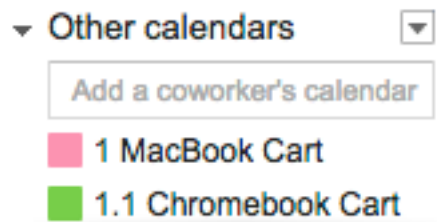


Where to start:

1. First go to your Google Calendar and look in the bottom left corner of the page
2. You will see this:



3. Here you will see the calendars that are shared with your
4. Click on the ones you want to see
5. When you click each calendar off, your calendar will look something like this:

Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28
Chromebook Ca	Heritage scrips €	Period 1 - AVAIL	Period 1 - AVAIL	Hot Lunch - Wok	Spring Break	
iPad Cart BOOK	Period 1 - AVAIL	Period 2 - AVAIL	Period 2 - AVAIL	Report Cards Di	NO SCHOOL	
	Period 2 - AVAIL	Period 3 - AVAIL	Period 3 - AVAIL	Period 1 - 3F	Period 1 - AVAIL	
	Period 3 - AVAIL	Period 4 - AVAIL	Period 4 - AVAIL	Period 2 - 3F	Period 2 - AVAIL	
	Period 4 - AVAIL	Period 5 - AVAIL	Period 5 - AVAIL	Period 3 - 3F	Period 3 - AVAIL	
	Period 5 - AVAIL	Period 5.1 - Avai	Period 5.1 - LUN	Period 4 - AVAIL	Period 4 - AVAIL	
	Period 5.1 - LUN	Period 6 - AVAIL	Period 6 - 3F	Period 5 - AVAIL	Period 5.1 - LUN	
	Period 6 - 4WF \$	Period 7 - AVAIL	Period 7 - 3F	Period 5.1 - LUN	Period 7 - AVAIL	
	Period 7 - 4WF \$	Period 8 - AVAIL	Period 8 - 3F	Period 6 - 3F	Period 8 - AVAIL	
	Period 8 - 4TF S	Period 1 - 6JMF	Period 1 - 4B	Period 7 - 3F	PTI Make-up Da	
	Period 1 - 5V	Period 2 5Cf	Period 2 - 4Wf	Period 8 - 3F		
	Period 2 - 5V	Period 3 - 6S	Period 3 - 4Wf	Period 1 - 4B		
	Period 3 - 4Wf	Period 4 - 4Tf	Period 4 - 6OMF	Period 2 6S		
	Period 4 - Surmc	Period 5 4Tf	Period 5.1 - LUN	Period 3 - 6S		
	Period 5 Surmor	Period 6 - 4B	Period 7 - 5Cf EI	Period 4 - 5OF w		
	Period 7 - 5N	Period 7 - 4B	Period 8 - 5Cf EI	Period 5.1 - LUN		
	Period 8 - 4B	Period 8 - 5N	Period 1 - AVAIL	Period 7 - Availa		
	Period 1 - 3F	Period 1 - AVAIL	Period 2 - AVAIL	Period 8 - AVAIL		
	Period 2 - 3F	Period 2 - 1BF	Period 3 - AVAIL	Period 1 - 5N		
	Period 3 - AVAIL	Period 3 - 1BF	Period 4 - 5N	Period 2 - 5N		
	Period 4 - 5N	Period 4 - AVAIL	Period 5 - AVAIL	Period 3 - AVAIL		
	Period 5 - 5Cf (É	Period 5 - 6jb	Period 5.1 - LUN	Period 4 - AVAIL		
	Period 5.1 - LUN	Period 5.1 - LUN	Period 6 - AVAIL	Period 5 - AVAIL		

How to sign up for a period:

1. When I look at a single day for the Macbook lab it looks like this:

Tue 3/24
Period 1 - AVAIL
Period 2 - AVAIL
Period 3 - AVAIL
Period 4 - AVAIL
Period 5 - AVAIL
Period 5.1 - Avai
Period 6 - AVAIL
Period 7 - AVAIL
Period 8 - AVAIL

2. I find the period I want and check that it says “avail...”
3. If it is available, then I will click on it
4. When you do that, it will look like this:

[←](#) **SAVE** [Discard changes](#) [Delete](#) [More Actions](#) [Print](#)

Period 4 - AVAILABLE

3/24/2015 to 3/24/2015

☒ All day ☒ Repeat: Weekly on weekdays, from Tue Mar 24 to Fri Mar 27 except Thu Feb 5, Fri Feb 6 or Fri Mar 27 [Edit](#)

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

Where

Video call [Join meeting: period-4](#)
[Change name](#) | [Remove](#)

Calendar [1 MacBook Cart](#)

Created by Bruce Fawcett

Description

Add: Guests | Rooms, etc.
 Add

Guests can
☐ modify event
☒ invite others
☒ see guest list

5. In the title box (where it says “Period 4 –AVAILABLE”), I will delete the word “available” (and only that word) and write my class (ex. 4T or 4B math ← *if I am teaching in 4B but I am not the home room teacher*)

[←](#) **SAVE** [Discard changes](#) [Delete](#) [More Actions](#) [Print](#)

Period 4 - 4T

3/24/2015 to 3/24/2015

6. Click the big red button labeled “SAVE”

7. After I click save, this message will come up:

Edit recurring event ✕

Would you like to change only this event, all events in the series, or this and all following events in the series?

Only this event All other events in the series will remain the same.

Following events This and all the following events will be changed.
Any changes to future events will be lost.

All events All events in the series will be changed.
Any changes made to other events will be kept.

[Cancel this change](#)

8. You will then click “only this event”

9. Now when you look at the calendar you will see your booking in on the calendar

Tue 3/24
Period 1 - AVAIL
Period 2 - AVAIL
Period 3 - AVAIL
Period 4 - 4T
Period 5 - AVAIL
Period 5.1 - Avai
Period 6 - AVAIL
Period 7 - AVAIL
Period 8 - AVAIL


How to delete a booking:

Sometimes, you may have signed up for a period and then realized later that you will not need it. You will then want to make note of this on the calendar so others will be able to use the lab instead of it sitting idle.

1. Go to the calendar and find the period you want to change the availability of (NOT delete)

Tue 3/24
Period 1 - AVAIL
Period 2 - AVAIL
Period 3 - AVAIL
Period 4 - 4T
Period 5 - AVAIL
Period 5.1 - Avai
Period 6 - AVAIL
Period 7 - AVAIL
Period 8 - AVAIL

2. Click on the period. And it will look like this:

 **SAVE** Discard changes Delete More Actions

Period 4 - 4T

3/24/2015 to 3/24/2015

3. I am going to delete the text (ex. 4T) and write “available” OR if you are switching with someone: delete the text of their class (ex. 4T) and write in your class (ex. 4Q)

 **SAVE** Discard changes Delete More Actions

Period 4 - Available

3/24/2015 to 3/24/2015

4. Click the big red button labeled “SAVE”
5. Check the calendar that the period has changed and not been removed

Tue 3/24
Period 1 - AVAIL
Period 2 - AVAIL
Period 3 - AVAIL
Period 4 - Availa
Period 5 - AVAIL
Period 5.1 - Avai
Period 6 - AVAIL
Period 7 - AVAIL
Period 8 - AVAIL