offline use of your calendar:

1. Click the gear icon and choose Offline from the dropdown menu. You'll be prompted to install the Google Calendar web application from the Chrome Web Store.
2. Click **Install** from Web Store. You'll be taken to the Chrome web store page for the Google Calendar web application.
3. Click **Install.** The Google Calendar Web App download page opens in a separate window. If you accidentally closed it or it was prevented by a popup blocker you can try to open the download page again by clicking the Install from Web Store button in the popup again. Once installation is complete, a new Chrome tab will open and the Google Calendar web app icon will appear.
4. Click on the icon to go to Google Calendar.
5. Click the gear icon again. Next to **Offline**, you should see a green icon with a checkmark. This means your calendar is synchronized and ready to be used offline. If your calendar is still syncing, you'll see a green spinning icon until it's completed.

You can use the information you have learned in this lesson in the following ways:

• Show when students' homework/assignments will be - this means there will never be an excuse for students to forget to do their assignments. Parents can also view it too.
• Show when students' assessments will be - no excuses for not knowing there was a test.
• Show when parents can come to see you - a really convenient way for parents to see when you are free to come to speak to you.
• Schedule meetings with your colleagues - this means you will not be double booked again.
• Help students keep up to date with their studies - students can see when and where their homework/assignments and assessments are scheduled.