Ed Tech

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

D A R T   B y t e :   EDITING GOOGLE CALENDARS
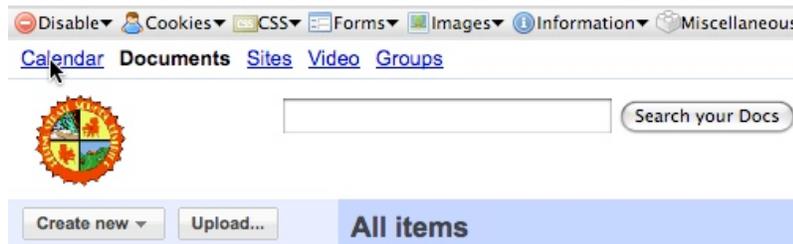
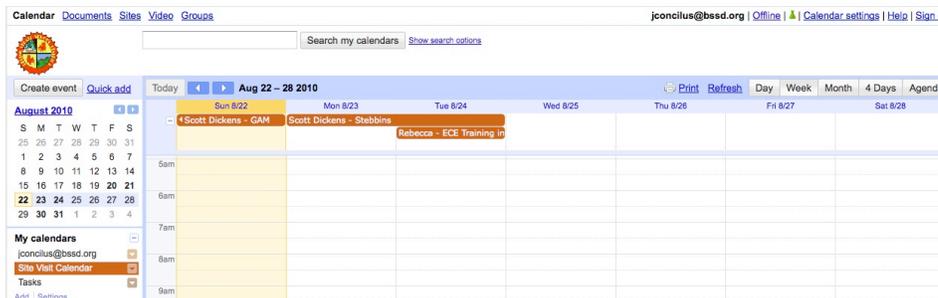Start at www.bssd.org

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 Goodle 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.

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 ;-)

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

4) Edit Events

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