

Ed Tech



Supporting multiple learning modalities for using technology and distance learning as a tool in your classroom, school, district and life.

DART Byte: EDITING GOOGLE CALENDARS

Start at www.bssd.org

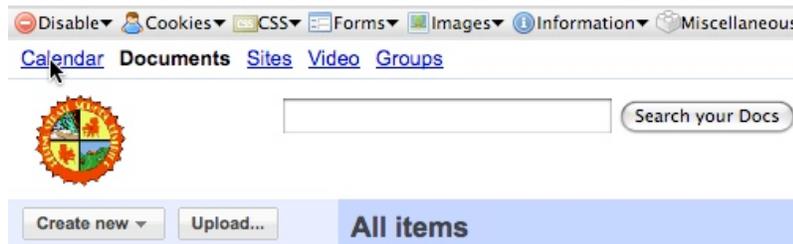
Click on BSSD GoogleApps



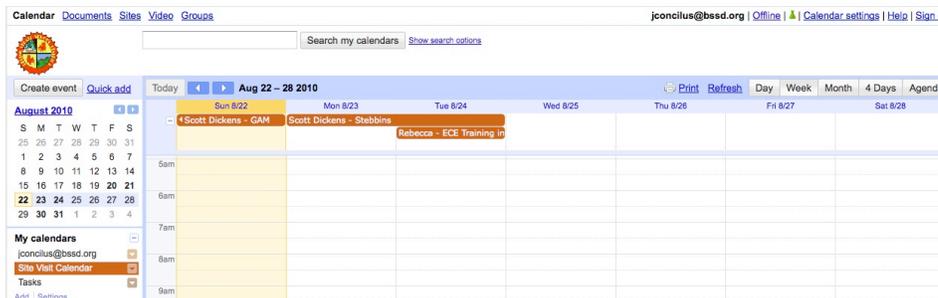
Note: You use your BSSD email USERNAME ONLY to log in. Mine, for example, is "jconcilus". If I enter the "@bssd.org" part it will not work ;-)

You will then see a list of all BSSD Google Docs you have access to....you are in!

2) Now, click on "Calendar" in the Upper Left corner:



You will now see all the calendars "Shared" to you, or that you have created. Here is what this should look like with a few visits entered. The "All Day" style shows the overlap of visits. The example here shows Scott in Gambell and Stebbins, and also Rebecca in Nome presenting at Kawerak. Not sure if she would normally put that on, since it's not our site. But, we needed an example ;-)



3) Create Event

Click the "Create Event" button to add something to the calendar.

Calendar [Documents](#) [Sites](#) [Video](#) [Groups](#)

 Search

Create event Quick add Today < > Aug 22 – 28 2010

August 2010 < >

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Sun 8/22 Mon
 Scott Dickens - GAM Scott Dicke
 5am
 6am
 7am

This brings up a window for creating the event. Only the top part of the window is really needed. We'll talk about some of the other tools in this screen in a week or so after we get some events added ;-)

Calendar [Documents](#) [Sites](#) [Video](#) [Groups](#)

 Search my calendars [Show search options](#)

« Back to Calendar Save Cancel

What Josh Bullock - Teller

When 9/9/2010 to 9/12/2010 All day
 Repeats: Does not repeat

[Check guest and resource availability](#)

Where Teller

Calendar Site Visit Calendar

Description Tech visit and in-service training with all staff on Saturday. Could leave late Saturday, but after teachers are done for the day.

Attachment [Add attachment](#)

Now the event can be seen on the Monthly view quite easily, as well as other itinerant visits that are on the calendar:

Today < > September 2010 Print Refresh Day Week Month 4 Days Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	Patty/Mel - KTS	Patty/Mel - KTS	Patty - KTS	Sep 1	2	3
5	6	7	8	9	10	11
				Josh Bullock - Teller		

4) Edit Events

Just click on an item on the Site Events Calendar to edit you own events or the other Program staff who share this calendar.

