

Google Calendar

by WHS Student, Aman

—Someone famous

Official Google
Documentation

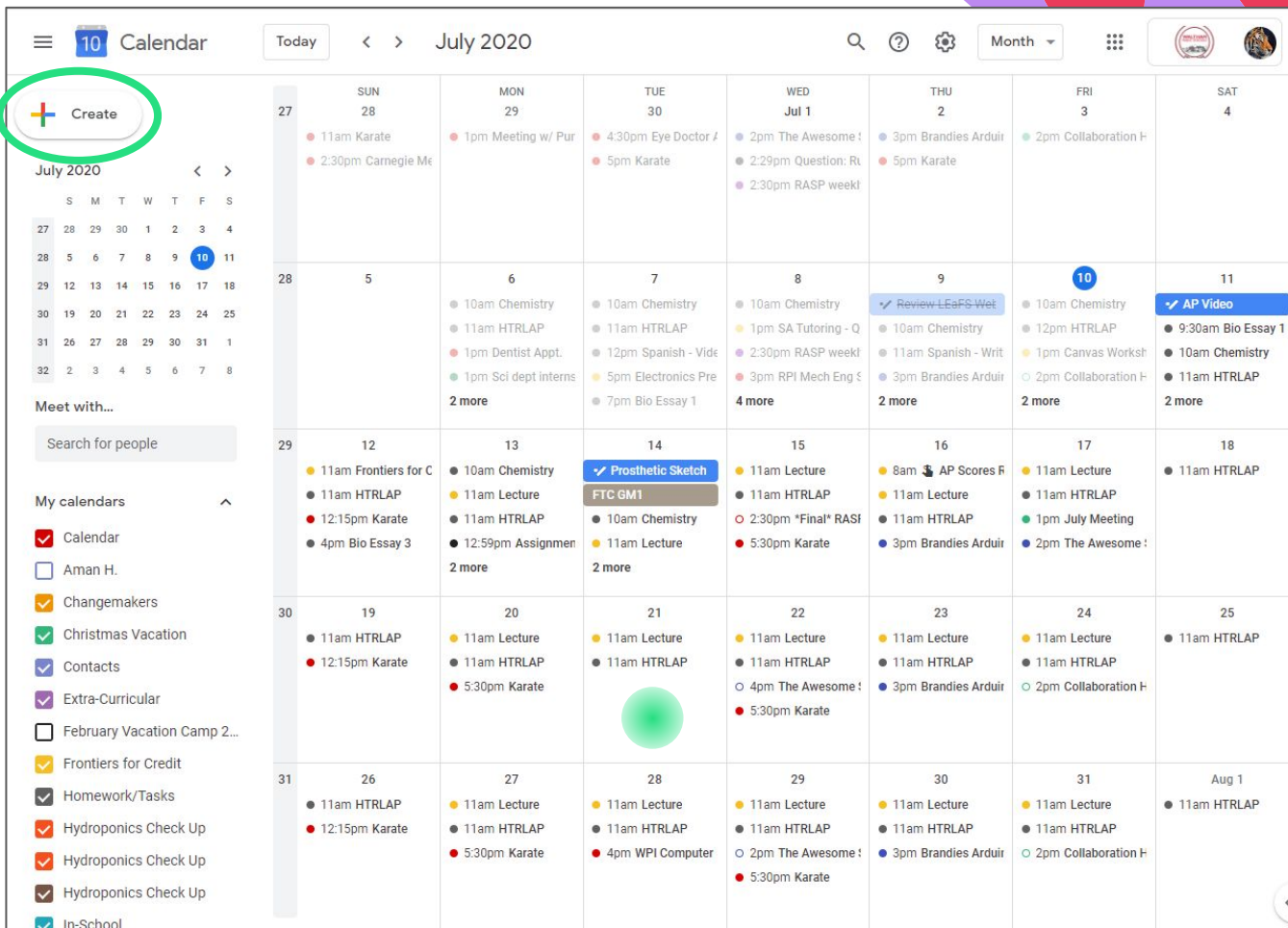


1. Click on the



or

Click on a day



Creating an Event (cont.)

2. Add event details

Staff can add a Google Meet link by clicking

Add Google Meet video conferencing

Quick View

Add title

Event Out of office Reminder Task Appointment slots

Jul 21, 2020 – Jul 21, 2020 Add time

Add guests

Add rooms or location

Add description

Calendar

More options Save

Detailed View

Add title Save

Jul 21, 2020 to Jul 21, 2020

☒ All day Does not repeat

Create a repeating event

Event Details Find a Time

Add location

Add notification

Calendar

Free Default visibility

Add description

Guests Rooms

Add guests

Guest permissions

- ☐ Modify event
- ☒ Invite others
- ☒ See guest list

Add guests to your event

Click to add times

Change calendar

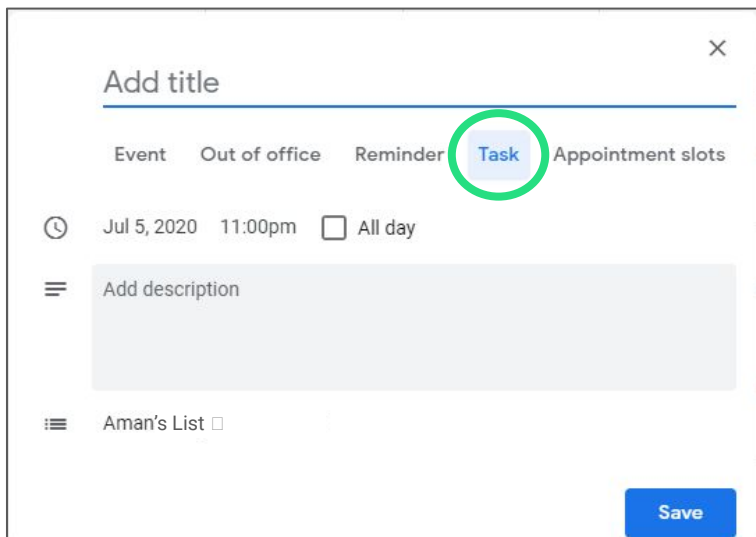
Click "More options" to access detailed view

Get notified/emailed

Reminders & Tasks

*May not be available on
non-Waltham accounts*

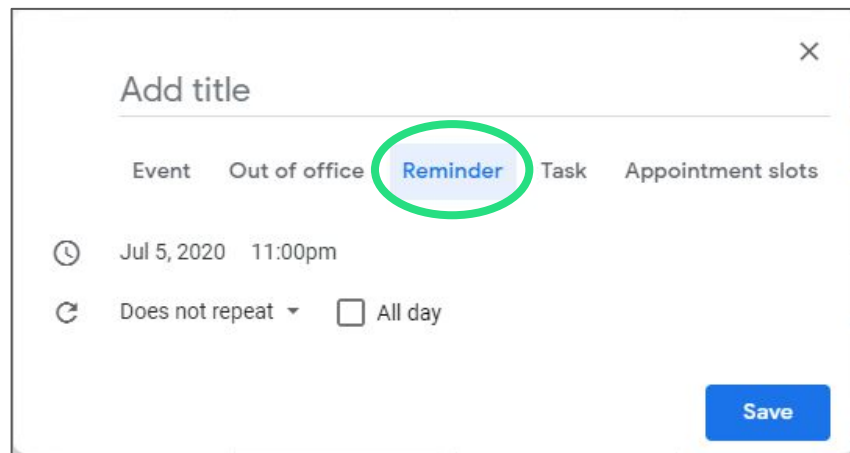
Set a task for you to complete



A screenshot of a 'Set a task' dialog box. At the top is a text input field labeled 'Add title' with a close button (X) on the right. Below this is a horizontal menu with five options: 'Event', 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The 'Task' option is highlighted with a green circle. Under the menu, there is a clock icon followed by 'Jul 5, 2020 11:00pm' and an 'All day' checkbox. Below that is a text area with a hamburger menu icon and the placeholder text 'Add description'. At the bottom left is a label 'Aman's List' with a small square icon. A blue 'Save' button is at the bottom right.

Task

Set a reminder



A screenshot of a 'Set a reminder' dialog box. It has a similar layout to the task dialog. The 'Add title' field is at the top. The horizontal menu below it has 'Event', 'Out of office', 'Reminder', 'Task', and 'Appointment slots'. The 'Reminder' option is highlighted with a green circle. The date and time section shows 'Jul 5, 2020 11:00pm'. The 'All day' checkbox is present, and there is a 'Does not repeat' dropdown menu with a refresh icon. A blue 'Save' button is at the bottom right.

Reminder

Calendar Views

Change calendar view

Calendar

Today

< >

July 2020

Week 28

🔍 ⚙️

Day

📅

👤

🏠

Create

SAT 11

📅 AP Video

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

7 PM

8 PM

9 PM

10 PM

11 PM

July 2020

< >

S M T W T F S

27 28 29 30 1 2 3 4

28 5 6 7 8 9 10 11

29 12 13 14 15 16 17 18

30 19 20 21 22 23 24 25

31 26 27 28 29 30 31 1

32 2 3 4 5 6 7 8

Meet with...

Search for people

My calendars

Calendar

Aman H.

Changemakers

Christmas Vacation

Contacts

Extra-Curricular

February Vacation Camp 2...

Frontiers for Credit

Homework/Tasks

Hydroponics Check Up

Hydroponics Check Up

Hydroponics Check Up

In-School

Day

	SUN 5	MON 6	TUE 7	WED 8	THU 9	FRI 10	SAT 11
OUTGO					✓ Review Lecture	✓ AP Video	
9 AM							
10 AM		Chemistry 10 - 11am	Chemistry 10 - 11am	Chemistry 10 - 11am	Chemistry 10 - 11am	Chemistry 10 - 11am	Bio Essay 1, 9:30am
11 AM		HTRLAP 11am - 12pm	HTRLAP 11am - 12pm	Spanish - Writing 11am - 12pm			HTRLAP 11am - 12pm
12 PM			Spanish - Videos 12 - 1pm			HTRLAP 12 - 1pm	Bio Essay 2 12 - 1pm
1 PM		Dentist A 1 - 2pm	Sol dept I 1 - 2pm	SA Tutoring - Quantic 1 - 2pm		Canvas Workshop 1 - 2pm	
2 PM				RASP weekly Meet. Mon. 2 - 4pm	Brands Arduco Co 2 - 4pm	Collaboration Hour 2 - 3pm	Robotics Primer Chapter 1-2 2 - 3pm
3 PM				WPI Mechanical Eng 3 - 4:15p	Spanish - Readings 3 - 4pm		
4 PM							
5 PM			Electronics Prep Work 5 - 6:30pm				
6 PM		Karate 5:30 - 6:15pm	Karate 5:30 - 6:15pm			LEAFS SUMMER INTL 6pm, HTBLAP/Bocte 20	
7 PM		Bio Essay 1, 7pm	Bio Essay 1, 7pm	WPS Update Forum 7 - 8pm			
8 PM				HTRLAP 8 - 9pm			
9 PM				Bio Essay 1, 9pm			
10 PM							
11 PM							

Week

11 JUL, SAT

All day

✓ AP Video

9:30 - 10am

Bio Essay 1

10 - 11am

Chemistry

11am - 12pm

HTRLAP

12 - 1pm

Bio Essay 2

2 - 3pm

Robotics Primer Chapter 1-2

12 JUL, SUN

11am - 3pm

Frontiers for Credit Orientation

11am - 12pm

HTRLAP

12:15 - 1:15pm

Karate

4 - 5pm

Bio Essay 3

13 JUL, MON

10 - 11am

Chemistry

11am - 12:15pm

Lecture

11am - 12pm

HTRLAP

12:59 - 1pm

Assignment: Rub Goldberg Machines - Part 2: Videos!

2 - 3pm

Bio Essay 4

5:30 - 6:15pm

Karate

Schedule

SUN 28	MON 29	TUE 30	WED Jul 1	THU 2	FRI 3	SAT 4
11am Karate	1pm Meeting w/ Pat	4:30pm Eye Doctor	10am The Awesome!	3pm Brandy's Ardu	2pm Collaboration I-	
2:30pm Carnegie Mt		5pm Karate	2:30pm Question R	5pm Karate		
			2:30pm RASP week			
5	6	7	8	9	10	11
	10am Chemistry	10am Chemistry	10am Chemistry	✓ Review Lecture	10am Chemistry	✓ AP Video
	11am HTRLAP	11am HTRLAP	10am SA Tutoring-Q	10am Chemistry	12pm HTRLAP	9:30am Bio Essay 1
	1pm Dentist Appt.	12pm Spanish - Vid	2:30pm Spanish - WR	11am Spanish - WR	1pm Canvas Worksh	10am Chemistry
	1pm Sol dept Intern	5pm Electronics Pre	3pm RPI Mech Eng I	3pm Brandy's Ardu	2pm Collaboration I-	11am HTRLAP
	2 more	7pm Bio Essay 1	4 more	2 more	2 more	2 more
12	13	14	15	16	17	18
11am Frontiers for C	10am Chemistry	✓ Phoshoetic Sketch	11am Lecture	8am AP Scores R	11am Lecture	11am HTRLAP
12:15pm Karate	11am HTRLAP	11am HTRLAP	11am Lecture	11am Lecture	11am HTRLAP	
4pm Bio Essay 3	11am HTRLAP	10am Chemistry	2:30pm "Final" RAS	11am HTRLAP	1pm July Meeting	
	12:59pm Assignment	11am Lecture	5:30pm Karate	3pm Brandy's Ardu	2pm The Awesome!	
2 more	2 more	2 more				
19	20	21	22	23	24	25
11am HTRLAP	11am Lecture	11am Lecture	11am Lecture	11am Lecture	11am Lecture	11am HTRLAP
12:15pm Karate	11am HTRLAP	11am HTRLAP	11am HTRLAP	11am HTRLAP	11am HTRLAP	
	5:30pm Karate		4pm The Awesome!	3pm Brandy's Ardu	2pm Collaboration I-	
			5:30pm Karate			
26	27	28	29	30	31	Aug 1
11am HTRLAP	11am Lecture	11am Lecture	11am Lecture	11am Lecture	11am Lecture	11am HTRLAP
12:15pm Karate	11am HTRLAP	11am HTRLAP	11am HTRLAP	11am HTRLAP	11am HTRLAP	
	5:30pm Karate	4pm WPI Computer	2pm The Awesome!	3pm Brandy's Ardu	2pm Collaboration I-	
			5:30pm Karate			

Month

Creating a Calendar

Create a new calendar for different types of events

Tip: Your Google Classroom classes are automatically added as calendars and you can see due dates ([Learn more here](#))

Calendar interface showing a weekly view for July 2020. The 'Create' button is highlighted with a green circle. The calendar displays various events across the week, including Chemistry, HTRLAP, Spanish - W, Denti, Sci di, SA Tutoring, RASP week, RPI M, Brandies Ar, WPI Mecha, Electronics Prep Work, Karate, and LEAFS SUM.

Create new calendar

Name

Description

Time zone
(GMT-04:00) Eastern Time - New York

Owner
Aman

Organization
Waltham Public Schools

Create calendar



Help Resources

<https://support.google.com/>

<https://walthamtech.org> *(Launching Aug. 2020)*

