

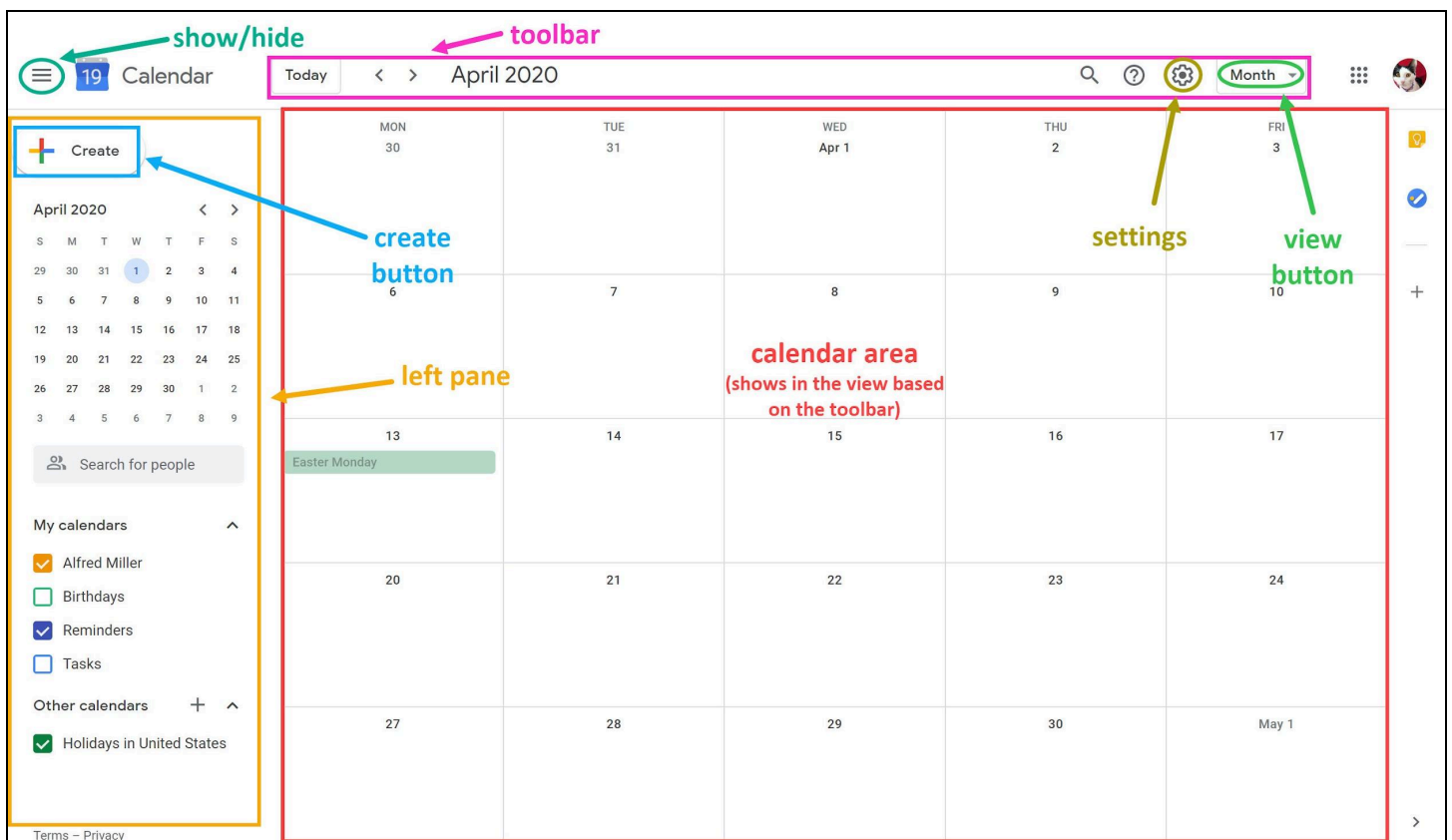
Google Calendar - Synchronous Class Exercise

Overview of Google Calendar

Google Calendar is a popular free calendar web service provided by Google. It can be accessed anywhere in the world via a web browser and through an app on mobile devices. To get the most functionality, it is best used in the browser. It is one of the Apps in Google Suite. Google Calendar allows you to manage events, schedule events with video conferencing with Google Meet or Zoom, invite guests to events, create other calendars, and share calendars. The awesome thing about Google Calendar is the connection to Gmail. In a Gmail message, you can quickly add events to your Google Calendar. attach files from Google Drive or you can share files of any size that are in your Drive.

The Google Calendar Screen

To help learn about Google Calendar, it is useful to be aware of a few areas of the Google Calendar screen. Below is a picture of the Google Calendar screen with a few of the areas labeled. A description of the items is below the picture.





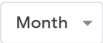






- **Show/hide** - click show/hide button to show or close the left pane.
- **Calendar area** - this area shows you a calendar based on the view (month, day, year) you are using. You can click in a box with a date to begin creating an event. Also, you can drag events on the calendar.
- **Toolbar** - The toolbar appears based on whether a message is selected or not. The toolbar has more options when an email is selected.
- **Settings button** - click the settings button to choose a theme as well as options to customize the way Gmail operates.


- **View button** - click the view button to choose the way you prefer to view your calendar.
- **Create button** - click the create button to create an event.
- **Left pane** - the left pane shows a mini calendar to choose dates as well as other calendars you own or are connected to.

Calendar Views

When working in Google Calendar, you can view your calendar many ways. Among the choices are day, week, month, year, schedule, and custom view days/weeks (you choose between 2-6 days or 2-4 weeks. Additionally, you can choose to show or hide weekends and declined events. Declined events are ones that you receive an email invite and you mark no to attending the event, the event still shows on the calendar.

Grow Your Skills 7.1 - Views and Creating Events, and Adding Guests

1. If necessary open Google Chrome or another browser (Safari, Edge, Firefox). Chrome works best as Google optimizes it for their apps.
2. Navigate to calendar.google.com.
3. Sign-in to your Gmail account. Either enter your Google Account email or phone number and password, click your email address in the list, then type your password, or click Use another account to sign-in to a different account. Click **Sign In**.
4. Click the **Main Menu** button  on the left to hide the options on the left sidebar.
5. Click the **Main Menu** button  again to show the options on the left sidebar.
6. Click the **View** drop-down  in the upper-right (yours may not show Month). Change to one of the other options (Day, Week, Month, Year, or Schedule).
7. Click the **View** drop-down again and choose a different one.
8. Click the **View** drop-down and choose **Week**.
9. Change weeks/months. Experiment with the **Previous**  and **Next**  buttons near the top. Click each one once or twice. **DO NOT RETURN BACK TO THE CURRENT WEEK.**
10. Quickly jump to the current date. Click the  button.
11. Use the mini-calendar on the left. Click the **Previous**  and the **Next**  buttons in the mini-calendar.
Click on any date in the mini-calendar. Your calendar should adjust to that week. Click the  button to return to the current date.
12. Explore **My calendars**. Below the mini-calendar on the left, look for the heading **My calendars** and click the heading **My calendars** heading which will either show or hide the list.

13. Click the **My calendars** heading again, but when done make sure you see a list under the heading.
14. Explore **Other calendars**. Below the mini-calendar on the left, look for the heading **Other calendars** and click the heading **Other calendars** heading which will either show or hide the list.
15. Click the heading **Other calendars** again, but when done make sure you see a list under the heading.
16. Change your calendar events color. Under the heading **My calendars**, point to your name, click the **Menu**  button, point to **change color** and choose a color. All events you create on that calendar will have the color.
17. Keep the calendar open.

Creating Events

There are many types of events that can be added to your calendar. You can schedule one-time activities, such as conferences or appointments, as well as recurring events, such as staff meetings. There are a couple of ways to create (add) an event to your calendar. One way is by clicking on the calendar on the date of the event. Another way is with the Create button. Either way, you can choose from several event details. Some of the details include an event title, date, time, adding guests, adding video conferencing with Google Hangouts, location, description, attachments, and which calendar the event is put on. After choosing the details, you always need to save the changes. After you save an event, you can always go back and edit the event. If you added guests to the event, you will receive an option to notify them of the event changes.


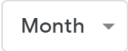
Creating Reminders





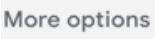

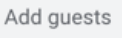
Sometimes you want to remind yourself of something you need to complete. Google Calendar calls those reminders. Reminders are different from events because they are private and can't be shared with anyone else. You add reminders in Google Calendar in the same way you add an event. Reminders carry over to the next day until you mark them as done. For example, if you create a reminder to make a restaurant reservation, you'll see the reminder each day until you mark it as done. Reminders have a few details which include the date, time, and whether it repeats.

Adding Guests

Adding guests to an event will send the invitee an email detailing the event. Guests can let everyone know if they are attending with a single click from the event invitation. To add guests, start creating an event, click in the Add guests field, enter the first few letters of a person's name or email address. Matching addresses appear as you enter text. Click a suggestion to add that person to the event. If no suggestions appear, enter your guest's full email address. Continue adding the email addresses of all guests. If you have any Google Groups in your contacts list, you can add them via the list name.

Grow Your Skills 7.2 - Creating Events or Reminders and Adding Guests

1. Make sure you are still viewing your Google Calendar, if not go to calendar.google.com and sign in.
2. Create an event. Click the  button to return to the current date.
3. Make sure you are in week view. If necessary, click the **View** drop-down  and choose **Week**.

4. On the main calendar, in today's date column, click 8:30 pm.
5. In the **Add title** box, type **Movie Night with Friends**, make sure the start time is 8:30 pm, change the end time to 11:30 pm.
6. Click **Save**.
7. Create another event. Click the  button to return to the current date. On the main calendar, in the date column for tomorrow, click 9:00 am.
8. In the **Add title** box, type **Coffee**, make sure the start time is 9:00 am, change the end time to 9:30 am.
9. Click in the **add location** box and type **Starbuck's**, click the closest Starbuck's to your home.
10. Click **Save**.
11. Create a reminder. Click the  button to return to the current date.
12. On the main calendar, click in the date column for tomorrow's date, click 11:00 am.
13. Click in the **Add title** box, type **Submit Timesheet**, click **Reminder**, make sure the start time is 11:00 am, make sure **All-day** is not checked.
14. Click **Save**. Notice the different icon  for a **Reminder**, click it. Notice the option for **mark as done**.
15. Create a **repeating** event with **guests**. Click the  button to return to the current date. In the main calendar area in the date column for tomorrow's date, click 5:00 pm.
16. In the **Add title** box, type **Book Club**, make sure the start time is 5:00 pm, change the end time to 6:30 pm.
17. Click the  button, click the  button, click **weekly on** (whatever day it says).
18. Click in the  box and type **bas.alfredmiller@gmail.com**. Leave the default guest permissions.
19. Click **Save**.
20. Click the **View** drop-down and choose **Month**. The repeating event will be displayed each week.
Submitting your work with screenshots.
21. In order to submit your work, you need to take a screenshot of your **calendar screen**. To take a screenshot in **Windows** just press **Print Screen** while viewing your Google Drive screen or use the snipping tool. On **MAC** hold COMMAND + CONTROL + SHIFT then press 3. Next open, Word or WordPad and paste it. Open the [Taking a Screenshot](#) or watch this [snipping tool video](#) for assistance with screenshots.
22. **Save** the file with the name **Google Calendar Events** to your **Documents** or **Pictures** folder.

23. Return to the Canvas Google Suite Course website tab. **Upload** (send) the assignment file(s) to me through the Assignments link in the Canvas course website. Remember to choose the **Google Calendar - Views, Navigating, Creating Events, and Adding Guests** assignment in Canvas. Click **Submit Assignment** and upload the **Google Calendar Events** from your **Documents** or **Pictures** folder.



NOT IN AN ONLINE CANVAS COURSE: You can upload files with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the file from the folder where you saved it.

24. Keep the calendar open.




Other Calendars







A useful component of Google Calendars is the ability to create other calendars. You can create calendars to keep track of different types of events. For example, you could create a calendar called "Baseball" that tracks upcoming practices and games. You can only create new calendars from a browser, and not from the Google Calendar app. Once the calendar is created, you can find it on your browser and in the app. It is a good practice to make calendars for groups of events that you manage. You can add a color to the calendar and show or hide the calendar when you need to focus on it.

Adding Events to Other Calendars

You can add new or existing events to any of your calendars. When creating an event, change the calendar option by clicking the name next to the **calendar** icon  and choosing a different calendar. If the event already exists, click the event, click the **edit button**  and in the window click the name next to the calendar icon and choose the appropriate calendar.

Grow Your Skills 7.3 - Adding Calendars, Adding Events to Other Calendars, Sharing Calendars and Settings

1. Make sure you are still viewing your Google Calendar, if not go to calendar.google.com and sign in.
2. Add a new calendar. Below the mini-calendar on the left, look for the heading **Other calendars**, click the **+** click **create new calendar**.
3. In the name box, type **Google Suite Class**, click **Create calendar**.
4. Click the **Back** button  in the upper-left.
5. Add another new calendar. Below the mini-calendar on the left, look for the heading **Other calendars**, click the **+** click **create new calendar**.
6. In the name box, type **Game Night**, click **Create calendar**.
7. Click the **Back** button  in the upper-left.
8. Change the event's color for the **Google Suite Class** calendar. Under the heading **My calendars**, point to **Google Suite Class**, click the **Menu**  button.
9. Point to **change color** and choose a color.

10. Change the event's color for the **Game Night** calendar. Under the heading **My calendars**, point to **Game Night**, click the **Menu**  button.
11. Point to **change color** and choose a color.
12. Create an event on the **Google Suite Class** Calendar. Click the  button to return to the current date. In the main calendar area look for the **Wednesday** column, click 9:30 am. Click in the **Add title** box, type **Google Suite Class**, make sure the start time is 9:30 am, change the end time to 12:30 pm, click the drop-down with your name, click **Google Suite Class**. Click **Save**.
13. Create another event. Click the  button to return to the current date. In the main calendar area in the date column for **Friday**, click 6:00 pm. Click in the **Add title** box, type **Game Night**, make sure the start time is 6:00 pm, change the end time to 9:00 pm, click the drop-down with your name, click **Game Night**. Click **Save**.
14. Edit event details. Click the **Google Suite Class** event, click the **Edit**  button, click the **Does not repeat**  button, click **monthly on**. Click **Save**.
15. Click the **View** drop-down and choose **Month**. The repeating event will be displayed each week. Click the **View** drop-down and choose **Week**.
16. Edit event details. Click the **Game Night** event, click the **Edit**  button, click the **Does not repeat**  button, click **monthly on**. Click **Save**.
17. Click the **Next**  button to view the next month. The repeating event will be displayed each month on that particular day of the week. Click the  button to return to the current date.
18. Keep the calendar open.


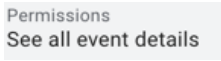
Sharing Calendars


Sharing calendars means giving someone access to one of your calendars. You can share directly with people or make a calendar public with a share link or on a website. There are four access levels when sharing a calendar. They are See only free/busy (hide details), See all events, Make changes to events, and Make changes and manage sharing. Some of those access levels allow other people to edit and add events to the calendar. The default setting is See all events. When you can share a calendar, you can add and edit events that people with the shared calendar see the changes instantly.

Settings







Google Calendar has many settings (options) for you to customize the way Google Calendar operates. Some of the settings relate to language, time zone, default event settings, view options, as well as specific settings for your calendars. It would take forever to go over each setting, so at some point, you should view them and make the appropriate choices for you.

Grow Your Skills 7.4 - Sharing Calendars and Settings

1. Make sure you are still viewing your Google Calendar, if not go to calendar.google.com and sign in.
2. Share a calendar. Point to the **Game Night** Calendar on the left, click the **Menu**  button, click Settings and sharing.
3. Scroll down and click **+ Add people** , in the box type bas.alfredmiller@gmail.com.
4. Click the Permissions  button to view the different permissions but leave the option **See all event details**.

5. Click **Send**.
6. Click the **Back**  button in the upper-left.

Now we will explore Google Calendar settings.

7. Make sure you are still viewing your Google Calendar, if not go to calendar.google.com and sign in.
8. Hide weekends. Click the **Settings**  button on the upper-right corner.
9. Scroll down or click **View Options** on the left. Look at the choices, click the checkbox to uncheck **show weekends**.
10. Click the **Back**  button in the upper-left. Notice the weekends are not showing.
11. Show weekends. Click the **Settings**  button on the upper-right corner.
12. Scroll down or click **View Options** on the left. Click the checkbox to **show weekends**.
13. Click the **Back**  button in the upper-left. Weekends are visible.
14. Explore and change any settings. Click the **Settings**  button on the upper-right corner. Scroll through the settings and change any settings you want. When finished, Click the **Back**  button in the upper-left.

Submitting your work with screenshots.


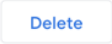
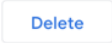
15. **We will delete the calendars you made for this assignment but before doing it**, you need to take a screenshot of your **calendar screen**.

To take a screenshot in **Windows** just press **Print Screen** while viewing your Google Drive screen or use the snipping tool. On **MAC** hold COMMAND + CONTROL + SHIFT then press 3. Next open, Word or WordPad and paste it. Open the [Taking a Screenshot](#) or watch this [snipping tool video](#) for assistance with screenshots.

16. **Save** the file with the name **Google Calendar Other Calendars** to your **Documents** or **Pictures** folder.

17. Return to the Canvas Google Suite Course website tab. **Upload** (send) the assignment file(s) to me through the Assignments link in the Canvas course website. Remember to choose the **Google Calendar - Adding Calendars, Adding Events to Other Calendars, Sharing Calendars, and Settings** assignment in Canvas. Click **Submit Assignment** and upload the **Google Calendar Other Calendars** from your **Documents** or **Pictures** folder.

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18. Delete the **Google Suite Class** and **Game Night** calendars. Click the **Settings**  button on the upper-right corner. On the left, click the Google Class calendar, scroll to the bottom and click , click **Permanently Delete** when asked. On the left, click the **Game Night** calendar, scroll to the bottom and click , click **Permanently Delete** when asked.

19. Click the back button to return to your calendar.

