



Google Calendar Level 1 Badge

The Badge: The Google Calendar level 1 badge is issued to individuals who have demonstrated their ability to utilize the basics of Google Calendar. Badge owners will have demonstrated their skill set by providing evidence of the requirements below. Badge owners will also show how they can utilize Google Calendar in the classroom or in a professional growth or office setting.

How to earn this badge: To earn the Google Calendar 1 badge you must create a screencast in which you demonstrate your ability to utilize the Google Calendar features listed below. Submit a publicly shared link to your screencast in the form at the bottom of the page.

- ☐ **Begin your screen and demonstrate that you are signed in to your Google account.**
- ☐ **Create a new Calendar called “#SPSSuccess Badge Project”. All events will be created on this new calendar.**
- ☐ **Add a famous person’s birthday to the calendar as an all-day event.**
- ☐ **Add an event for August 1st called “Time to Badge Up.” It should take place during 9:00am and 11:00am. Add an email notification for ONE DAY before.**
- ☐ **Create an event called “Badgicians Unite” and attach a viewable link to any one of your Google documents (Doc, Slides, Form, etc...) within the Description of the event.**
- ☐ **Add terrilc@seekonkschools.org to your Badgicians Unite event.**
- ☐ **Include a Meet link in the Badgicians Unite event.**
- ☐ **Add a task to remind yourself to bring a lunch to work on Monday - any Monday when school is in session.**
- ☐ **Under settings, change the access permissions for your #SPSSuccess Badge Project calendar to make available to the public.**
- ☐ **Please include your audio voiceover that guides the screencast of the criteria throughout your video.**
- ☐ **Please use the naming convention <First and Last Name - Calendar 1 Badge> when naming your screencast video**
- ☐ **Make sure your video link is set to where Anyone with the link can view.**

AN ALTERNATIVE PATH TO EARN THE BADGE

- ☐ **[Schedule a 1:1 or small group coaching session](#) with the Director of Technology & Digital Learning who can provide the training needed to earn the badge.**

Submit

[Submit your Evidence](#)
[Google Calendar Training & Help](#)



Adapted from [Stanislaus County Office of Education Badge Project](#) 2019 and Norton Public Schools

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