

## Create a GL Google Calendar for Classes:

The screenshot displays the Google Calendar web interface. The browser address bar shows the URL <https://www.google.com/calendar/render?tab=oc>. The user is logged in as `kmcconnell@gl.k12.mi.us`. The calendar is in a weekly view for the week of November 11-17, 2012. A dropdown menu is open over the 11am slot on Monday, November 12th, with the following options:

- Create new calendar
- Settings

The calendar grid shows the following events:

- Wednesday, November 14th, 11am: PLC
- Monday, November 12th, 5pm - 6pm: MS PD help (Lisa)
- Thursday, November 15th, 5pm - 6pm: Michigan digital learning

The left sidebar shows the 'My calendars' section with the following items:

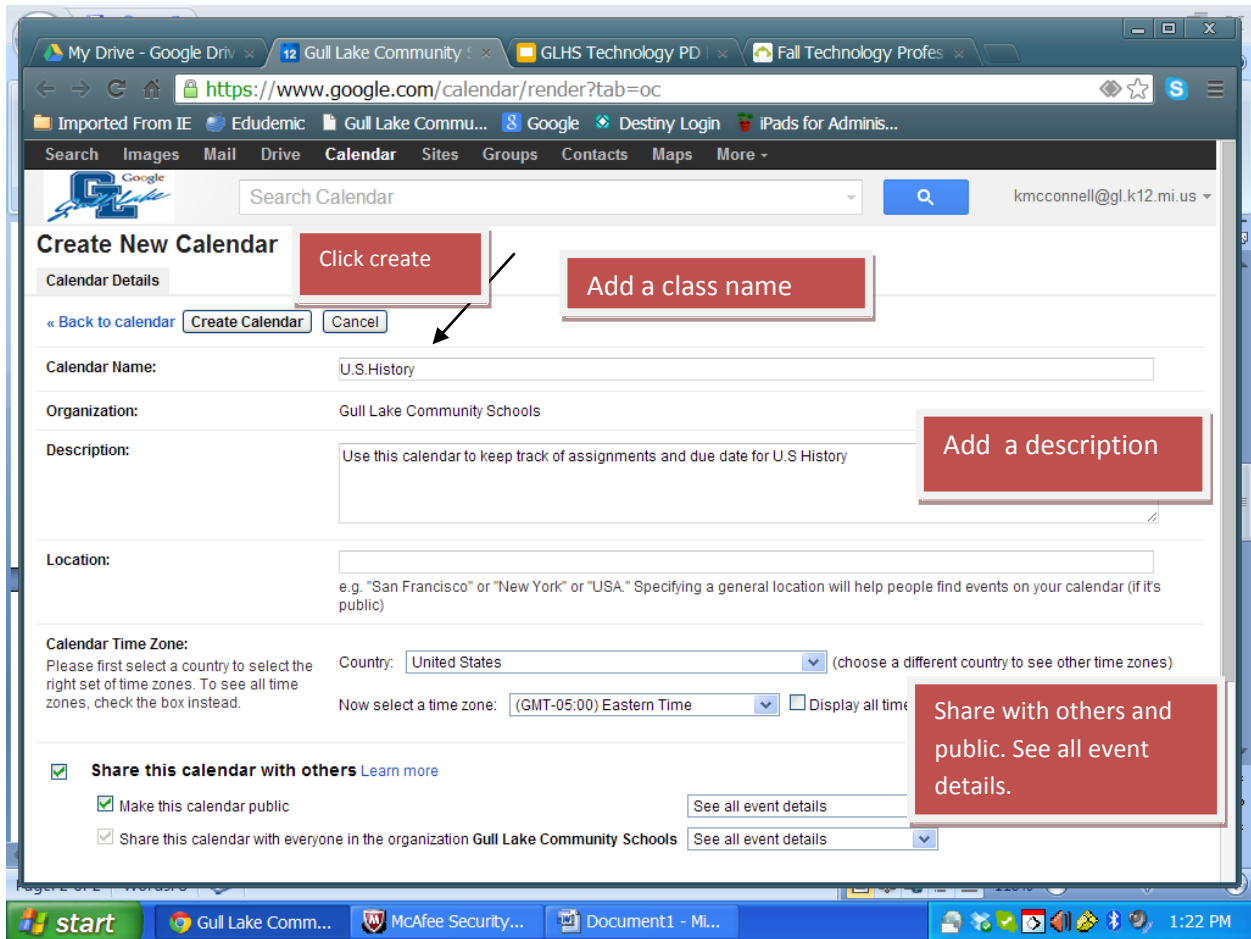
- Karen Mcconnell
- 1st Block Tech Co...
- 2nd Block Tech C...
- 3rd block Tech Co...
- 4th Block Tech Co...
- 5th Block Tech Co...
- After School Tech ...
- Instructional Tech...
- MacAir Cart 2

The 'Other calendars' section includes:

- Add a coworker's calendar
- kmcconnell@gullak...

The Windows taskbar at the bottom shows the Start button, two Google Chrome windows, McAfee Security software, and the system tray with the time 1:17 PM.


## Calendar Name and Settings:



The screenshot shows the Google Calendar 'Create New Calendar' interface. The browser address bar displays <https://www.google.com/calendar/render?tab=oc>. The page title is 'Create New Calendar'. A red callout box labeled 'Click create' points to the 'Create Calendar' button. Another red callout box labeled 'Add a class name' points to the 'Calendar Name' input field, which contains 'U.S.History'. A third red callout box labeled 'Add a description' points to the 'Description' text area, which contains 'Use this calendar to keep track of assignments and due date for U.S History'. A fourth red callout box labeled 'Share with others and public. See all event details.' points to the sharing options, where 'Share this calendar with others' is checked, and 'Make this calendar public' and 'Share this calendar with everyone in the organization Gull Lake Community Schools' are also checked. The 'Country' is set to 'United States' and the 'Time Zone' is '(GMT-05:00) Eastern Time'. The Windows taskbar at the bottom shows the Start button, several open applications (Gull Lake Comm..., McAfee Security..., Document1 - Mi...), and the system tray with the time 1:22 PM.

# Copy Embed code to add calendar in Schoolwires Page

Search Images Mail Drive **Calendar** Sites Groups Contacts Maps More

Google  Click Calendar Details   kmccconnell@gl.k12.mi.us

## 1st Block Tech Coach Details

Calendar Details [Share this Calendar](#) [Reminders and notifications](#)

« Back to calendar

**Calendar Name:**

**Organization:**

**Description:**


**Location:**   
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

**Calendar Time Zone:**  
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.  
Country:  (choose a different country to see other time zones)  
Now select a time zone:   Display all time zones

**Auto-accept invitations**  
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.  
 Automatically add all invitations to this calendar.  
 Do not show invitations.



**Embed This Calendar**  
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

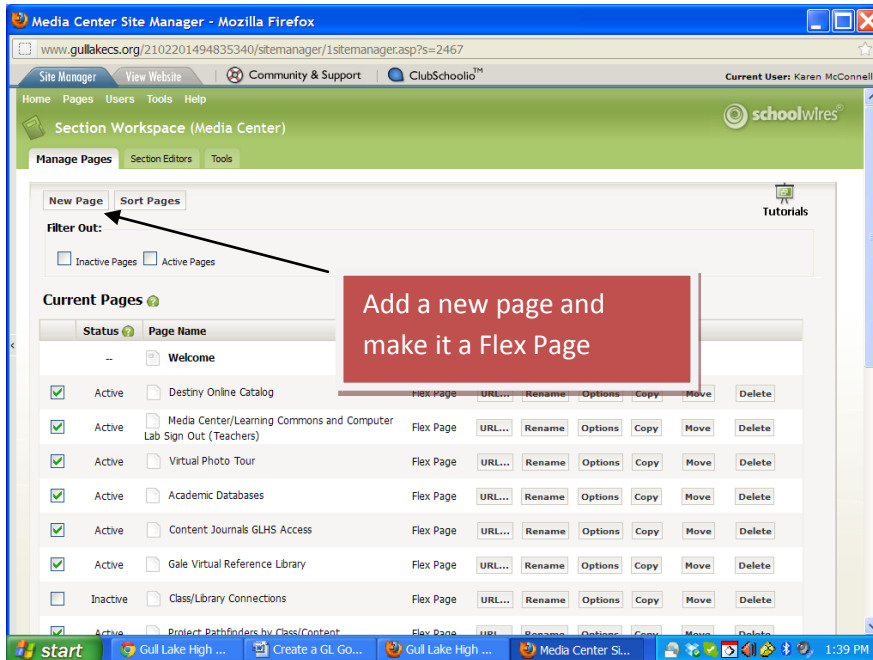


Paste this code into your website. Customize the color, size, and other options

```
<iframe  
src="http://www.google.com/calenda  
r/embed?  
src=gl.k12.mi.us_kjohns5n1q55cok  
ucq7unp135c%40group.calendar.g
```

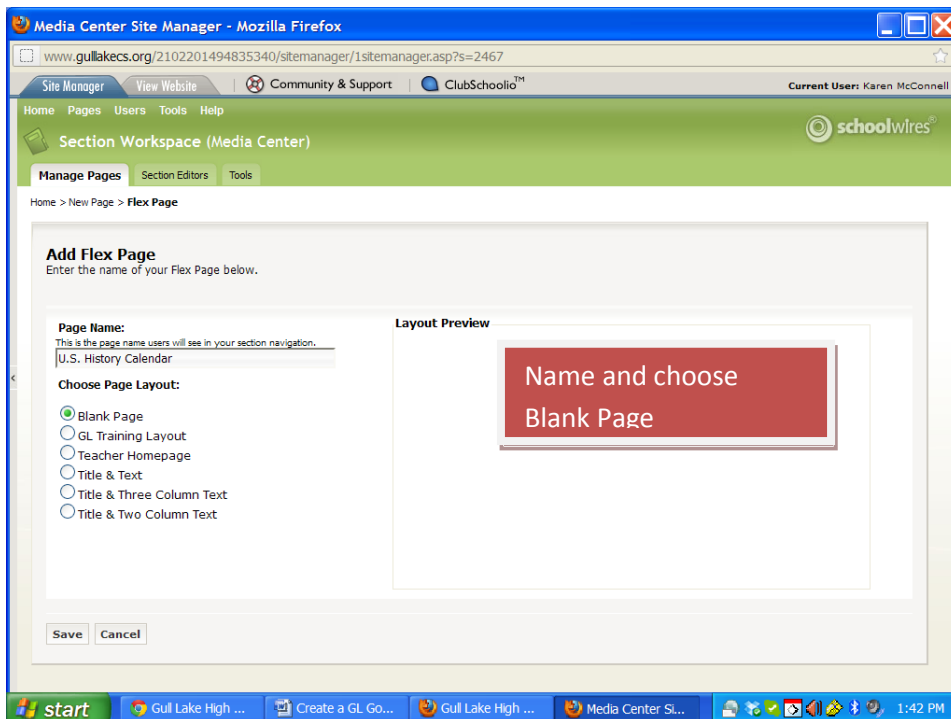
Copy this embed code to paste into HTML editor on Schoolwires page

(Open in FireFox  not Internet Explorer 



The screenshot shows the 'Manage Pages' interface in the Media Center Site Manager. A red callout box with the text 'Add a new page and make it a Flex Page' is overlaid on the 'Current Pages' table. An arrow points from the 'New Page' button to the 'Filter Out' section. The table lists several active pages, all of which are 'Flex Page' type.

Status	Page Name	Type	URL...	Rename	Options	Copy	Move	Delete
Active	Welcome							
Active	Destiny Online Catalog	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Active	Media Center/Learning Commons and Computer Lab Sign Out (Teachers)	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Active	Virtual Photo Tour	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Active	Academic Databases	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Active	Content Journals GLHS Access	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Active	Gale Virtual Reference Library	Flex Page	URL...	Rename	Options	Copy	Move	Delete
Inactive	Class/Library Connections	Flex Page	URL...	Rename	Options	Copy	Move	Delete



The screenshot shows the 'Add Flex Page' form. A red callout box with the text 'Name and choose Blank Page' is overlaid on the 'Page Name' and 'Choose Page Layout' sections. The 'Page Name' field contains 'U.S. History Calendar'. The 'Choose Page Layout' section has 'Blank Page' selected.

**Add Flex Page**  
Enter the name of your Flex Page below.

**Page Name:**  
This is the page name users will see in your section navigation.  
U.S. History Calendar

**Choose Page Layout:**

- Blank Page
- GL Training Layout
- Teacher Homepage
- Title & Text
- Title & Three Column Text
- Title & Two Column Text

Save Cancel

# Embed Calendar into your Schoolwires Flex Page:

The screenshot shows the Schoolwires site manager interface in Mozilla Firefox. A "Source Editor" window is open, showing the HTML code area. Two red callout boxes provide instructions:

- A box on the left says "Click View HTML" with an arrow pointing to the "VIEW HTML" button at the bottom of the source editor.
- A box on the right says "Copy calendar HTML code here and click save. Refresh page to view calendar." with an arrow pointing to the main text area of the source editor.

The "VIEW HTML" button is currently disabled. Below it are "Active:" (checked), "Save", "Cancel", and "Create E-Alert" buttons. The source editor has a "Wrap Text" checkbox checked and "Cancel", "Apply", and "Ok" buttons at the bottom.

The screenshot shows a Google Calendar embedded in a Schoolwires page. The calendar displays events for the month of December. A red callout box on the right side of the page says "Students click + Google Calendar to add." with an arrow pointing to the "+" icon in the bottom right corner of the calendar interface.

Date	Event
4	7am DUE Applicatio
5	7am DUE Applicatio
6	7am Read handout
7	7am Read RR p. 18
11	7am DUE Summer I
12	7am DUE Summer I
14	7am Read SN "Inno
18	7am DUE Rewrite S
19	7am DUE Rewrite S
20	7am No School
22	7am No School
25	7am DUE C/C FD
26	7am DUE C/C FD/R
27	7am Exams
28	7am Exams
29	7am Exams/Half Da

Students click + Google Calendar to add.