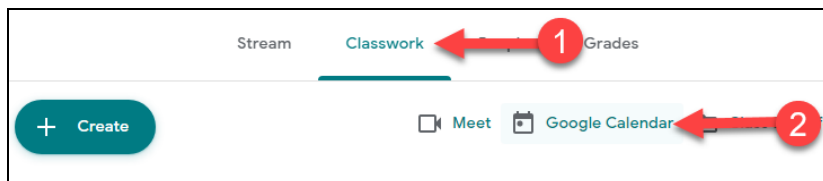


Get Organized with Google Calendar

Students can view all Google Classroom assignments with a due date on the Google Calendar app.

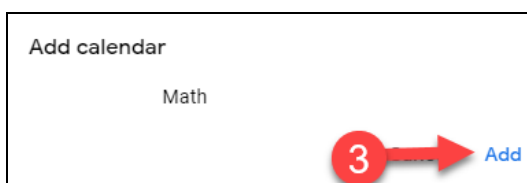
Add Google Classrooms to Google Calendar

1. Navigate to the Classwork tab of the Google Classroom you want to add.
2. Click on **Google Calendar**



3. Select **Add**.

Repeat steps 1-4 for all Google Classrooms that you want to add to the Google Calendar.

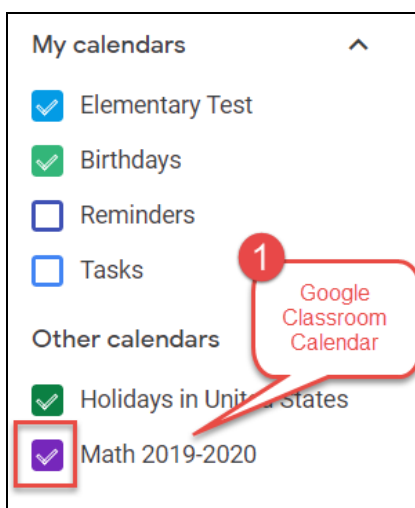


Locate Classroom Calendars

1. In the sidebar all calendars are listed. Students can locate their Google Classroom calendars beneath **Other calendars**.

To view events for a calendar, a **check mark** must be displayed next to the calendar name.

To hide a calendar, un-check the box next to the calendar name.



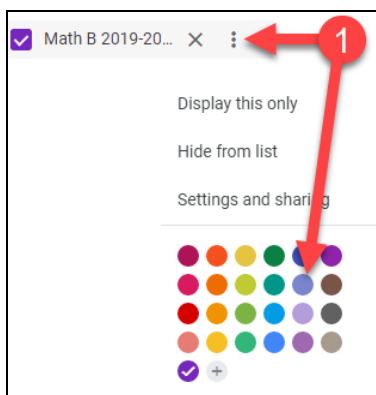
Customize Calendar Colors

You can change the color of your calendars.

1. Hover over the calendar and select the **3 dots** and **select a color**.

All events for this calendar will now be shown in this color.

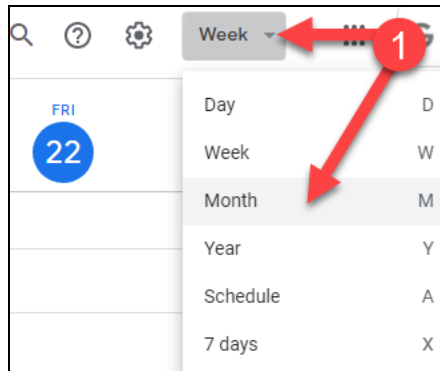
Tip: Have a different color for each class.



Change Calendar View

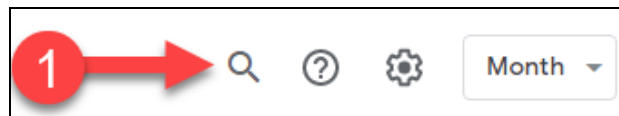
1. Select the drop down arrow next to **Week** to change the calendar view.

Tip: Month view is a great layout that lets you see past assignments and upcoming assignments.



Search for Event/Assignment

1. Select the **magnify glass** to search for an assignment/event



2. Enter the event/assignment into the search field and hit Enter.



Access Google Calendar within Classroom

1. Select the apps icon and select **Calendar** to open Google Calendar.

