Updating School Calendars for Schools

This year we are migrating our district public-facing calendars to Google Calendars. The benefits of using Google Calendars are ease of use, cost (it's free!), and ability to view numerous calendars at once. This will allow our users to access the calendars they need and only see events they choose.

Accessing the Calendar

To access the calendar you must log into Google services using your district Google username and password. In some instances the password will be different from your normal district password.

1. Visit http://www.google.com/calendar
2. Type in your district email address (this doubles as your Google username)
3. Type in your Google Password. Try your district password (maybe you've already set your Google password.) If that doesn't work, contact the Technology Helpdesk and they can assist you in recovering your Google Password

Once you get logged in you'll be taken to the Calendar Interface. **Note:** If you use Google for personal email or calendar you will have to log out of that account and into your district Google account before you will see the school's calendar.

The Google Calendar Interface
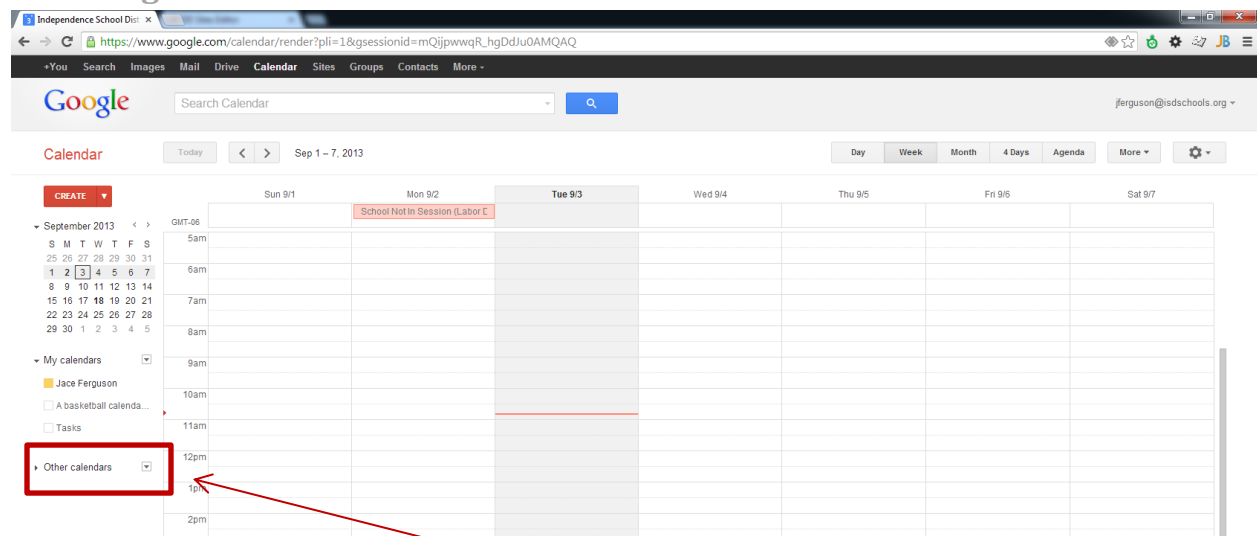
The school calendar will show up in the *Other calendars* section on the left column. That section is usually hidden when you first log in so you may need to click the small, black triangle to the left of the text *Other calendars* to see the school calendar. **Note:** If you do not see the school calendar listed, you have not been made the calendar manager. Please have your principal send a request to the helpdesk to have you added as a calendar manager.

Creating an Event

In the upper part of the left column there is a red *Create* button. Click it to open the Event Interface.

Google Calendar Event Interface

You can provide a title, a start and end date and time, the location and a description. **The most important field to check is the *Calendar* dropdown.** Make sure the *Calendar* dropdown lists the school calendar and not your personal Google Calendar.

Note: It's also important to leave the Privacy marked as Default so that users can see the event when they view the calendar. This will be set automatically, so if you don't change it, you'll never have to worry about it.

When you are finished editing the event click the red *Save* button at the top of the page.

You'll return to the Calendar Interface and your event will appear on the calendar.