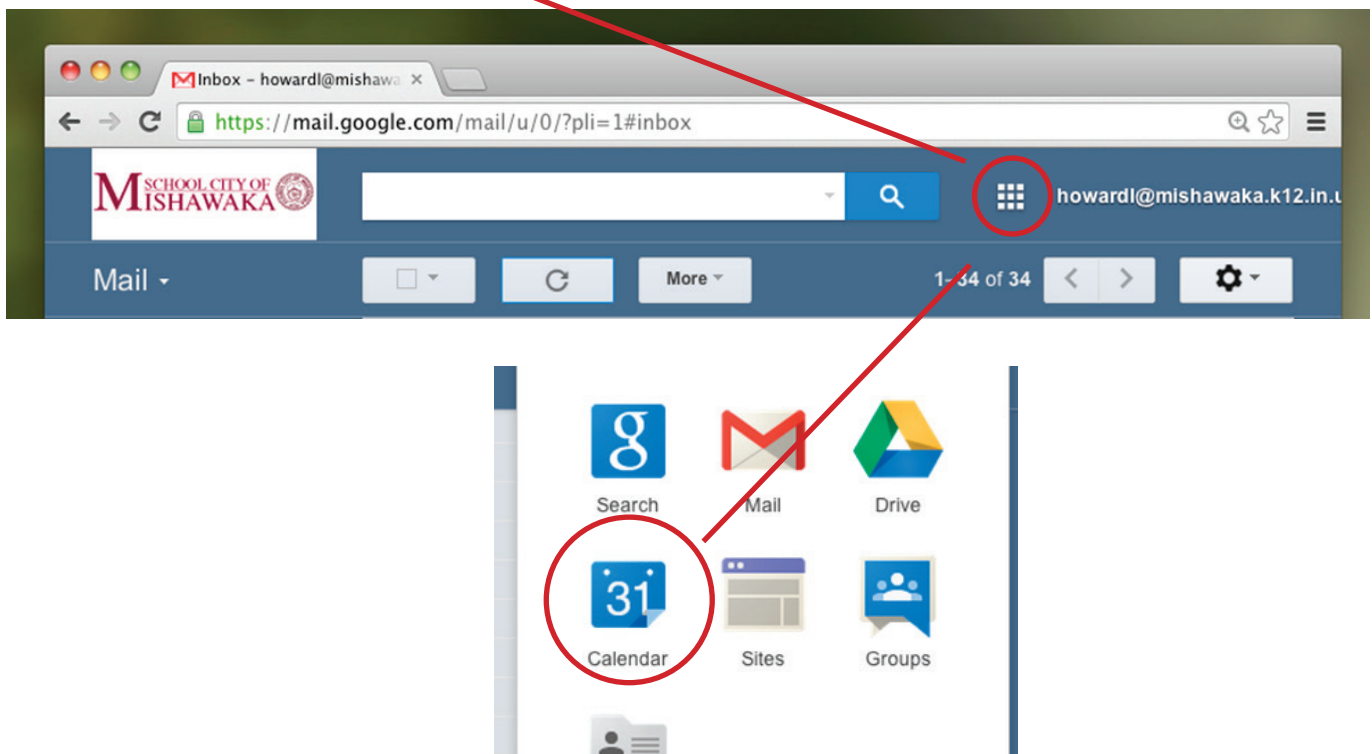
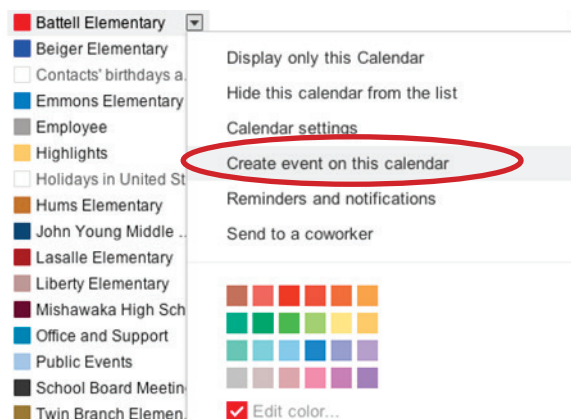


Google Calendar Management

- To access your calendar, login to your SCM Google e-mail account.
- In the upper right hand corner you will find a 3x3 square box, click on it to access Google Apps. You will find Google calendar there.



- Here you will find your building calendar listed along with any other personal calendars that you have rights to add events.
- If your building's calendar is not active (the box to the left of the name will be visible) click it and you will see events that have been previously entered for you on the right hand side.
- To enter a new event, hover over the calendar name and a down arrow will appear. Click on the arrow and a sub menu appears, click on **Create event on this calendar**.



Please follow this format:
title of event/building name

start & end dates

All day event?
Click this box.

Click here type your building name. Connects to Google maps.

You can put a description of the event, contact info, etc.

If at all possible put an end time, if you don't, it will read the same as your start time.

After you are all done entering your event, click on the **SAVE** button at the top. It is now saved on your calendar and now appears on **your main page** of your web site as well as the calendar on the **SCM corporation web site**.

To Delete/Edit an Event

Thu May 1 All day

- ISTEP Testing - System Wide
- Kindergarten Orientation/Liberty - Liberty Elementary School, Pregel Drive, Mishawaka, IN, United States
- PTA meeting/Hums** - Fred J Hums Elementary School, Harrison Road, Mishawaka, IN, United States

Where Fred J Hums Elementary School, Harrison Road, Mishawaka, IN, United States [map](#)

Calendar Hums Elementary

Created by howardl@mishawaka.k12.in.us

Color

[copy to my calendar](#) | [Delete](#) [Edit event >](#)

Within you calendar listing in Google calendar, click on event title to get details. You can delete the event from here by clicking **Delete**. To change details, click on **Edit Event**, that will take you to the event window so you can change any of the details. Click **Save**.

What appears on your building level web pages is a combination of four calendars:

Your building calendar

Public Calendar

Highlights Calendar

School Board Meeting Calendar

The **Public Calendar** has events that are System Wide such as Teacher Appreciation Week and events that affect more than one school.

The **Highlights Calendar** has events normally on the calendar that Darlene Cochran gives us that has the grading periods, ISTEP, holidays, etc.

The **School Board Meeting Calendar** is just what it's name says. A listing of all of the Board meetings.

If an event is on one of these calendars, **please do not duplicate** the event by putting it on your calendar. This will result in the event being listed twice.

If you have any questions, please contact Lynn Howard at 254-4518 or e-mail at howardl@mishawaka.k12.in.us