

Teacher Homework Calendars

Teachers are required to create at least one google calendar to which they post homework assignments every day before 3:30 pm (you will not be able to use your default calendar). This new calendar will be made public and posted on cluster webpages for parents to access. Students will then subscribe to the calendars using their school google accounts for easy access to the information.

Teachers who have leveled classes and/or teach different grades will need more than one calendar and will indicate the levels based on colors rather than using the terms "level" or "accelerated." Each calendar must follow the same naming convention outlined below.

[Last Name](#) | [Subject](#) | [Color](#)

For staff who teach one level and/or one grade you need one calendar:

Halpin 6 English

For staff who teach different levels or different grades you need one calendar per level/grade:

Lehr Math blue/green

Lehr Math red/yellow

Lehr Math orange

Each calendar must be shared with the following account:

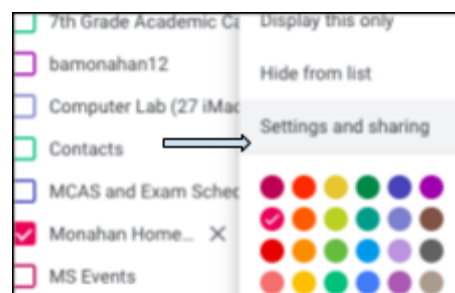
waylandmiddle@gmail.com and settings changed to make the calendar public

- [Creating & Sharing a New Calendar](#)

If you've already created a calendar and shared it,

please check that it is titled correctly and has been made public. You do not need to go through the steps to share it again.

To rename a calendar, go to calendar 'Settings and sharing' (click the 3 dots next to the current title). The published calendar should save and update



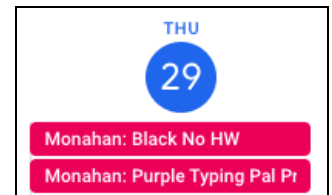
automatically.

Formatting HW Entries

When titling homework entries using the following format.

Name | Color | Assignment

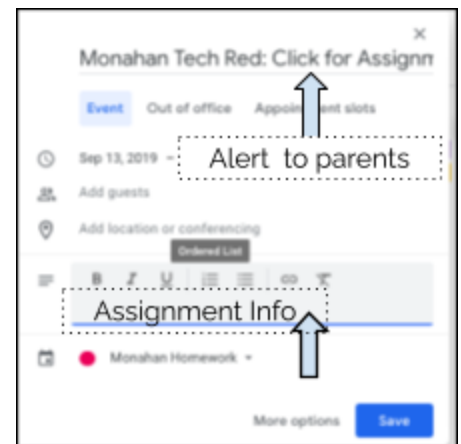
Each entry should be an all-day event so it shows at the top of the calendar rather than associated with a specific time of day. Click in the blank/empty box at the very top of calendar day to add an all-day event.



Type your name, the block color, and a brief description of the homework.

If the assignment text is long you may enter the text in the description field but be sure to instruct the parents to "Click for Assignment"

Make sure your homework calendar is selected & click Save.



No HW & Drops

If there is no homework for that class, create an entry titled "No HW" or "None"

If a color drops you do not need an entry for this class. If you want to repeat the homework from the night before you may.

Projects, Tests, & Repeating Assignments

Calendar entries can span more than one day to reflect due dates. They can also be set up on a weekly basis. To do both of these things, you click on the date to create an assignment, then click, "edit event." This will give you more options to create the event.

Students

Students should still write down the day's homework in their planners or google keep for retention and use during study halls.

Month View

If you want to set your calendar view to "month" so that it comes up this way every

time, go to the gear in the upper right hand corner and click on settings. Change the "default view" to "month."