**Design Document: Google Calendar**

Class Description

Learn how to get the most from Google Calendar as a time-management tool which helps keep track of upcoming events, commitments, and tasks.

**Prerequisites**: Must have a Google account. This can be either a Gmail email address, or another email address that has been registered with Google.

**Curriculum Track**

Software & Apps

**Audience**

Adult learners

**Course Length**

90 minutes

**Training Method**

Instructor-led training with hands-on activities

**Purpose**

To provide an in-depth understanding of how Google Calendar works and how to use it efficiently.

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7, Google Chrome, and a Google Account

Material Requirements

Pens or pencils, PowerPoint presentation, activity sheet, handout, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Access and navigate Google Calendar
* Describe the three common methods for creating new calendar events
* Explain the detailed information which can be selected within a calendar event
* Modify existing calendar events
* Create and share a Calendar
* Subscribe to “Interesting” calendars
* Describe how to create and modify Tasks in Google Calendar
* Explain how to access and modify Calendar Settings

**Assessment Technique(s)**

Successful completion of class activities

Content Outline

***Agenda (3 mins.)***

* Introduction
* Getting Started with Google Calendar
* Creating and Managing Calendar Events
* Working with Multiple Calendars
* Managing to-do’s with Google Tasks
* Modifying Calendar Settings
* Wrap-up / Closing

***Topics, Talking Points, & Activities (85 mins)***

* Getting Started with Google Calendar
  + Provide a high-level introduction to Google Calendar
    - Explain that Google Calendar is an web-based, time-management application used for managing schedules
    - Calendar is used to create and track events, share events with others, and sync schedules between multiple devices (Ex: phone, PC, or tablet)
  + Explain how to access Google Calendar
    - Calendar is accessible via Google Chrome by visiting calendar.google.com
    - Calendar is designed for optimal performance with Google Chrome

**ACTIVITY:** Ask participants to complete **Activity 1** on their *Activity Sheet*

* + Highlight each section of the Google Calendar interface
    - ***Create button –*** Add new calendar events
    - ***Personal Calendars*** – A listing of calendars owned by the user (under “My Calendars”)
    - ***Shared Calendars*** – Calendars owned or shared by other another user
    - ***Events*** - Scheduled activities added to your calendar
      1. Size of calendar events visually represent their length
      2. Color of events can be modified based on the user’s preferences
    - ***Display Options*** – Navigate between views and dates with the display toolbar
    - ***Search*** – Search bar used to locate calendar events by key word or other criteria
    - ***Print and Refresh page*** – Options display within the “More” button
    - ***Settings*** – Provides various options to modify calendar views and other system preferences
    - ***Tasks*** – A task management tool which allows you to track to-do’s
* **Creating and Managing Calendar Events**
  + Provide an overview of Calendar events
    - Explain that “Events” are used within calendar to keep track of your schedule and coordinate meeting times with other calendar users.
    - Events can be used to track meetings, appointments, or any other scheduled activity
  + Describe the three primary methods of adding a new calendar event and explain that each is covered in detail on the following slides:
    - ***Quick Add*** – Can be used to create an event with a basic description, date, and time
    - ***Select a Time Slot*** – Add an event description within an open timeslot on your calendar
    - ***“Create” button*** – Used to add a detailed event with various configurable settings
  + Creating an Event w/ “Quick Add”
    - Explain that quick add is an efficient way to create a calendar event
    - Event details that can be added include a description, date, and time (formatting is flexible)
    - Demonstrate how to create an event with quick add using the library training class as an example
      1. Click the down arrow next to the “Create” button
      2. Type “Library Training” and today’s date (MM/DD) along with time range of class (Ex: “6pm-7:30pm”)
      3. Click the “Add” button
      4. Verify the event displays within the calendar at the correct day and time
  + Creating an Event by clicking an open time slot
    - Explain that an event can be created by clicking an open timeslot with in the calendar
    - Using the time slot method will select a default duration of 60 minute for the event, based on a calendar setting which is discussed later
    - When this method is used, you only have to type an event description
  + Creating an Event with the “Create” button
    - Explain that another method for adding new events is by clicking the “Create” button and then selecting from the available event details
    - This method provides the most robust options for creating an event
  + Understanding Detailed Event Options
    - Provide a summary of basic details which can be added within the “Create Event” window:
      * ***Event Name***  – The title or brief summary of the event
      * ***Date & Time –*** The start time, end time, and date of the event
      * ***Location*** – Where the event is to occur
      * ***Detailed Description –*** Text box field to type in more information about the event
      * ***Notification Reminders*** – Select notification reminders to occur before the event
    - Provide a summary of basic details which can be added within the “Create Event” window:
      * ***Recurrence*** – Checkboxes to select “all day” event or recurrence (Ex: weekly or monthly recurring event)
      * ***Video Call*** – Can be used to setup a virtual (video conference) meeting when inviting guests; this is a function of the Google Hangouts application
      * ***Select Calendar –*** If user has multiple calendars (covered later in training), they can select which calendar to which the event belongs
      * ***Attachments*** – Option to attach a file to the calendar event
      * ***Event Color*** – Apply a color to the event within your calendar
      * ***Inviting Guests*** – Invite others via their email address
      * ***Show Availability***: When others have access to view your calendar, you can show yourself as “Busy” or “Available” during that timeslot
      * ***Visibility***: Select whether other Google users will have access to the calendar event; generally this option should be left unchanged (Calendar default)

**ACTIVITY:** Ask participants to complete **Activity 2** on their *Activity Sheet*

* + Modifying an Event
    - * + Explain that calendar event details can be modified at anytime
        + Demonstrate how to open and modify an existing calendar event (using the “Library Training” example from earlier)

Click on the event name within calendar

Update the event time to 7:00pm-8:30pm

Click on the “Save” button

* + Set a recurring event
    - Describe the purpose of setting up a recurring event – to create an event which repeats at a regular interval such as weekly or monthly
    - Explain the steps for creating a recurring event – 1) Within the event details screen, select the “Repeat” checkbox and then 2) set the recurrence details
  + Add an attachment
    - Explain that files such as documents or spreadsheets can be attached to a calendar event
    - When guests are invited to an event, it can be useful to attach a document if it pertains to the scheduled event
    - Using the slides, describe how files are attached to an event
  + Invite guests to an event
    - Provide an overview of how to invite guests to the calendar event (including users who don’t have a Google account)
    - Inviting guests is accomplished by typing their email address in the “add guests” field and then clicking the “Save” button
    - Explain that guests who are invited to an event will receive an email notification
  + Viewing event invitations
    - Using the slide presentation, demonstrate what an event invitation looks like when received via email
    - Highlight the three main options which are available for responding to an invite – *Yes*, *No*, and *Maybe*

**ACTIVITY:** Ask participants to complete **Activity 3** on their *Activity Sheet*

* Working with Calendars
  + Provide an introduction to Working with Calendar
    - Explain that Google Calendar provides various options for working with calendars
    - Calendar details can be shared with friends or co-workers
    - Additional calendars can be created and toggled on or off for better organization
    - “Interesting” calendars are available which provide dates and times of holidays, sporting events, and more
  + Introduction to Calendar Sharing
    - Explain that a calendar can be shared with others; however, various options are available to select the applicable permission settings
      * ***Make changes and manage sharing*** – Users have full permission to view and change calendar events (Ex: Good for a group calendar)
      * ***Make changes to events*** – Others can modify events but not changing sharing options
      * ***See all event details*** – Users have “view only” access to see all event details
      * ***See only free/busy*** – Users can see when you have scheduled events, but don’t see any specific details.
  + Sharing a Calendar
    - Demonstrate how to share a calendar
      1. Next to the calendar name, click the down arrow icon
      2. Select the option to “Share this calendar”
      3. Type in another user’s email address and select their permissions
      4. Click “Save”
  + Creating a New Calendar
    - Explain that a new calendar can be created to organized personal events or for the purposes of having a shared calendar
    - Demonstrate how to create a new calendar
      1. Next to “My calendars” click the down arrow icon
      2. Select the option to “Create new calendar”
      3. Enter a calendar name (Ex: Work Schedule)
      4. Highlight the options for sharing the calendar with other users
      5. Click the “Save” button
      6. Within the main calendar screen, verify the new calendar displays under “My Calendars”

**ACTIVITY:** Ask participants to complete **Activity 4** on their *Activity Sheet*

* + Introduction to Interesting Calendars
    - Using the slide presentation, explain that pre-existing calendars are available which provide you a view of upcoming holidays, sporting events, and more
    - Explain that “Interesting” calendars, when added to your calendar, display under “Other calendars” in the left sidebar
  + Subscribing to Interesting Calendars
    - Demonstrate how to subscribe to a sports schedule (interesting calendar)
      1. Next to “Other calendars” click the down arrow icon
      2. Select the option to “Browse interesting calendars”
      3. Click on the “Sports” tab and select *Hockey > National Hockey League*
      4. Locate Chicago Blackhawks and click on “Subscribe”
      5. At the top of the screen, click on “Back to calendar”
  + Hiding Calendar Events
    - Explain that events which are tied to a specific calendar (Ex: Blackhawks) can be toggled on or off by clicking the colored box next to the calendar name within the left sidebar
  + Removing a Calendar
    - Describe how to remove a calendar entirely from the left sidebar by clicking the down arrow next to the calendar name and selecting “Hide this calendar from the list”

**ACTIVITY:** Ask participants to complete **Activity 5** on their *Activity Sheet*

* Utilizing Google Tasks
  + Provide an overview of Google Tasks
    - Explain that Google Tasks is a task-management system which allows you to keep track of to-do’s and assign due dates.
    - Tasks is accessed from within Calendar (or Gmail)
    - Tasks can be modified and organized using various available features
  + Accessing and navigating Tasks
    - Highlight the option for enabling “Tasks” under “My Calendars” in the left sidebar.
    - Using the slide presentation, describe the main sections of Tasks
      * ***Due Task*** – Tasks with assigned due dates display on the applicable date within calendar
      * ***Task List*** – A running list of all tasks which displays on the right sidebar
      * ***Actions*** – Available commands for managing tasks
  + Demonstrate how to create a task
    - Demonstrate how to create a new task
      1. Verify “Tasks” is enabled under “My Calendars”
      2. In the task list, type in the task in the available text box (Ex: Pay water bill)
      3. Click on the arrow icon **>** next to the task to add a due date and optional note
      4. Click on “Back to list”
  + Marking a task compete
    - Demonstrate how to mark a task complete
      1. Locate the task on the applicable due date or within the task list
      2. Click the checkbox next to the task description
  + Explain the different actions/commands that are available within the task list (in the action bar)
    - ***Actions Menu*** – Provide options for sorting and organizing tasks, viewing completed tasks, and clearing completing tasks
    - ***Create task*** – The plus sign + allows for new tasks to be added
    - ***Delete task*** – Trash can icon deletes open or completed tasks
    - ***Create/Modify Lists*** – Allows for lists to be created to organize tasks by category

**ACTIVITY:** Ask participants to complete **Activity 6** on their *Activity Sheet*

* Changing Calendar Settings
  + Provide an introduction to settings
    - Explain that the user’s calendar experience can be enhanced by modifying settings and preferences
    - Options include display settings, modifying default event duration, and enabling labs
  + Accessing Settings - demonstrate how to access and modify settings
    - 1. Click the gear icon and select “Settings”
      2. Navigate between the three available tabs (General, Calendars, and Labs)
      3. Upon changing a setting, click the “Save” button to keep the changes
  + Explain some of the common settings available within the “General” tab
    - ***Language*** – Modify the language of system labels
    - ***Default event duration*** – Select the default length which populates in new events (set at 60 minutes unless otherwise changed)
    - ***Display options*** – including the option to dim past events, remove Saturday and Sundays from “Week” and “Month” views, and show weather updates in calendar
  + Explain common settings within the “Calendars” tab
    - Hide calendars from the list view within the left sidebar
    - Modify notifications and reminders for specific calendars
    - Unsubscribe from shared or interesting calendars
    - Import and export calendars
  + Provide an introduction of Labs
    - Explain that labs are experimental features within Calendar which enable new functionality
    - Labs can break or disappear at anytime, although are generally fairly stable
    - One example of a Lab is the “Year view,” which adds a display option within Calendar to view the entire year at once.

***Wrap Up/Closing (2 mins.)***

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* Share that participants can find more info at GCF Learn Free ([www.gcflearnfree.org](http://www.gcflearnfree.org)) or Google’s online Help Center (<https://support.google.com>)
* Thank participants for coming and ask them to complete the class survey before leaving