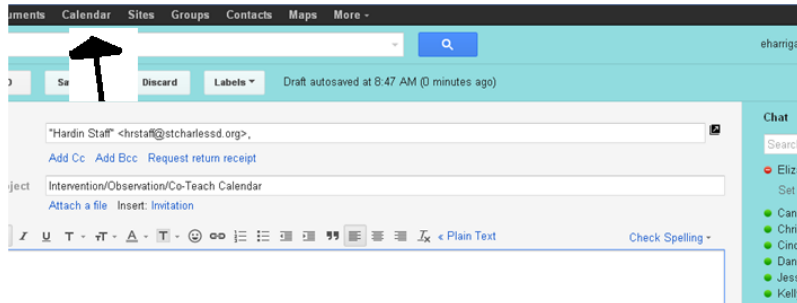
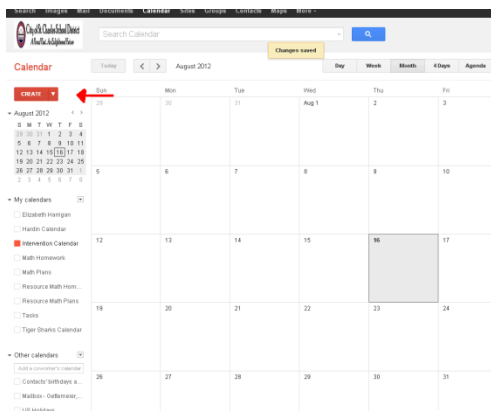


Adding Event to Google Calendar

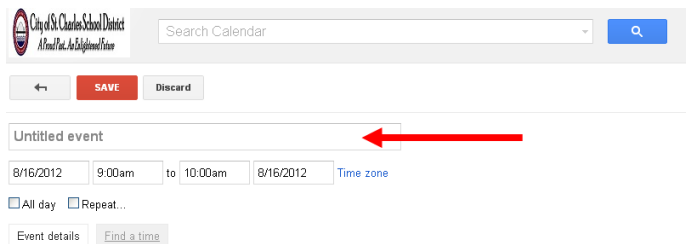
1. Click on Calendar (On home screen or from your gmail)



2. Select “Create”



3. Name Event – Title: Last Name, First Initial



City of St. Charles School District
A Real Place. An Enlightened Future

Search Calendar

← SAVE Discard

Untitled event

8/16/2012 9:00am to 10:00am 8/16/2012 Time zone

☐ All day ☐ Repeat...

Event details Find a time

Title the Event

Harrigan, E

4. Select Time (From when to when) & Date

The screenshot shows the top of the calendar interface with the City of St. Charles School District logo and a search bar. Below are buttons for navigation, save, and discard. The main form has an 'Untitled event' title. The date is set to 8/20/2012, and the time is set to 9:00am to 10:00am. A dropdown menu is open for the start time, showing options from 7:30am to 10:30am. Red arrows point to the time selection area and the dropdown menu.

5. Under *Where*: Your location (which classroom)

The screenshot shows the calendar interface with the 'Where' field highlighted. A red arrow points to the field with the text 'What Room??' below it.

6. Under *Calendar*: Be sure to select **Intervention Calendar**

The screenshot shows the calendar interface with the 'Calendar' dropdown menu open. The 'Intervention Calendar' is selected. Red arrows point to the dropdown menu and the selected option. The interface also shows fields for 'Created by', 'Description', 'Attachment', 'Event color', 'Reminders', 'Show me as', and 'Privacy'.

7. Reminders: Do NOT add a reminder to this event because it will remind everyone who has the calendar

**** If you would like a reminder then Follow these stame steps again, creating a new calendar and use the calendar labeled your name ie: Elizabeth Harrigan) and add a reminder**

The screenshot shows the 'Reminders' section of the calendar interface. It says 'No reminders set' and has a link to 'Add a reminder'. A red arrow points to the 'Add a reminder' link with the text 'Do NOT add reminder' next to it.

8. Leave the Show me as and Privacy setting the same


Show me as ☐ Available ☒ Busy

Privacy ☒ Default ☐ Public ☐ Private

[Learn more about private vs public events](#)

9. Select Save

[Search](#) [Images](#) [Mail](#) [Documents](#) **Calendar** [Sites](#) [Groups](#) [Contacts](#) [Maps](#) [More -](#)



[←](#) **SAVE** [Discard](#)

to [Time zone](#)

☐ All day ☐ Repeat...

[Event details](#) [Find a time](#)

Where

Calendar

Created by eharrigan@stcharlessd.org

Description

Attachment [Add attachment](#)

Event color ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Reminders No reminders set
[Add a reminder](#)

Show me as ☐ Available ☒ Busy

Privacy ☒ Default ☐ Public ☐ Private

[Learn more about private vs public events](#)

10. You are Done!