Google Calendar Tips & Tricks
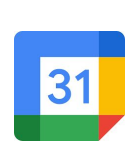
by Wes Fryer @wfryer
11 March 2021

Google Calendar Tips & Tricks

1. Online Google Support Resources
2. Check Casady.org Calendar Availability
3. Calendar Notifications
4. Sharing Your Calendar Data
5. Using a Shared Calendar
6. MyCasady / Blackbaud Integration
7. Integrations with Google Meet & Zoom
8. Calendly appointments with anyone

support.casady.org

wfryer.me/cal

1. Online Google Support Resources

support.google.com/calendar

☰ Calendar Help

Help Center   Community

How can we help you?

🔍 Describe your issue

Popular articles

Share your calendar with someone

Sync Calendar with a phone or tablet

Import events to Google Calendar

Change your Calendar settings

Fix sync problems with the Google Calendar app

Get started with Google Calendar

Find Google Calendar events on Apple Calendar

Change or turn off Calendar notifications

Use Google products side by side

Google Calendar app

Events

Calendars

Import, export & sync

Settings

Troubleshoot issues

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15 page PDF summarizing ALL Google for Education PD Resources

PDF

Google for Education

Professional Development Handbook

For Education

Why Google ⌄   Products ⌄   Teaching Resources ⌄   Code with Google   Training & Support ⌄   The L

Training for teachers

Google for Education's Teacher Center is a free, interactive online platform with a curriculum created by educators for educators. Whether you're comfortable using technology in the classroom or just getting started, jumpstart your professional development.

Browse all trainings now

edu.google.com/training-support/professional-development/

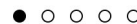**COURSE**

Fundamentals Training

New to Google tools? Learn the best strategies for integrating them efficiently in your classroom.
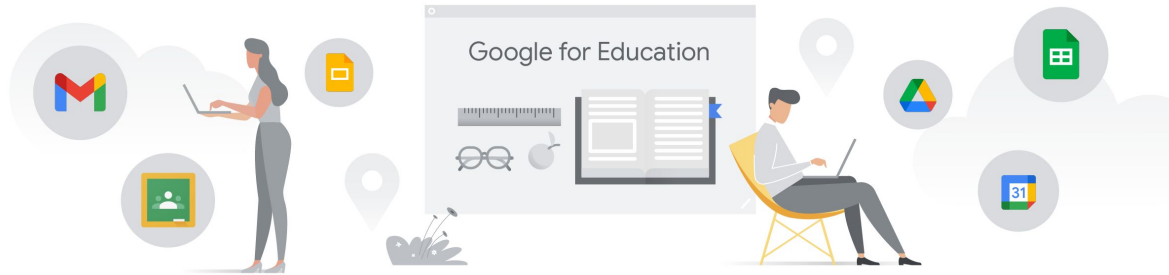
COURSE

Advanced Training

Moving beyond fundamentals, this course teaches cutting-edge strategies for bringing Google to your school.

Fundamentals Training

♡ Favorites

By Google for Education   Published: Aug 28, 2020   15.1h   Beginner   ★★★★⯪ (175)

Welcome to Fundamentals training. By reading, watching videos, and doing activities, you'll learn how to integrate Google in your classroom. By the end of this course, you'll be ready to take the exam to become a Google Certified Educator Level 1.

(13 units)

Unit 5: Organize Activities for Yourself and Others ⌄

○ Introduction   5 m

○ **Keep Track of Your Class Schedules and Appointments Using Google Calendar**   14 m
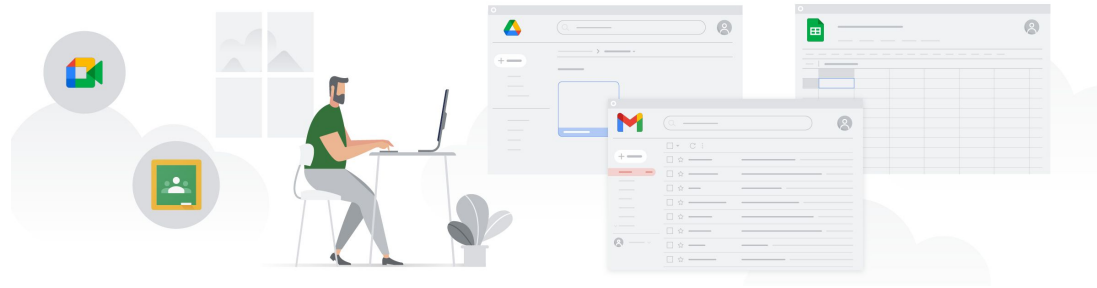
○ Get More Organized   20 m

○ Unit 5 Review   10 m

Tasks:

1. **Create a Classroom Calendar Separate from Your Personal Calendar**
2. **Create an Event in a Calendar**
3. **Share a Calendar**
4. **Set Customized Reminder Notifications for Events**

See the "Lesson Check" at the end!

skillshop.exceedlms.com/student/path/61209/activity/81959#/page/5fda4345e328cd175c17c847

(11 units)

Advanced Training

By Google for Education   Published: Aug 28, 2020   15.1h   Intermediate   ★★★★☆ (14)

Welcome to Advanced training. By reading, watching videos, and doing activities, you'll learn cutting-edge strategies for integrating Google in your classroom. You can start and stop lessons at any time; we'll track your progress through the course. At the end of this course, you'll be ready to take the exam to become a Google Certified Educator Level 2.

Unit 3: Use Advanced Features to Optimize Workflow

○ Introduction   5 m

○ Create a Shared Calendar for Parents and Students   14 m

○ Let Gmail Features Do the Work for You   14 m

○ Share Chrome Apps and Extensions with Your Students   14 m

○ Supercharge Task Automation with Add-ons and Apps Scripts   20 m

○ Unit 3 Review   10 m

Tasks:

1. **Creating an Events Calendar**
2. **Sharing the View of the Calendar**
3. **Create Appointment Slots**
4. **Setup Guardian Email Summaries**

See the "Lesson Check" at the end!

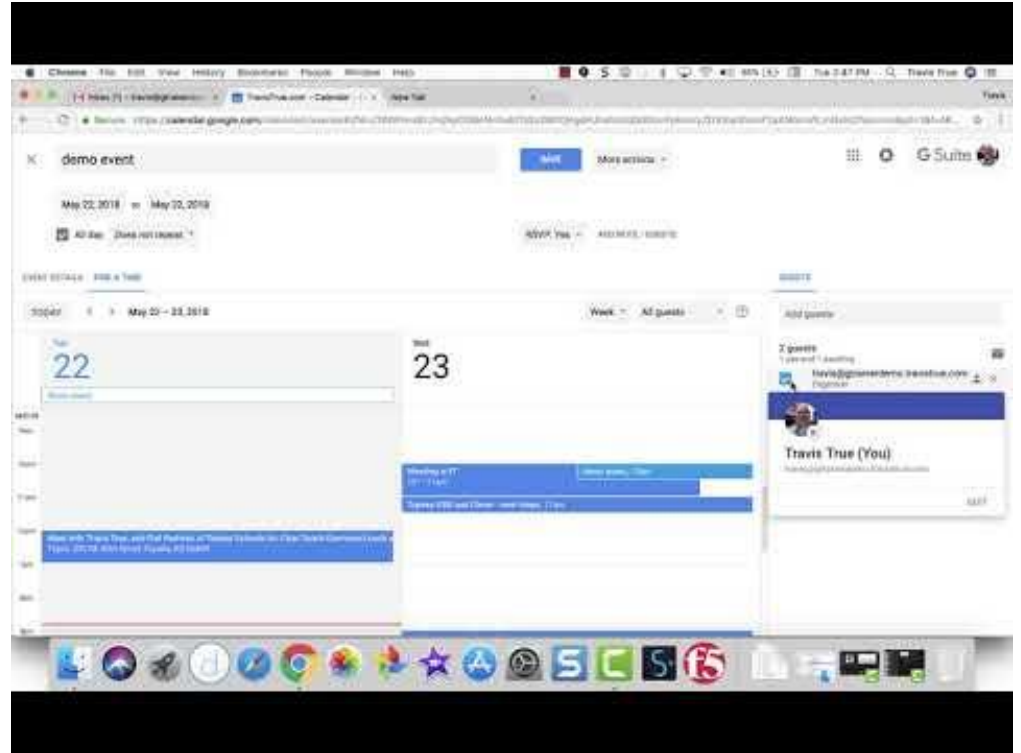skillshop.exceedlms.com/student/path/61210/activity/265053#/page/602d852aeca7bb5dd89a5e5e

Look up someone's schedule
in your organization

2. Check Casady.org Calendar Availability

3. Calendar Notificfations

Google Workspace Productivity Tips

Change notifications in Google Calendar

4. Sharing Your Calendar Data

Calendar Help

🔍 Describe your issue

https://support.google.com/calendar/answer/37082?hl=en

Share your calendar with someone

Important: Use caution if you share your calendar. Anyone with full permission will be able to respond to invitations, create and edit events, and share your calendar with others.

You can share your calendar with family, friends, and co-workers.

- Share your main calendar with someone so they can find your schedule.
- Create a calendar that multiple people can edit, like a family calendar.
- Add someone, like an administrative assistant, as a delegate of your calendar to schedule and edit events for you.

Tip: When you create an event with a Google Meet link on someone else's calendar, the video conferencing policies applicable to that event are also impacted. Learn how transferred Google Calendar event settings apply.

Share your calendar

In Google Calendar, you can have multiple calendars that you add events to. Each calendar can have different sharing settings.

Share an existing calendar	⌄

Delegate your calendar	⌄

Share with people who don't have Google Calendar	⌄

Share a calendar with everyone in your organization	⌄

support.casady.org

wfryer.me/cal

5. Create a New Calendar

Calendar Help

Describe your issue

Help Center   Community

support.google.com/calendar/topic/6272662?hl=en&ref_topic=3417921

Create & subscribe to new calendars

Birthdays, holidays, and other calendars

Create a new calendar

Create a calendar for a room or shared space

5. Create a New Calendar

📅 6. MyCasady / Blackbaud Integration 🎩

Create or add a virtual meeting
from Google Calendar

7. Integrations with Google Meet & Zoom

8. Calendly appointments with anyone

8. Calendly appointments with anyone

calendly.com/fryerw

Dr. Wesley Fryer

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

🟢 15 minute meeting ▶

🔴 30 minute meeting ▶

🔵 60 minute workshop ▶

Use this option if you'd like to setup a virtual or face-to-face workshop / training with Wes at Casady School

Bonus: Formats & Importing Events

support.google.com/calendar/answer/37118?co=GENIE.Platform%3DDesktop&hl=en

Import events to Google Calendar

You can transfer your events from a different calendar application or Google Account to Google Calendar.

When you import an event, guests and conference data for that event are not imported.

Computer　　Android　　iPhone & iPad

Step 1: Export events

Export your events as a file that you can import into Google. Choose one of these options:

Export from another calendar application　　⌄

Export from a different Google Account　　⌄

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