

GOOGLE CALENDAR

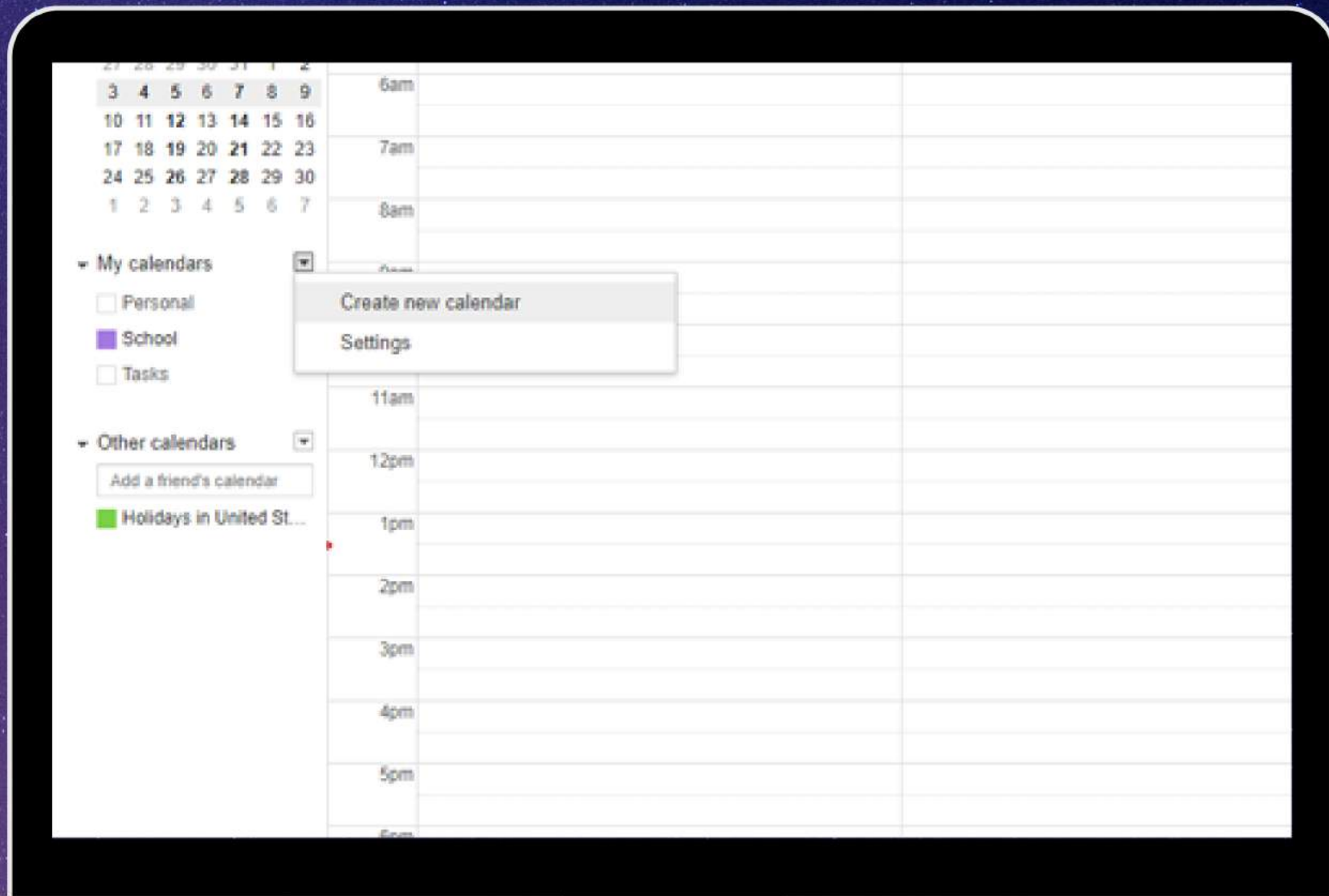
Here are some amazing tricks
to manage your schedule with
Google Calendar!



TEACHING
&
LEARNING
CENTER



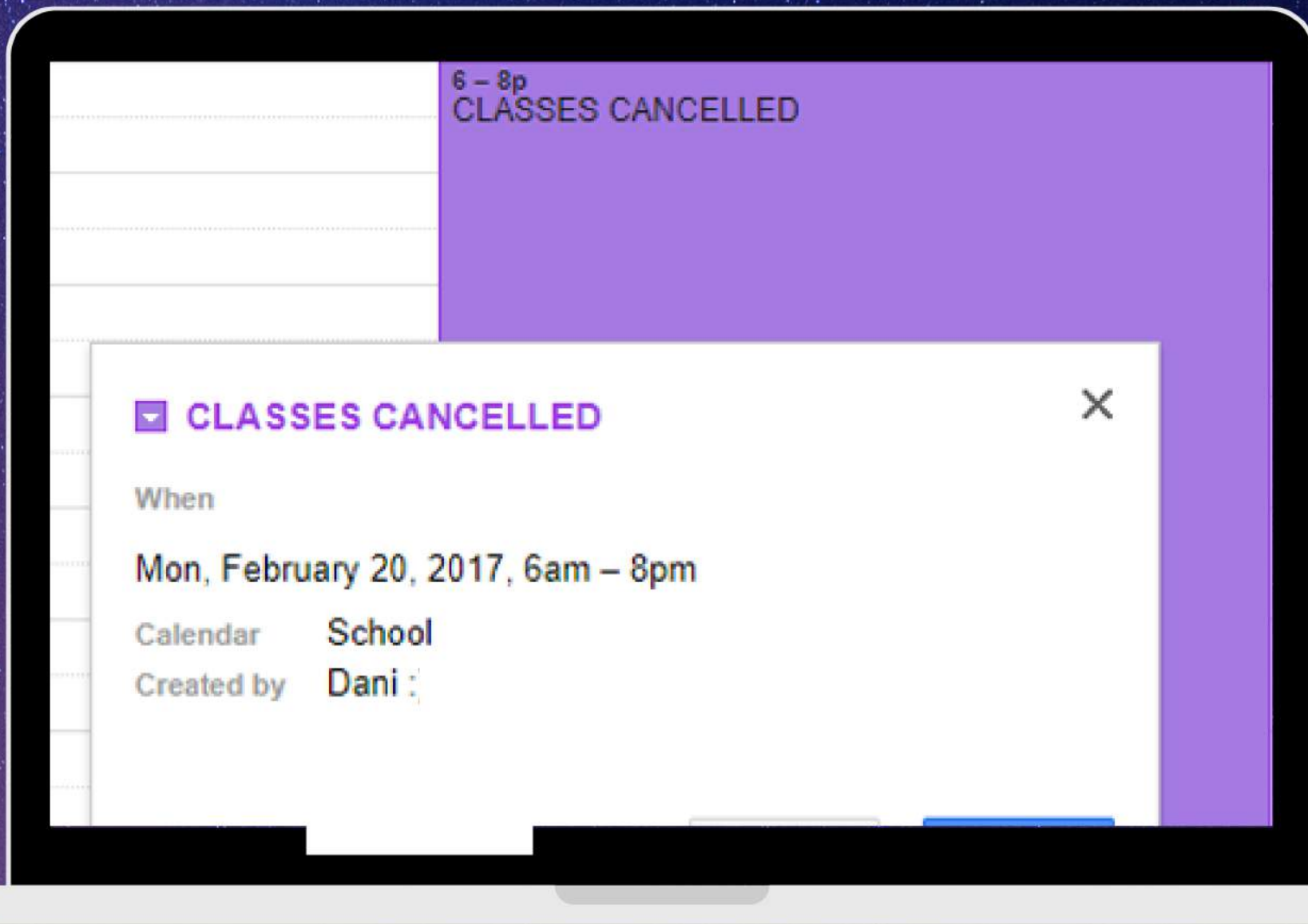
CREATE A SCHOOL YEAR CALENDAR



Under the "my calendars" section on the left-hand side select the down arrow and "create new calendar." Type a name, choose a default color, set the privacy settings, and create it.



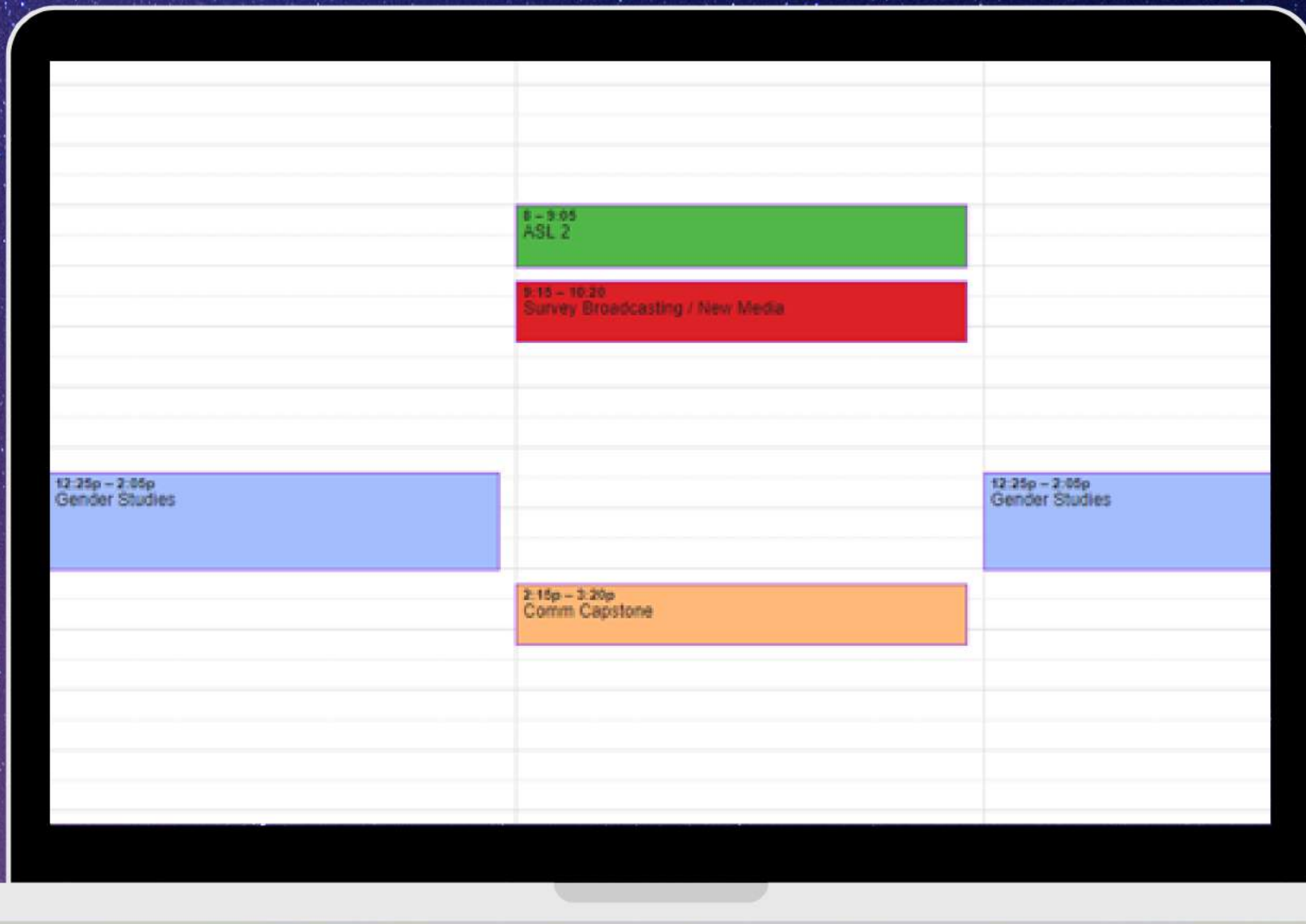
INPUT ALL SCHOOL HOLIDAYS / DAYS OFF



If you know the lesson has been cancelled,
you can take some time to yourself.



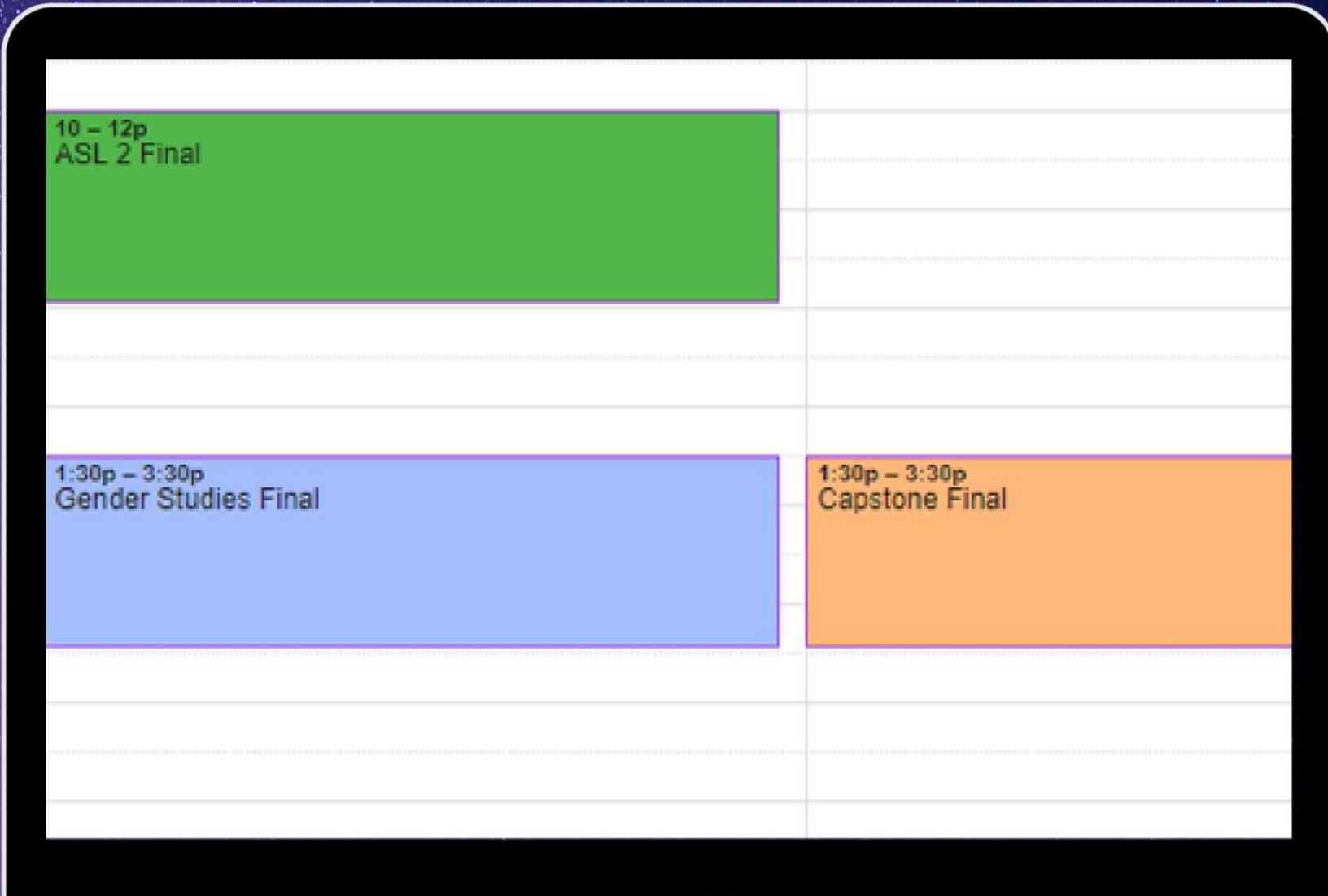
ENTER IN ALL CLASSES FOR THE SEMESTER



Enter in each class once, then use the handy “repeat” option to make it repeat every week (or twice/three times a week) until the semester is over.



FIND AND INSERT IN FINALS SCHEDULE

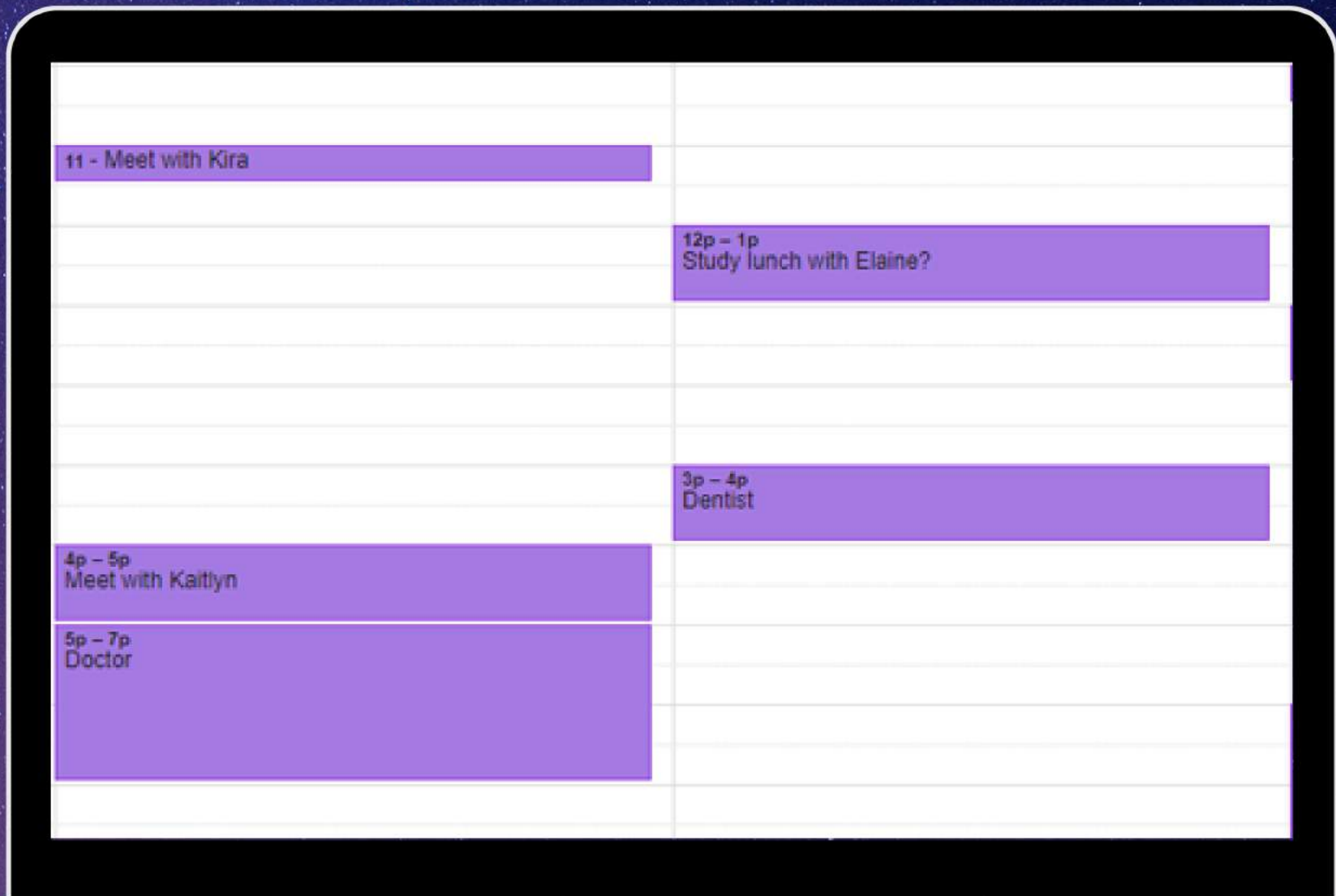


10 – 12p ASL 2 Final	
1:30p – 3:30p Gender Studies Final	1:30p – 3:30p Capstone Final

Knowing these dates and times ahead of time is incredibly useful when planning your schedule, making appointments, and laying out study time.



CREATE A PERSONAL CALENDAR



When you launch Google Calendar for the first time, it creates a “personal” calendar titled by your email address or your name. And you can use it for meetings, gym plans, outings, etc.