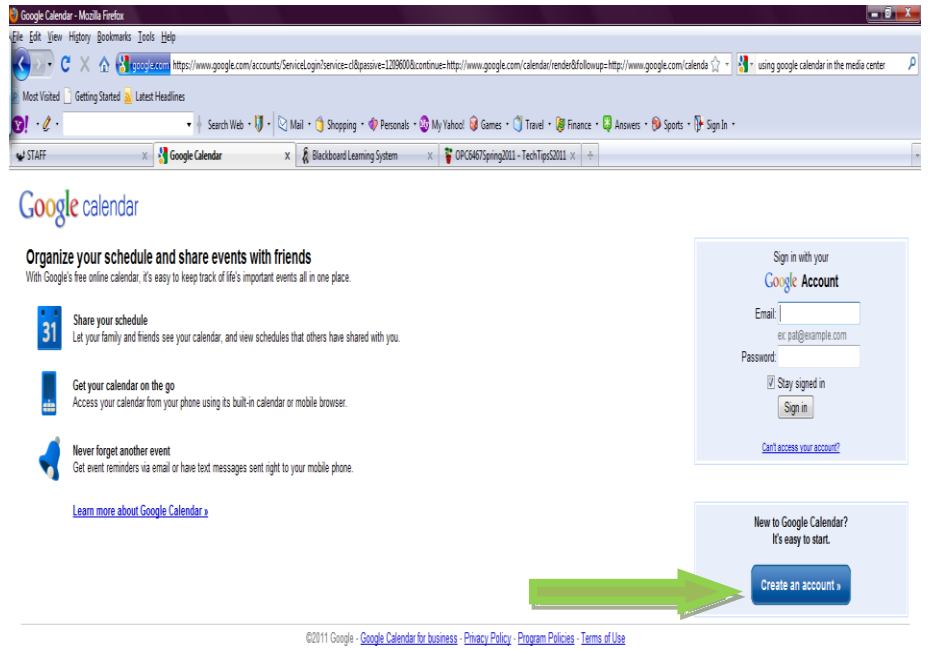Tech Tip 6467

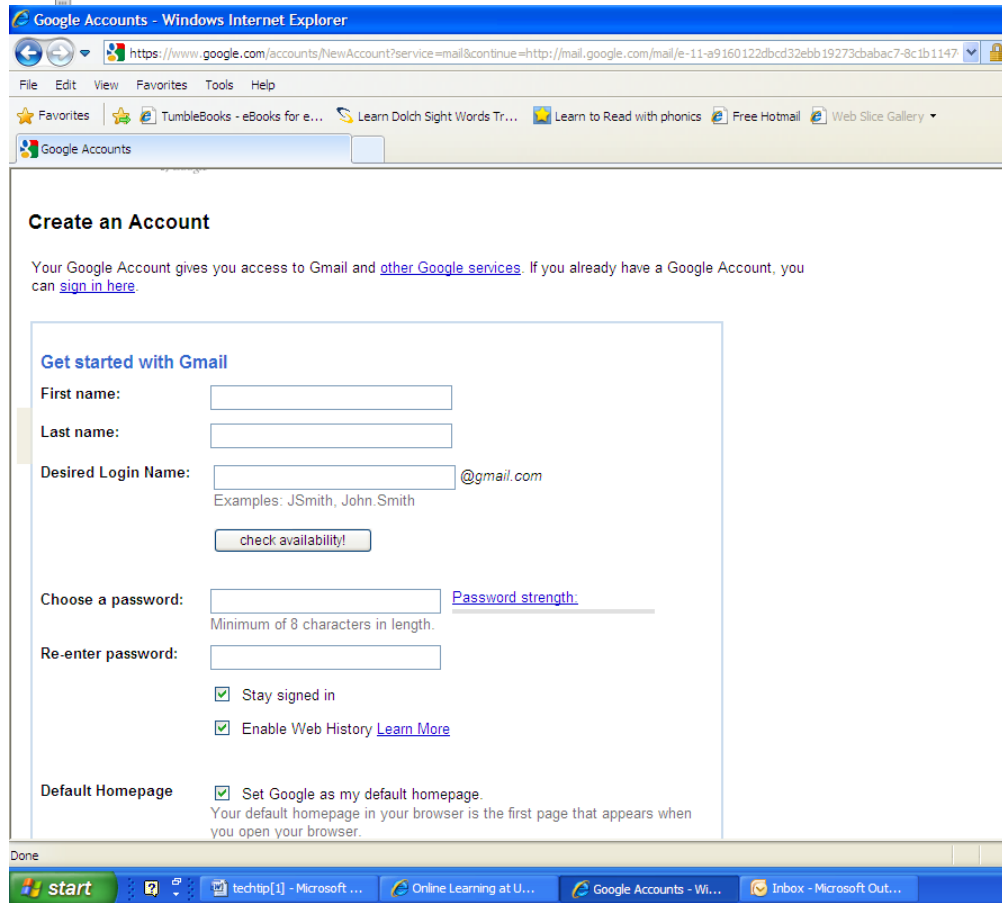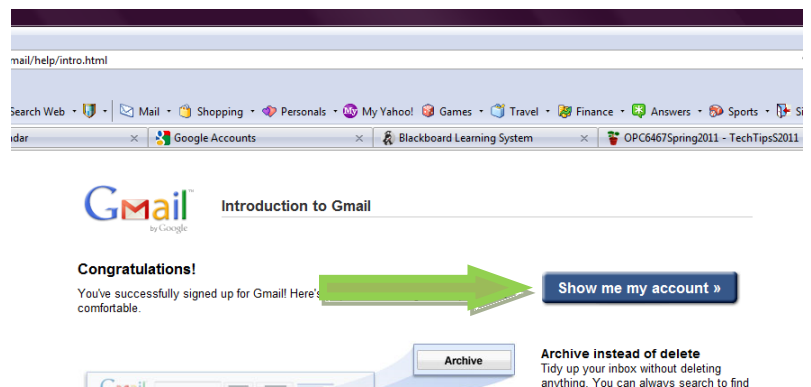Using Google Calendar in the Media Center

Amy Vo

Go to www.gmail.com

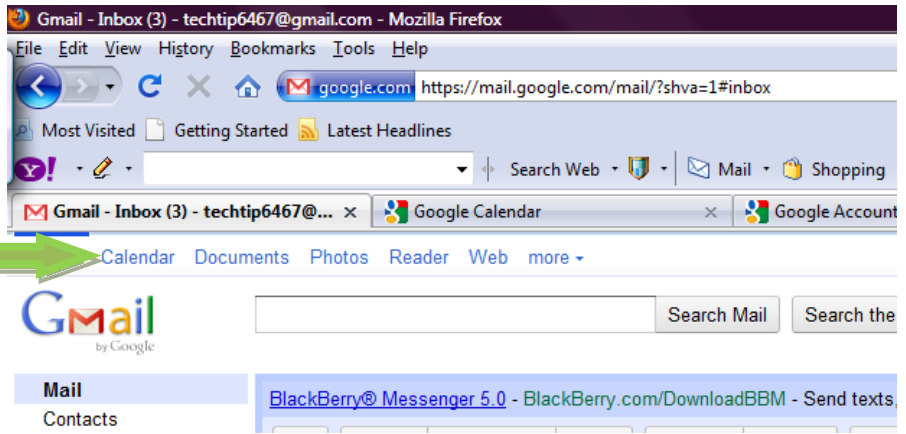Click on "Create an account."

Fill out the necessary information to Create a Google account.
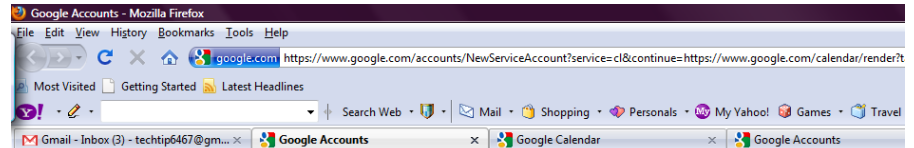
Click "Show me my account."

Click "Calendar"

Google will auto-fill the necessary information

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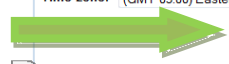
Your calendar's name will appear as your email. To change this name, click the arrow for the drop down menu, and then click "Calendar Settings."

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.
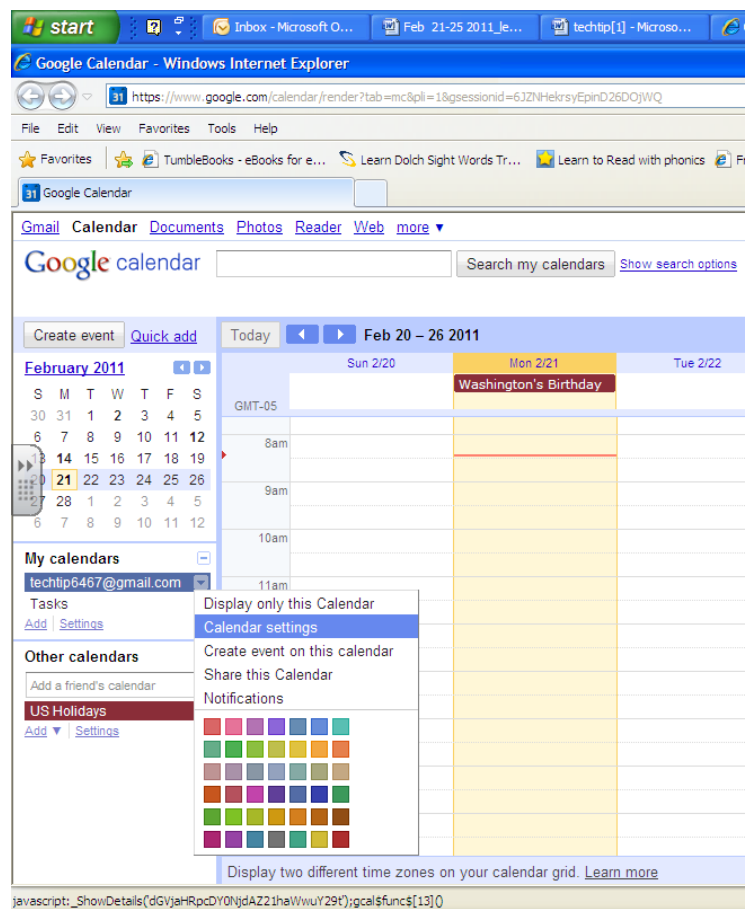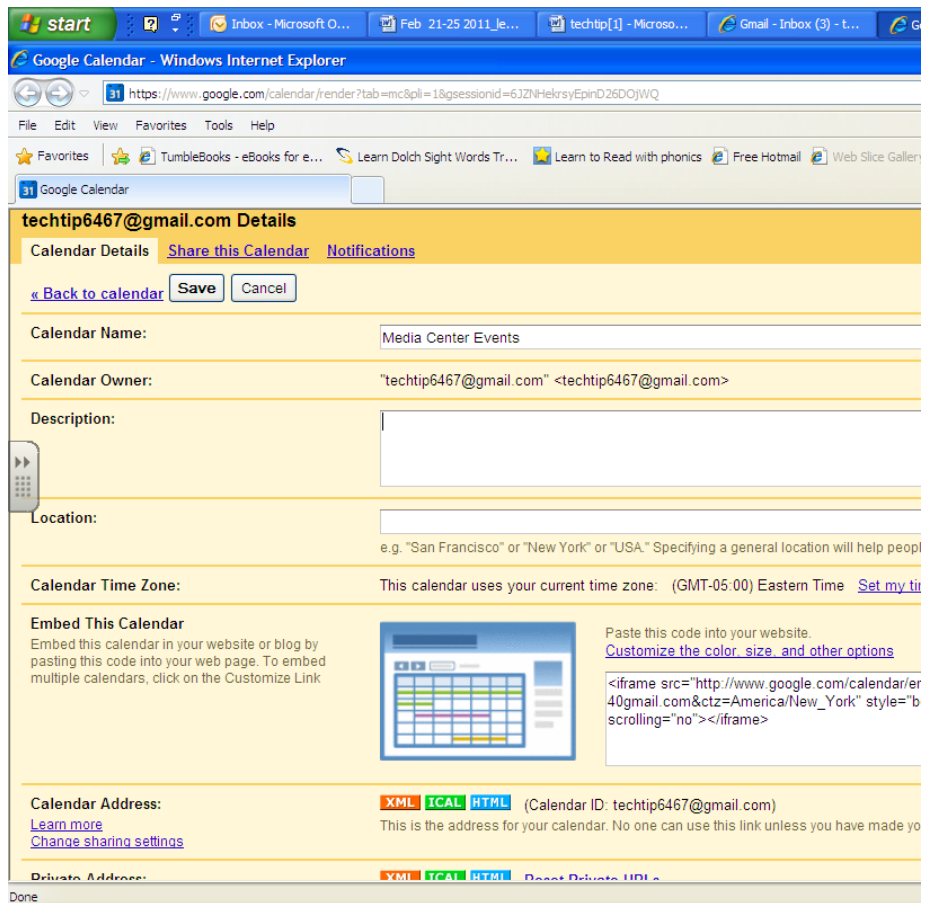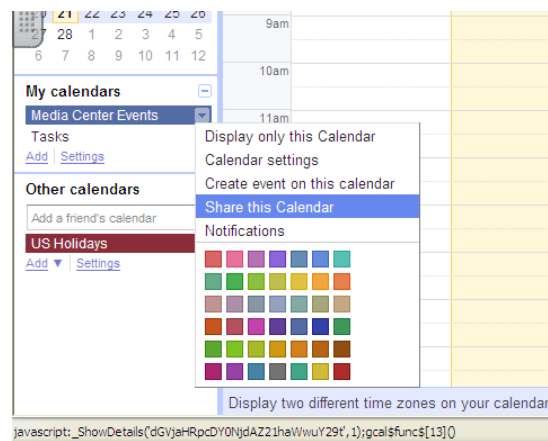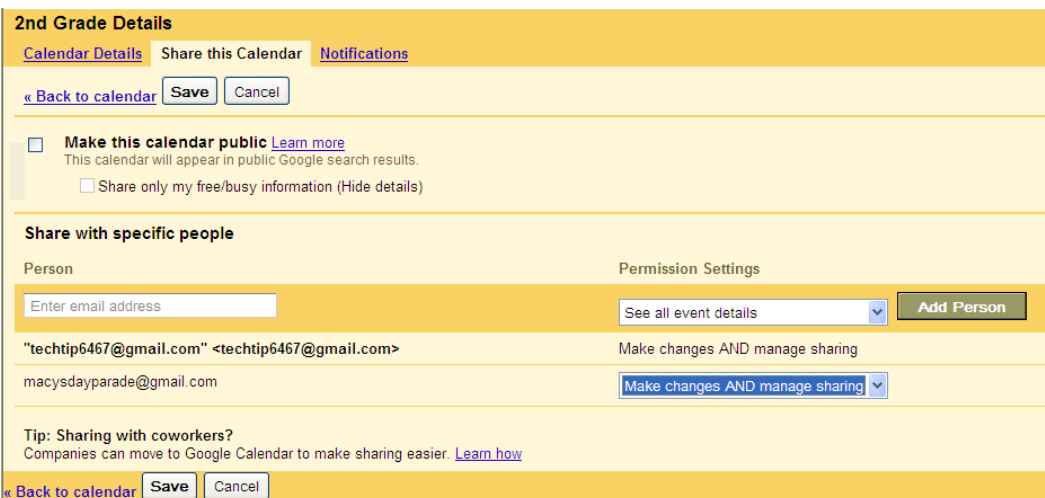

Click the drop down menu and click "Share this Calendar."

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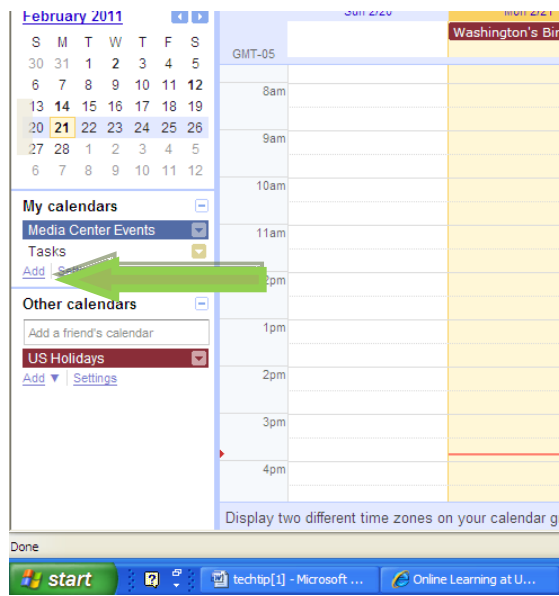
Here I have added calendars for each grade level, Media center events, and Media center classes. Make sure each calendar is a different color. Some examples are listed on the calendar:

Mrs. Smith's 3rd 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.
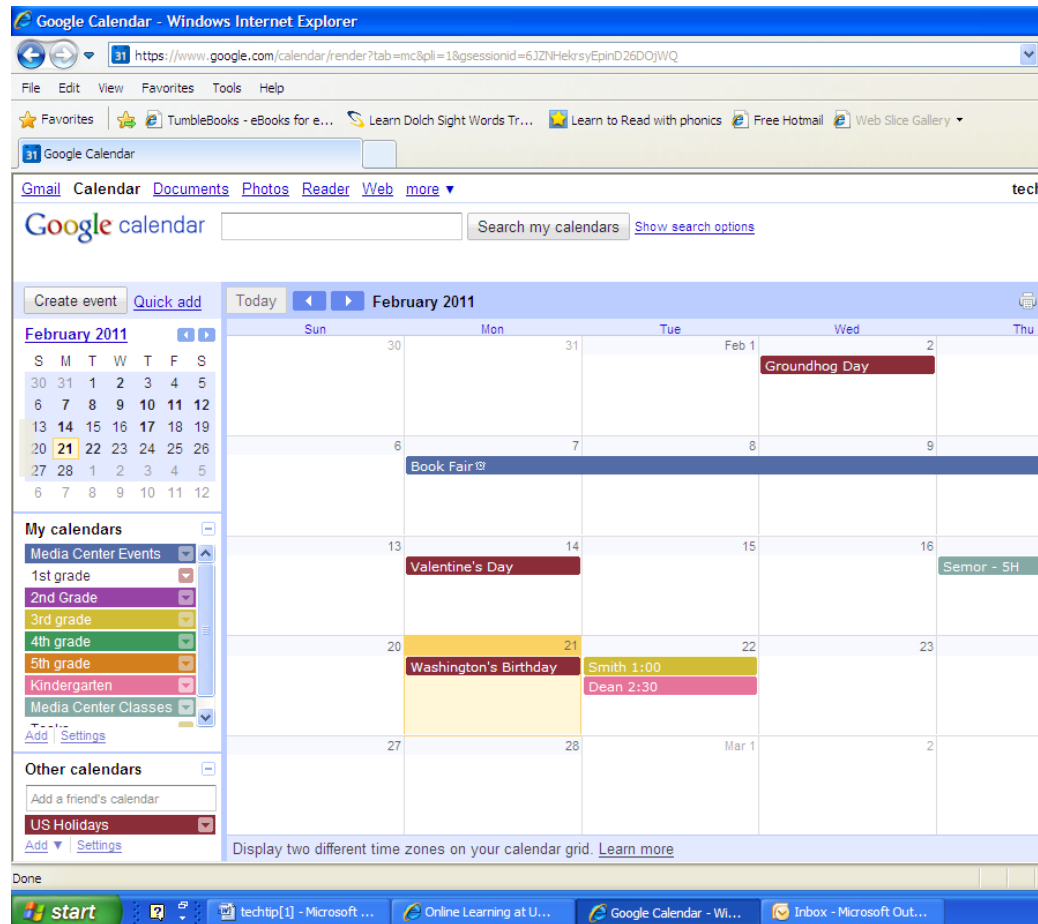
Here are some reasons to have a shared calendar such as Google Calendar for your media center:

- 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:

From Shelton Public Schools