# Google Calendar - Parent Directions

In order to make things more organized and easier to manage, here is a guide explaining how Google Calendar works along with some tips and tricks that will help you to keep student assignments and schedules organized.

Google Calendar can be a centralized place to keep all of your events and assignments organized - and you can share Calendars between Google accounts, so you can help to keep your child on task!

How to access Google Calendar:
1. When you are signed in to your Google Account, look at the top right of the screen and select the navigation "waffle"/9 square. This is where your Google Apps are located. Select Calendar.
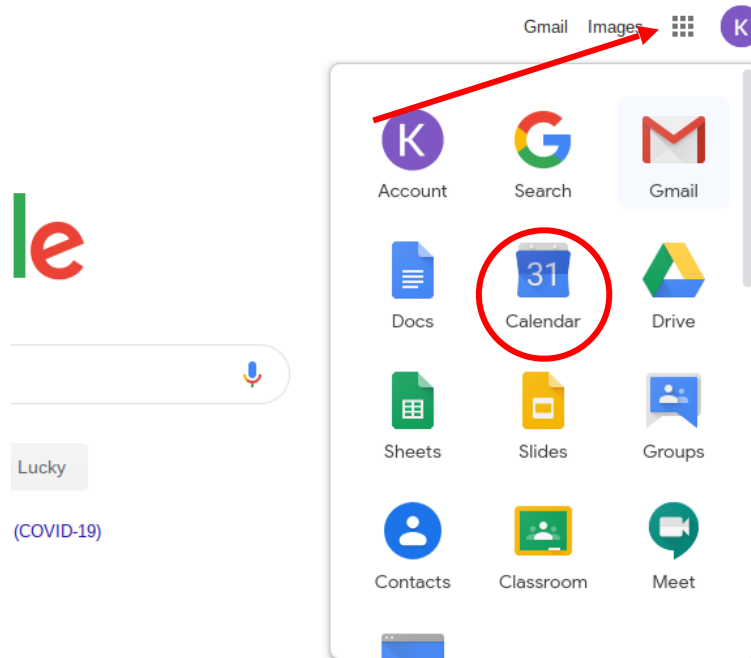

Viewing events others (teachers, for example) have shared with you:
1. In the Calendar screen, you have various options for how to view your calendar. In the top right you can change how many days you see, from seeing one day at a time, to seeing an entire year at once. The more days you are looking at, the less specific events you will see. You can scroll through days toward the top left, and you can

toggle your different calendars on and off on the bottom left to limit which events you are looking at. This is handy if you only want to see one class's schedule, or if you set an assignment schedule.
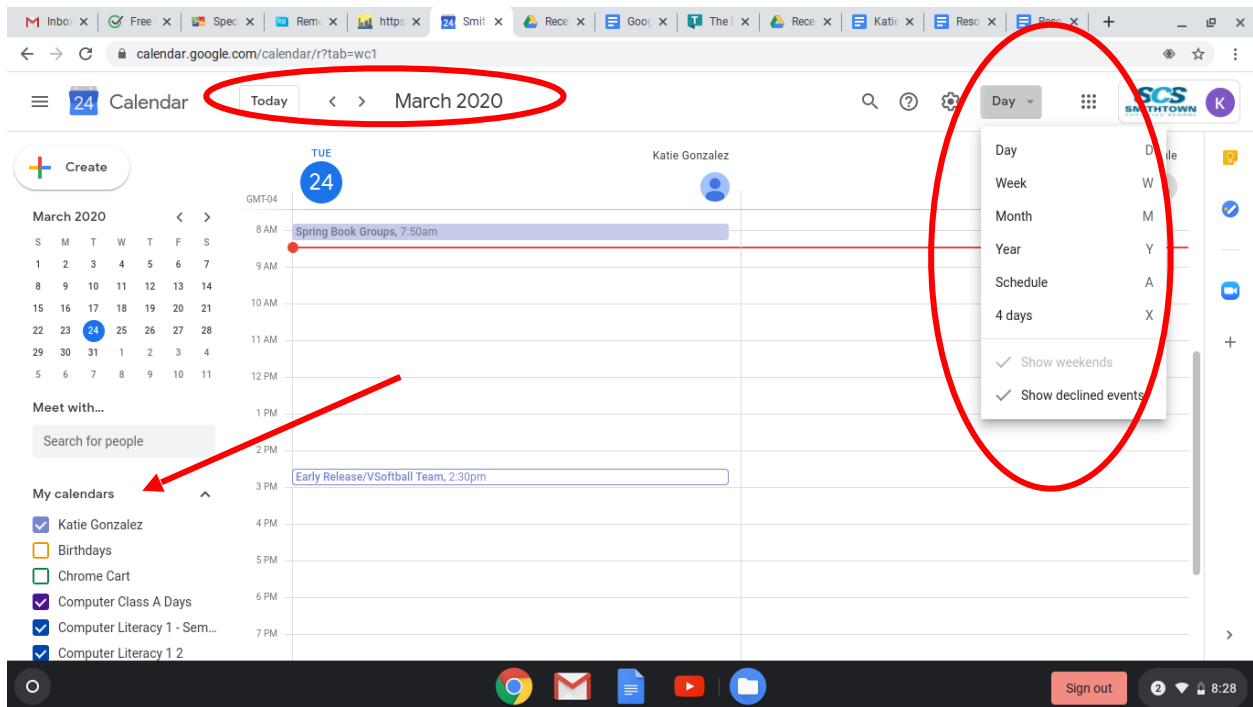

2. On your calendar you will only see a shortened version of the events for the day. Click on the event to find out more details, such as where an event is located, who is invited, and if it is a
3. Zoom or Google Hangout meeting along with the meeting details.
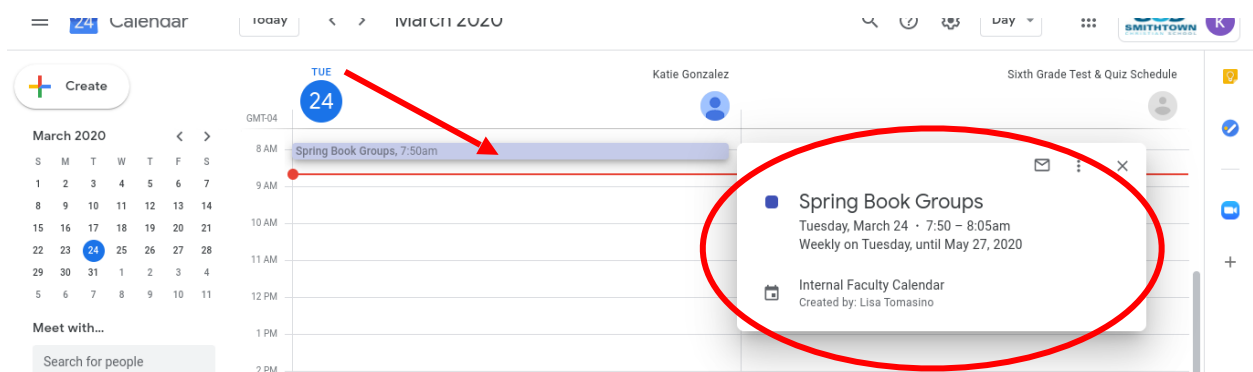
How to create and share a Google Calendar:

1. In order to stay more organized, you can create specific calendars for different groups or types of activities. This allows you to toggle calendars on and off, so if you just want to see one class, or if you don't want to see a specific event, it's very easy to filter them. On the bottom left, you can see a list of your calendars as well as the calendars that have been shared with you. If you want to see a specific calendar's events, click the box next to the name of the calendar to color it in. If you don't want to see a calendar, click the box to clear it.
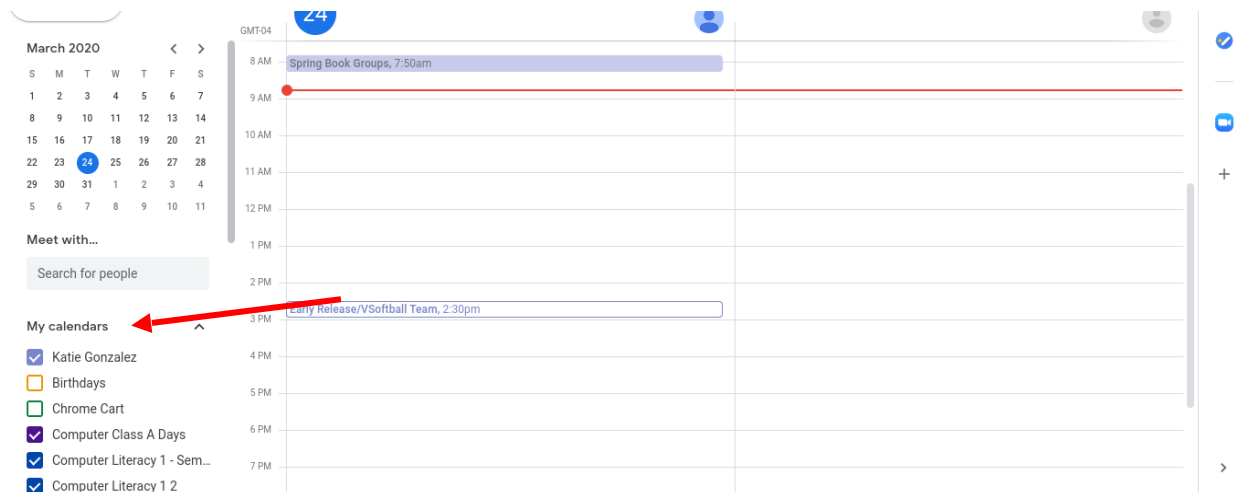
2. If you scroll down the list of calendars, you'll see a list of other calendars, with a plus sign next to them. Click the plus sign to create a new calendar, add a preexisting calendar, or subscribe to someone else's calendar.
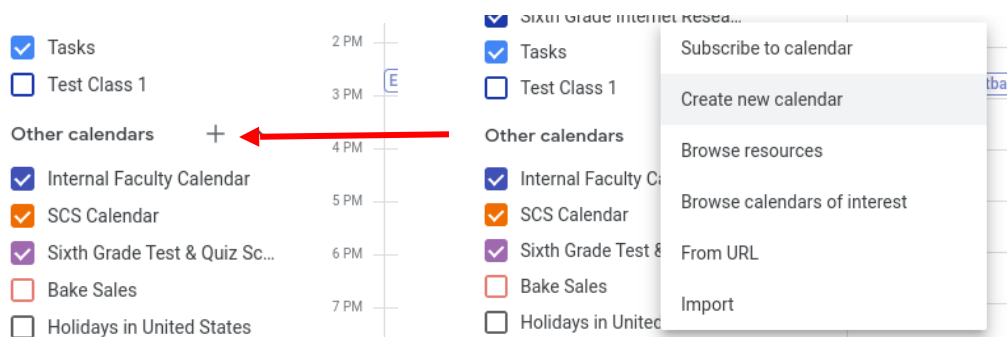
3. If you click create calendar, it will open a new screen where you can name your new calendar, write a description and choose the right time zone for you. When you click create calendar, a little box will pop up at the bottom of your screen, telling you your calendar was created successfully. It will not automatically take you to your new calendar.
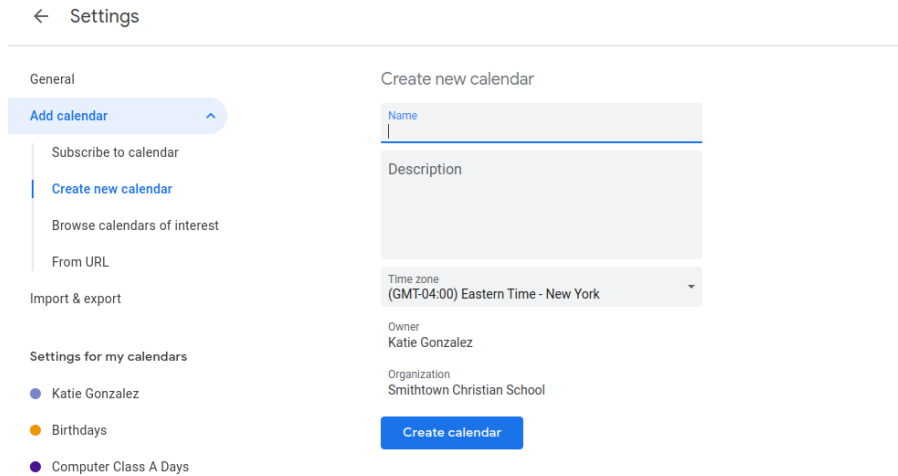
4. Once your calendar is created, it will appear in the calendar list on the left. You may need to refresh your page. If you click on a calendar here, you can edit the details, share with specific people, and turn on and off notifications.
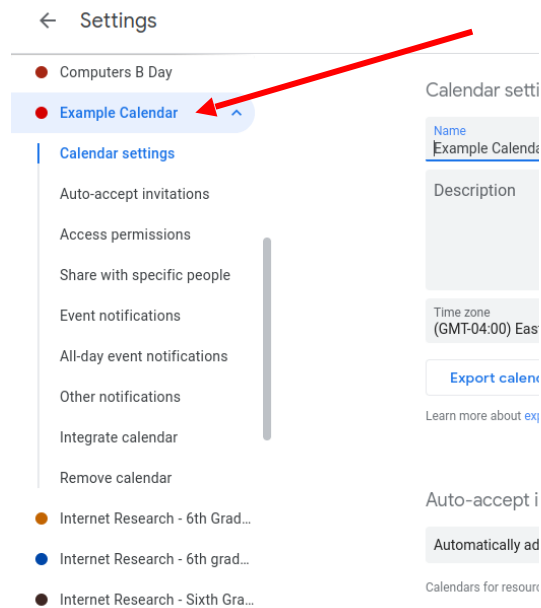

5. If you head back to your main calendar page, you will now be able to create events in your calendar.

How to create an event in a Google Calendar:
1. From your Google Calendar main page, there are a few ways to create an event. On the top right you can click the "create" button, or you can click directly on your calendar. The red line across the calendar indicates the current time.
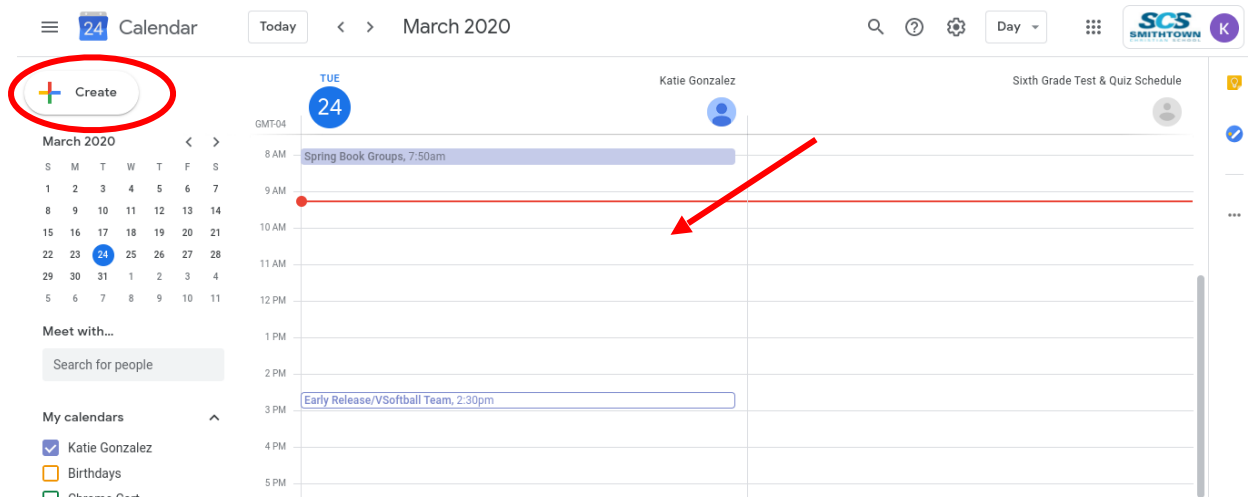
2. On the pop out window, you can name your event, set a time and date, invite guests, add a location, and choose which calendar your event will appear on.
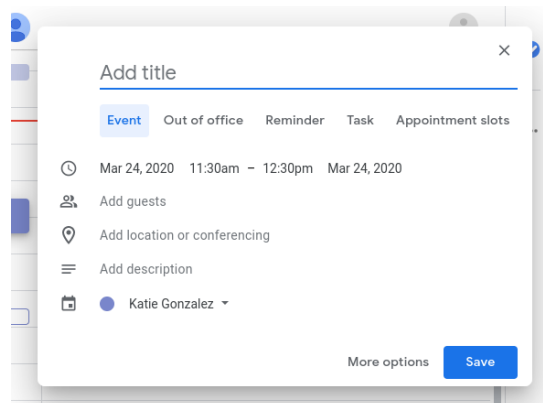
3. Under location, if you are creating a remote meeting, you can add video conferencing as an option and choose Google Hangouts or Zoom (Zoom must have the Google App installed before it will appear in the list). Existing Zoom meetings can not be added this way. Teachers can add their scheduled meetings to their Google classroom's calendar. If you are adding an event to remind you and your student about a Zoom or Google Hangout meeting, do not add the video conferencing part. Your child's teacher will share the codes through Facts/Renweb and Google Classroom.