

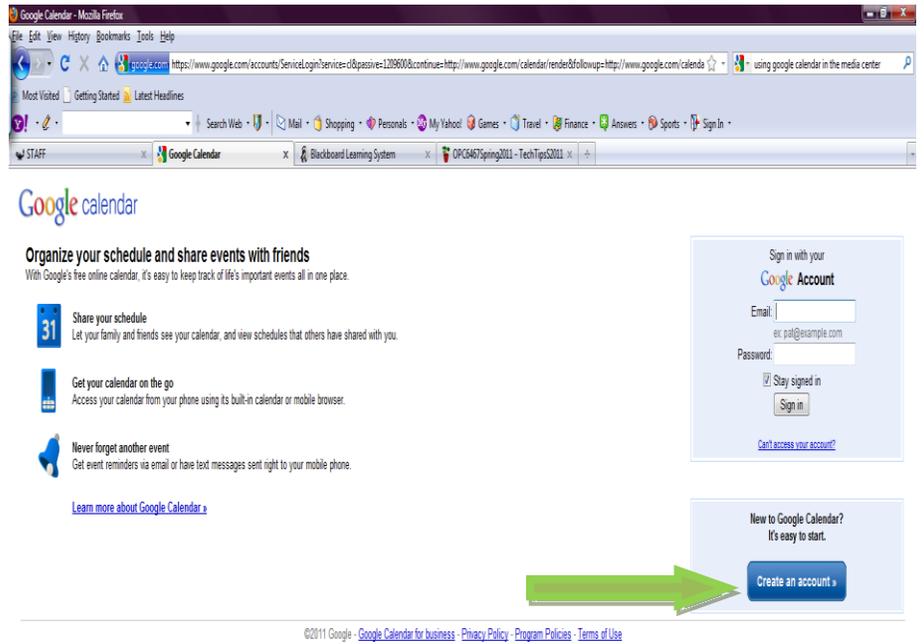
Tech Tip 6467

Using Google Calendar in the Media Center

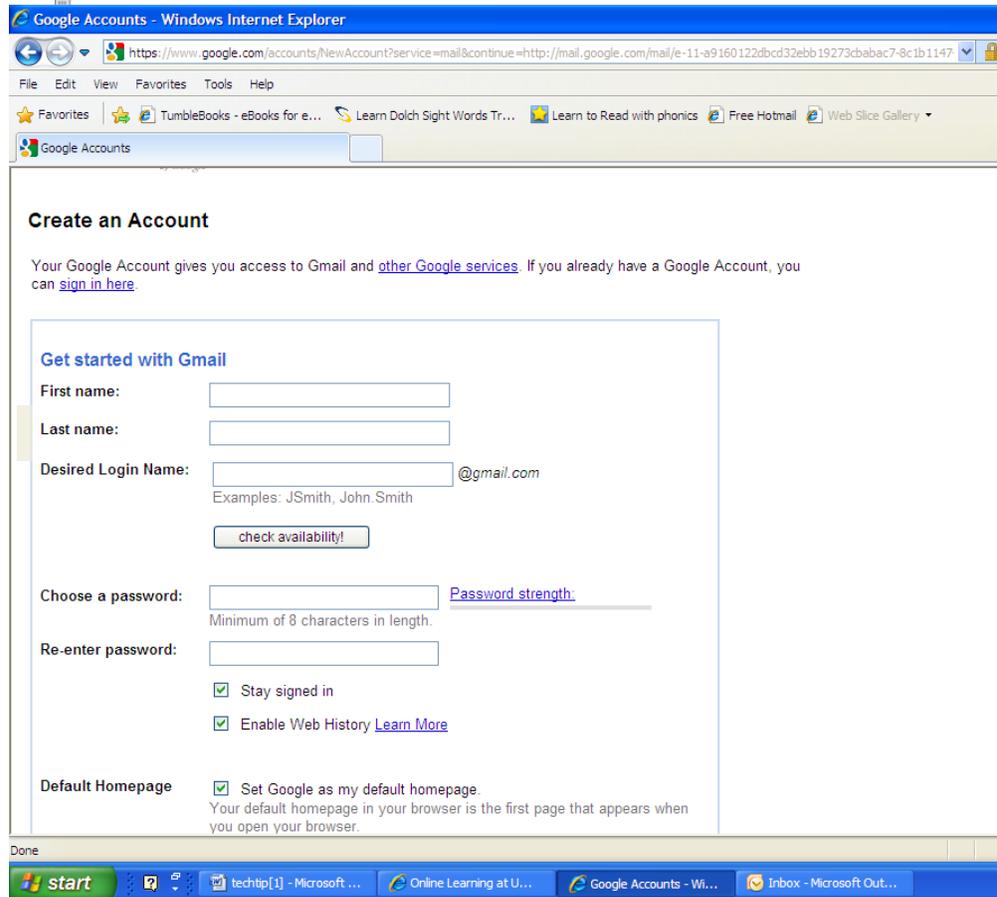
Amy Vo

Go to [www.gmail.com](http://www.gmail.com)

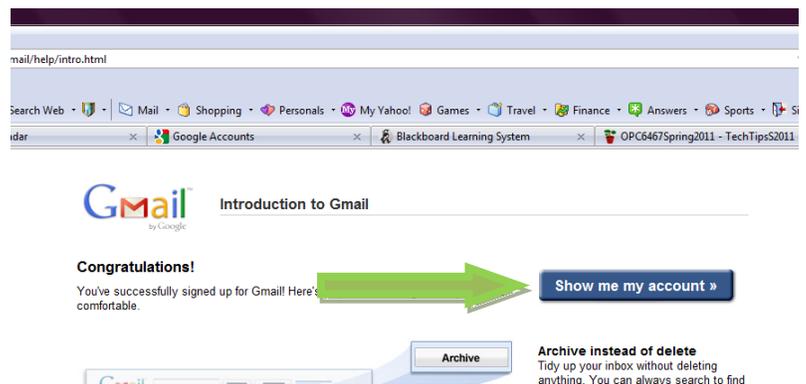
Click on "Create an account."



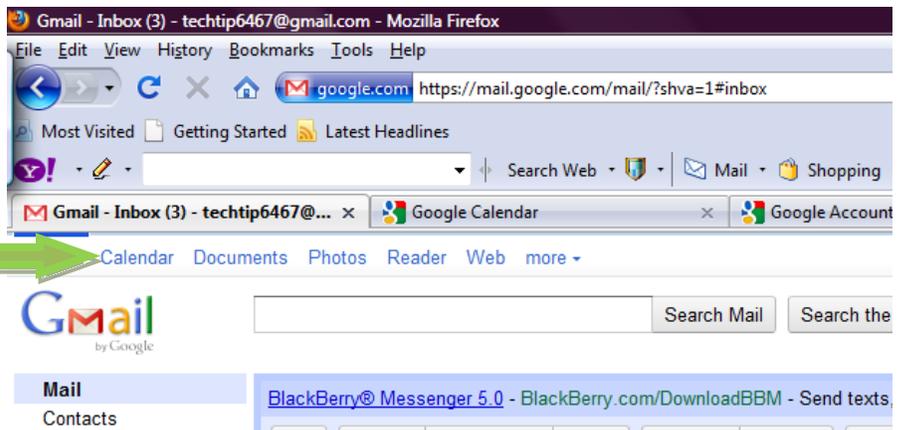
Fill out the necessary information to Create a Google account.



Click "Show me my account."

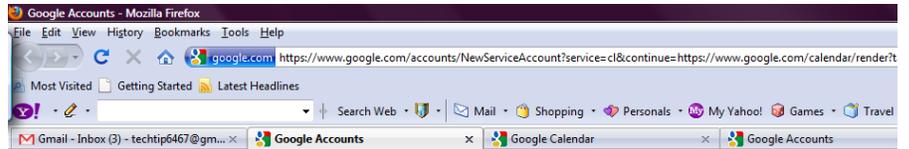


Click "Calendar"



Google will auto-fill the necessary information

Choose the correct time zone and Click "Continue"



## Google accounts

### Welcome to Google Calendar

Welcome back, West. Before using Google Calendar, we need to know a little more about you. Please enter the additional information below.

If you want to use the Google Calendar service as part of a separate Google Account, [click here](#). (Note: you can only be logged into one Google Account at a time.)

**Get started with Google Calendar**

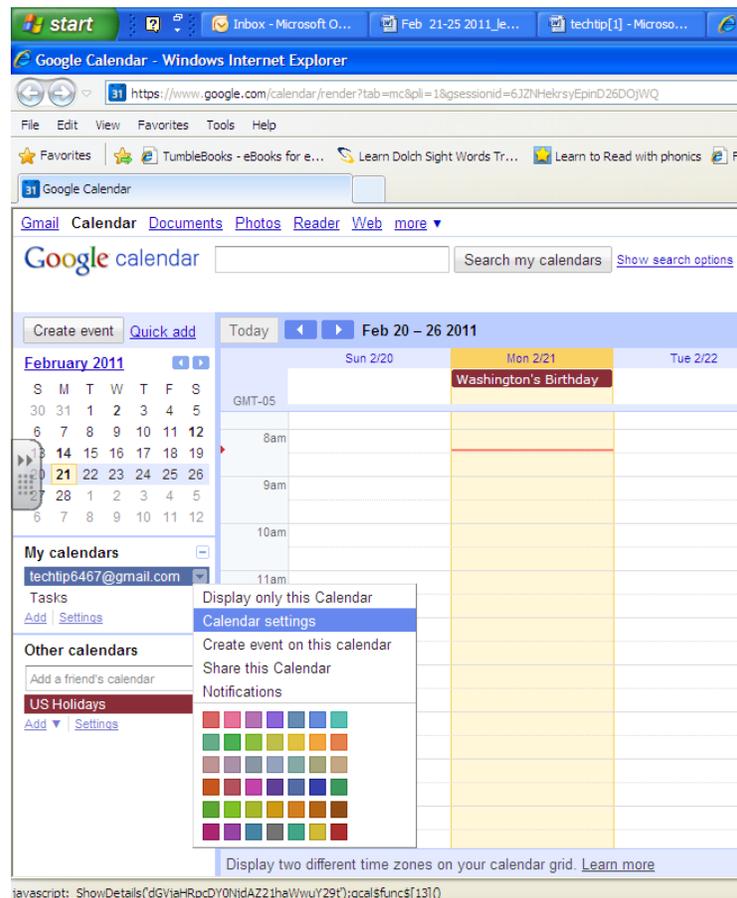
First name:

Last name:

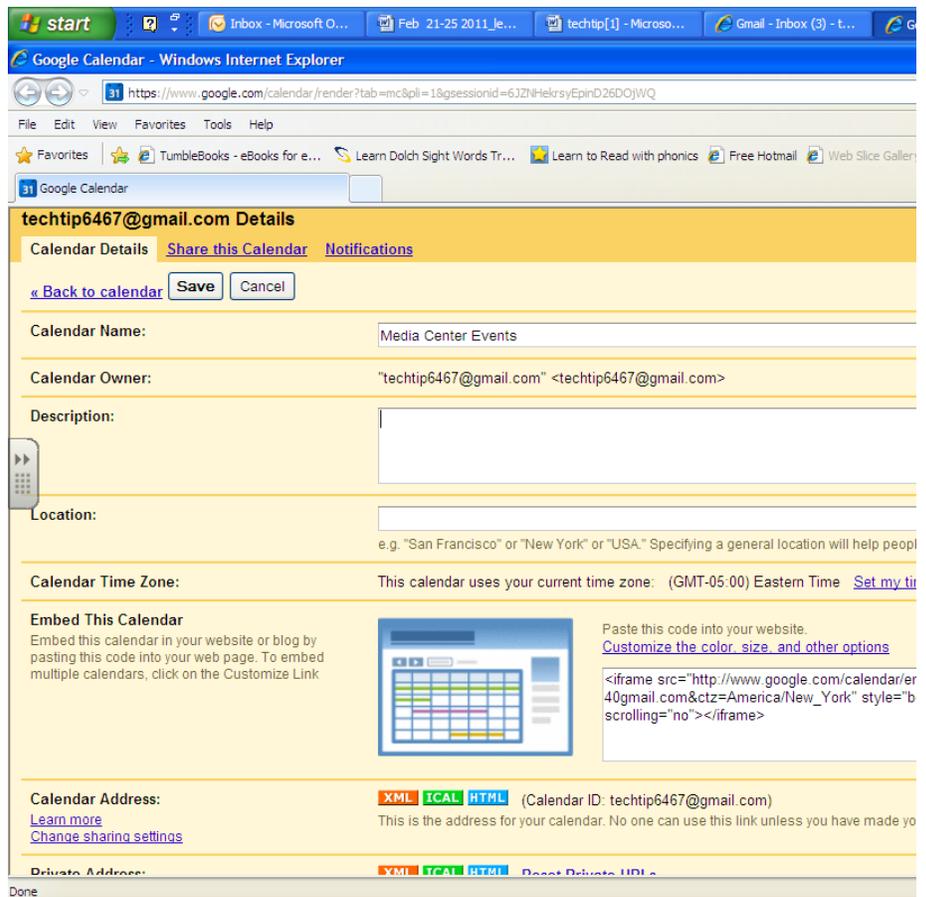
Location:

Time zone:

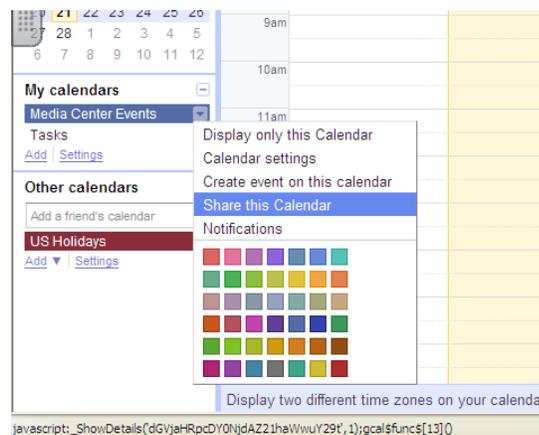
Your calendar's name will appear as your email. To change this name, click the arrow for the drop down menu, and then click "Calendar Settings."



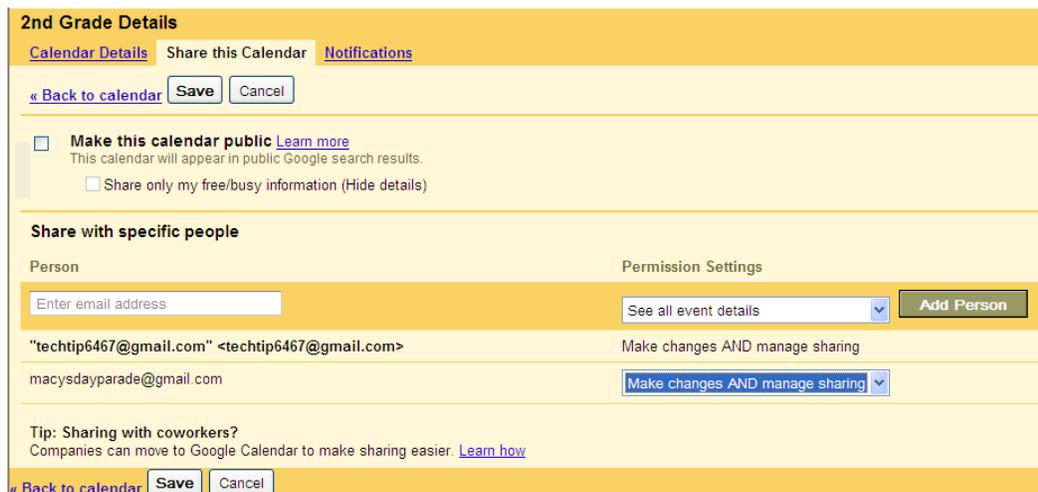
The calendar name has been filled in as “Media Center Events.” The description and location can also be filled out with your school’s information.



Click the drop down menu and click “Share this Calendar.”

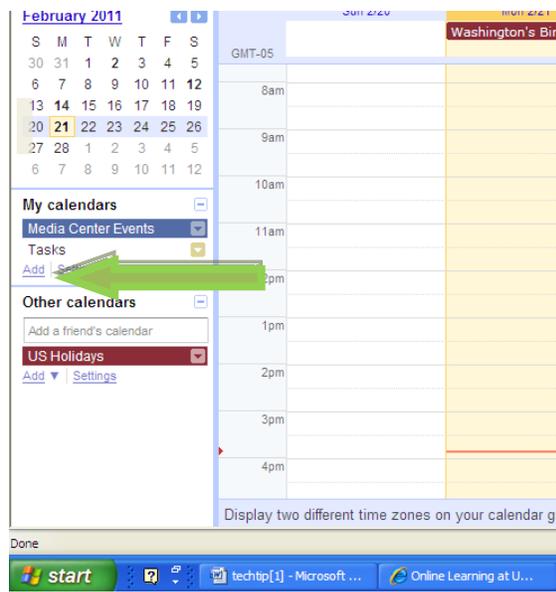


Click the box next to “Make this calendar public” so that everyone involved with the school can view the calendar.



You can also share the calendar with specific people only, such as teachers. When adding teachers, enter their Gmail addresses and change the permission settings to “Make changes AND manage sharing.” Then teachers will be able to go in and sign up for library time and classes.

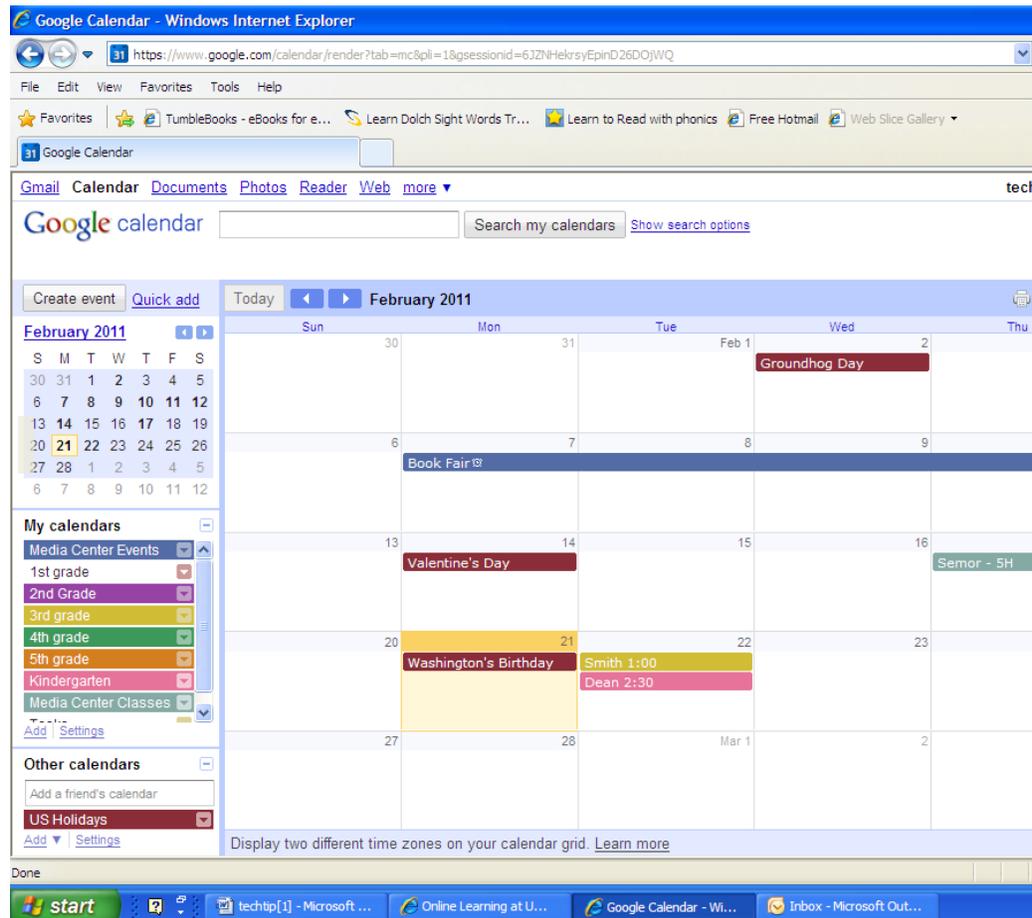
Click “Add” to add more calendars, such as calendars for each grade level or media center classes.



Here I have added calendars for each grade level, Media center events, and Media center classes. Make sure each calendar is a different color. Some examples are listed on the calendar:

Mrs. Smith's 3<sup>rd</sup> grade class is checking out books on the 22 at 1:00.

Mr. Semor has signed his class up to have the media lesson 5H – 5H being a reference number to a list of available classes.



Here are some reasons to have a shared calendar such as Google Calendar for your media center:

- Teachers can sign their class up to visit the media center to check out books or schedule a class.
- Each grade-level can be made a different color for quick and easy reference.
- It will let everyone know of upcoming media center events.
- Parents can view the calendar on the website or link it to their own Google Calendars. This way they will always know when their children are visiting the media center, so they can make sure the child has his or her book to return.

Here is an example of a Media Center using Google Calendar:

The screenshot shows a web browser window displaying the 'Google Calendar for Media Center' for Shelton Public Schools. The page title is 'Shelton Public Schools - Google Calendar for Media Center - Mozilla Firefox'. The URL is 'http://sheltonbulldogs.org/vnews/display.v/SEC/Library|Media Center Calendar'. The browser's address bar shows the URL. The page content includes a navigation menu on the left with links for 'privacy policy', 'more info', and 'Login'. The main content area is titled 'Google Calendar for Media Center' and shows the date 'April 19, 2010'. Below this, there is a section for 'Library Media Center Schedule' for 'February 2011'. The calendar is displayed in a weekly view, showing days from Sunday to Saturday. The schedule includes various times for different grade levels: Accelerated (9:50am), Elementary (1:45pm and 2:40pm), and Kindergarten (8:20am). There are also notices for 'Dismissal @ 1:45pm' on Feb 2, 'Dismissal for Student' on Feb 9, 'No School' on Feb 10, and 'Winter Break No School' on Feb 11. The calendar is set to 'Today' and has options for 'Print', 'Week', 'Month', and 'Agenda' views. The browser's taskbar at the bottom shows the 'Shelton Public Scho...' window.