

MP3 Technology Lesson Teresa Morgan FCS teacher

Teacher: Explain how to work the Google Calendar. Students will use it to get organized in planning an "event" . Show how to:

-Create an event; show agenda (View your upcoming events in the google calendar) Click on the mini calendar to see events for that day

-If you don't see the Google Calendar gadget on your Start Page, click the Add Stuff link, click the Google Apps link, and finally, click the Add It Now button below the Google Calendar gadget.

-Go directly to the Google Calendar (you can type calendar into your web browser). Enter user name and password in the text boxes, then click the Sign in button to open your calendar.

-Click Quick Add or press Q, then click in text box

-Click and drag to highlight a time, click in the What text box and type event, then click the Create Event button

-To add more event details, click the Edit Event Details link rather than the Create Event button.

-Click the Create Event link or press C to specify additional event details. On the Event Details screen that appears, you can specify What, When , Where, A Description. Click Save.

-Click the down arrow beside a calendar in the Calendars list and select Share This Calendar

Student: Plan a party. You have one month on your calendar. It must include sending invitations, shopping for paper supplies, gathering the RSVP's, contacting caterer, decorating, picking up food, confirming the music, getting an outfit. Use the google calendar and share it.