



GOOGLE CALENDAR

GOOGLE CALENDAR	YOUR TASK
The Google Calendar is part of your GSuite apps. It is found in the App Launcher on your Chromebook, or under your waffle when you open a new tab. It works just like a regular calendar and it can be with you wherever you go! Google Classroom even automatically puts your assignments on your calendar for you!	1. Click here to learn how to find your Calendar in GOOGLE CLASSROOM. This is a special calendar with just your assignments on it. 2. Open Google Classroom. Find your Calendar and see if you have any upcoming assignments.
Google Calendar allows you to put your own events on your calendar. Watch the video to see how and then follow the directions to try it yourself.	3. Click here to learn how to add events to your Google Calendar. 4. Open Google Calendar either with your waffle or your apps launcher. Create an event tomorrow from 4:00-5:00 pm. Name the event <u>Calendar Fun</u>.
You can customize events in Google Calendar too! You can make them different colors, attach documents, and even ask Google Calendar to remind you when the event is coming up.	5. Click here to learn how to customize your events in Google Calendar. 6. Return to the event in Google Calendar that you created in #4. Change the color and set a notification. Take a screenshot of your event 7. Open this Google Form and submit the screenshot of your event.