

Google Calendar Cheat Sheet



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Access Google Calendar via calendar.google.com

Google Support Resource Link: <https://support.google.com/calendar>

The screenshot shows the Google Calendar interface for Jennifer Judkins. Numbered callouts highlight the following features:

- 1: The main calendar grid view.
- 2: The view toggle buttons (Day, Week, Month, 4 Days, Agenda, More).
- 3: The user profile icon in the top right corner.
- 4: The 'CREATE' button in the top left.
- 5: The 'My calendars' list on the left sidebar.
- 6: The 'Other calendars' list on the left sidebar.
- 7: The search bar at the top.

1 & 2 - Calendar Views

1 - Calendar display

2 - Toggle calendar view to display calendar in Day, Week, Month or Agenda (list) view

3 - Calendar Settings

3 - Click gear icon to access calendar settings. Under GENERAL, you can change defaults such as time zone, event duration and day of the week your calendar starts on. Want to see the weather displayed for each day? Turn that feature on here too!



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Jenn Judkins
Google Education Trainer

4 - Creating Events

The screenshot shows the 'Create Event' form in Google Calendar. Callout A points to the 'Untitled event' title field and the date/time selection (5/31/2015, 12:30am to 1:30am, 5/31/2015). Callout B points to the 'Add: Guests | Rooms, etc.' section. Callout C points to the 'Find a time' button. Callout D points to the 'Calendar' dropdown menu showing 'LPS_Jenn Judkins'. Callout E points to the 'Attachment | Add attachment' button. Callout F points to the 'Notifications' section showing 'Pop-up' and '15 minutes'.

4 - Click red "Create" button to add new events.

4 A - Add event details including title, date & time. For recurring or all day events, check box below event date/time to schedule.

4 B - Add guests by entering emails (does not need to be a Gmail). Upon saving, you will be prompted to confirm you want an email invitation sent to guests. The calendar event will show a list of all guests and their response (yes, no, awaiting response) which will update in real-time as guests indicate if they will attend when they receive your invitation.

4 C - Find a Time feature is available within your GAFE domain and will show you if the guests you invite (B) are available (free vs busy) during the proposed time for the meeting. Note that this only works if guests use Google Calendar and share their calendars with you.

4 D - Select the calendar by clicking the drop down arrow for a list of your available calendars. NOTE: If you want an event to appear in *multiple calendars*, choose one calendar, save the event FIRST, then click on the event to open it again and choose MORE ACTIONS from the top of the edit event window to copy to another calendar.

4 E - Add an attachment such as meeting agenda that will be available to guests.

4 F - Notifications are part of your calendar settings, but you can add or remove them for individual events.

The screenshot shows the 'More Actions' menu for an event titled '8:00 - 2:00 Google Boot Camp SSC'. The menu options include: More Actions, Change Owner..., Duplicate Event, Copy to HHS Netbook Cart, Copy to bmurph0614@gmail, Copy to iPad Cart, Copy to HHS Chromeblack: 2, Copy to Ipad cart: 25 - go to, Copy to LHS CALENDAR, Copy to Technology Training, Copy to LPS_Jenn Judkins, Copy to Sarah Judkins, and Copy to Science Laptop Cart 5. An arrow points to the 'More Actions' button at the top of the menu.



5 & 6 - Calendars

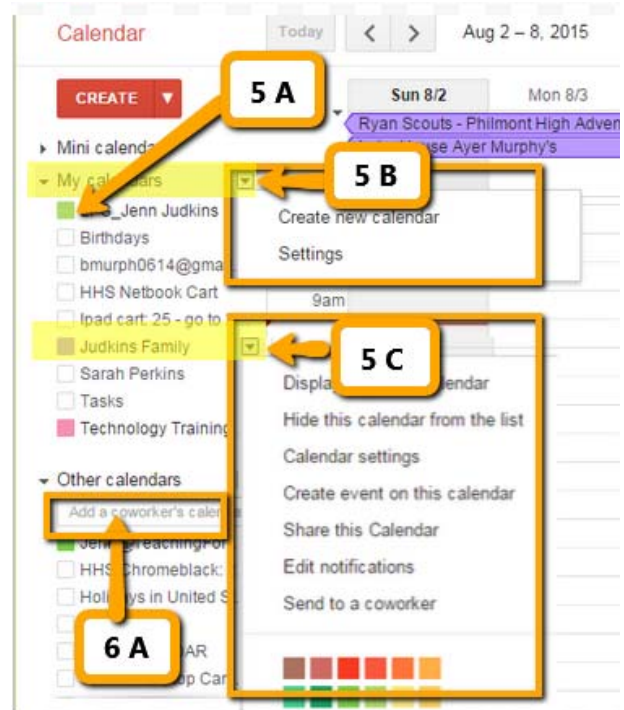
5 - My Calendars are those calendars that you own or you have edit permissions for.

5 A - Toggle view on/off for each calendar by clicking colored box next to left of calendar name

5 B - Create a new calendar or access setting via My Calendars drop down menu

5 C - Access option for each individual calendar by right clicking on calendar name or mouse over to reveal drop down menu

- **Calendar Details** - Embed code available here
- **Calendar Sharing** - Make calendar public if you plan to embed it or want it available for anyone. To add individual people, enter their Gmail and choose the permissions settings you want.
- **Notifications** - Change default notification settings for scheduled events, add



[Calendar Details](#) [Share this Calendar](#) [Edit notifications](#)

« Back to calendar [Save](#) [Cancel](#)

☒ Share this calendar with others

☐ Make this calendar public [Learn more](#)

[See only free/busy \(hide details\)](#)

☒ Share this calendar with everyone in the organization Teaching Forward

[See all event details](#)

Share with specific people

Person

jennjudkins@teachingforward.net

teachingforward.net administrators have "Make changes AND manage sharing" access to all calendars in the domain.

« Back to calendar [Save](#) [Cancel](#)

Permission Settings

Remove

[See all event details](#)
[Make changes AND manage sharing](#)
[Make changes to events](#)
[See all event details](#)
[See only free/busy \(hide details\)](#)

[Add Person](#)

6 - Other Calendars that have been shared with you or that you added from the publicly available calendars

6 A - Find other calendars such as co-worker's calendars (only displays free/busy unless shared with you), [public calendars for weather, sports, holidays, etc.](#)

7 - Search Calendars

7 - Search Calendar to search ALL "My Calendars" event title and details for any keywords you enter.



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