

TOILET



TRAINING



Did you know...

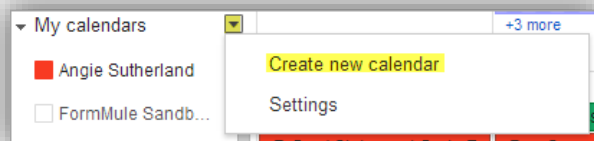
You can create Google Calendars and share them?

Possible uses:

- Class calendars with agendas, assignments and due dates for each class
- Club or group events
- Committee communications

From the Google Calendar App:

1. Create a calendar and make it Public



2. To share your calendar:

- In the calendar list on the left, click the down-arrow button next to the created calendar, then select *Calendar Settings*.
- Under the *Calendar Details* tab in the Calendar Address section, locate the *Calendar ID* listed next to the XML, iCAL and HTML buttons.
- Copy the *Calendar ID*, and send it to your students or people with whom you wish to share.

3. Recipients can add your *Calendar ID* to the *Add a friend's calendar* field in the calendar list on the left of their Google Calendar. Once they add the ID, your public calendar will appear in their calendar list.

Students will be able to keep their own, personal calendar and display calendars for their classes/clubs all in one place!

Too much to remember?

All 'Toilet Trainings' & 'Tech Tip Videos' are archived at InstructionalTech101.weebly.com

OR use the QR Code on your smartphone to access.