

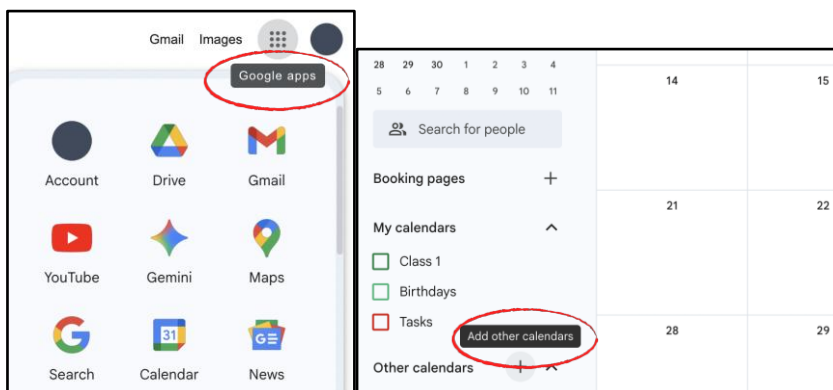
Faculty of Community Services

Academic Support & Resource Centre

Plan Your Semester with Google Calendar

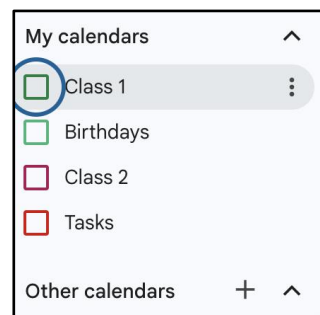
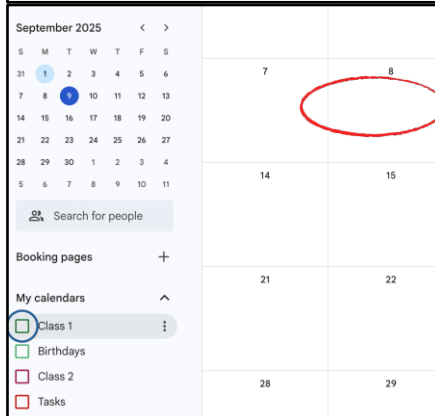
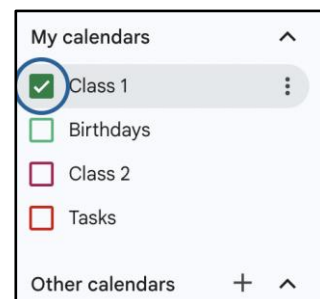
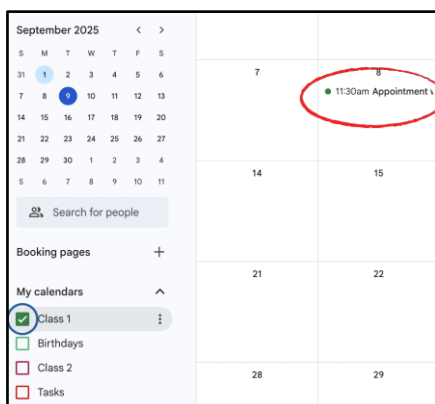
1. Choose a Google account to create your calendar. Then, navigate to Google Apps to access the Calendar App.

2. Once you click on the calendar, you will see a '+' sign where you're able to add other calendars. Each new calendar added will represent a class.



3. Pick a colour for each class and rename the calendar to match your preferred course name. Keep in mind that the "Birthdays" and "Tasks" calendars are unchangeable and will appear for everyone.

4. You can de-select a calendar from appearing by clicking the small square in front of it. If a checkmark appears, your calendar is visible. If the box is empty, any tasks or assignments added under that calendar will *not* appear.



5. After all calendars are created, click on the days where you have exams, assignments, or any appointments. Once a title is added, you can click the little calendar icon and sort your event appropriately.

6. Click the blue save button and your event will automatically appear with the appropriate title and colour. If any edits are needed, you can always click on the event again.

7. If you want an event to re-occur every day, every week, or just once a month, you are able to click for “more options.”