

KA2

Cooperation for Innovation and the Exchange of Good Practices KA219 - Strategic Partnerships for Schools Only 01.09.2017 - 31.08.2019



Participating organisations

- CEIP Reyes Católicos , Melilla

 Spania, coordinator
 Spania
- AkdenizIlkokulu, Anamur -<u>Turcia</u>
- Radost 20 Kindergarten,
 Dobrich <u>Bulgaria</u>
- Kohtla-JärveLasteaedTareke, Kohtla-Järve – <u>Estonia</u>
- Școala Gimnaziala Nr. 28, Galați – <u>România</u>





"DESIGNING ONLINE CALENDAR"

C4-Short-term joint staff training events

15th to 19th October, 2018



Learning objectives:

- Learn what is Google calendar;
- Learn about how to create an account;
- Understand the Google Calendar interface and layout;
- Learn about how to create your Google Calendar Events;



What is Google Calendar? Google Calendar is one of the Google Applications available online.



Google Calendar Multiple, shareable calendars

Google Sites Wiki functionalities, with a Google spin



Google Docs + Spreadsheets, Presentations, and Forms



Google Talk Google's IM feature



Google Mail (Gmail) Tied to your domain



Google Start Page Customizable Home Page



 It is a free Internet calendar that lets you keep track of your own events and share your calendars with others

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• It became available on April 13, 2006, and exited the beta stage in July 2009.





7 reasons to use Google Calendar:

- Share your schedule
- Get your calendar on the go
- Never forget another event again
- Send invitations and track RSVPs
- Sync with your desktop applications
- Work offline
- It's free.



Google "Google Calendar"

Google	google calendar							
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• Or go to this link... www.google.com/calendar



Prior creating an event, you are REQUIRED to create an account

Google

Sign in to continue to Google Calendar

Email or phone

Forgot email?

English (United States) 🔻

Not your computer? Use a Private Window to sign in. Learn more

Create account

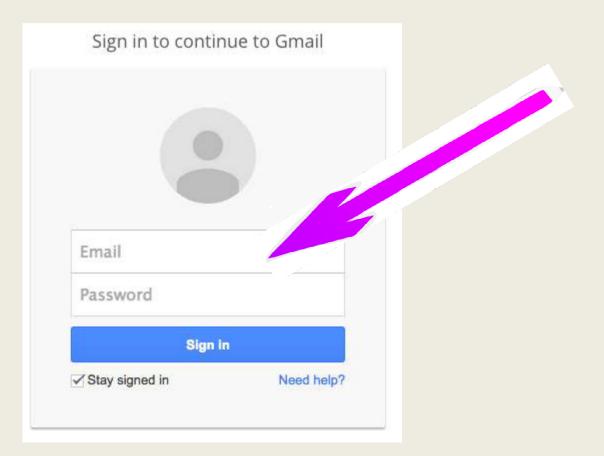
Next



There are 2 ways of creating your Google Calendar account. 1.Create it by using your GMAIL account (just 2 easy steps); 2.Create it by using your other EMAIL account .

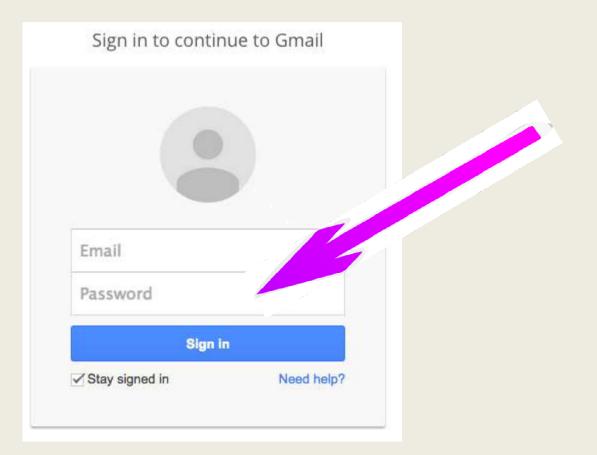


Enter your Gmail account



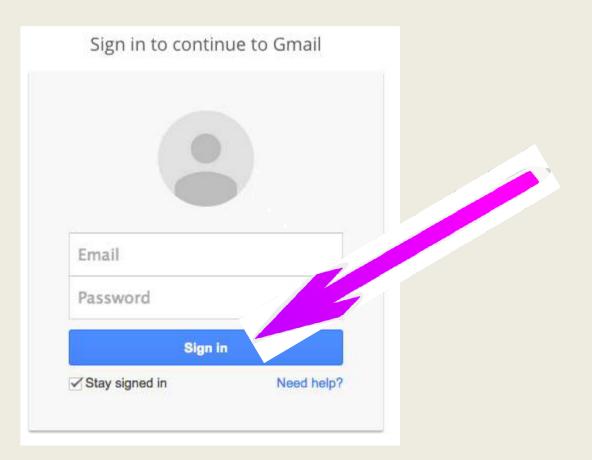


Enter your Password

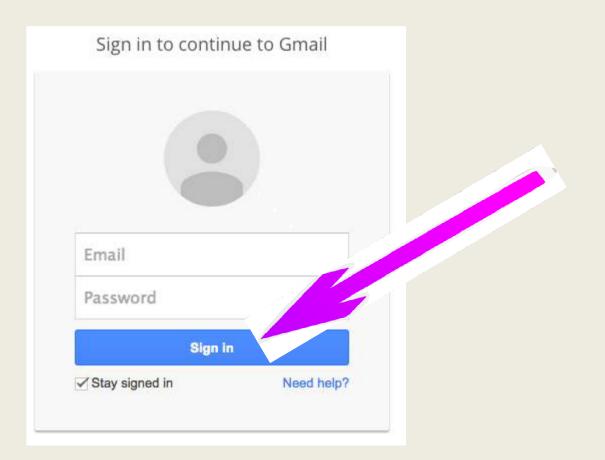




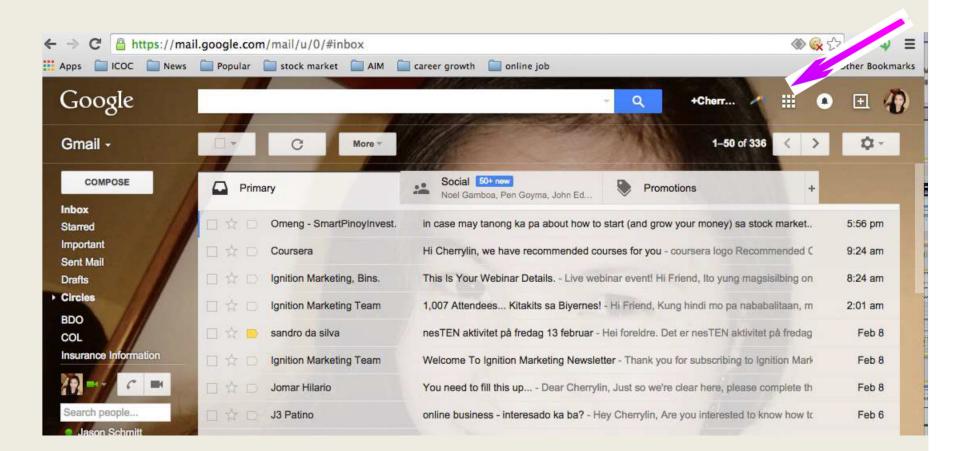
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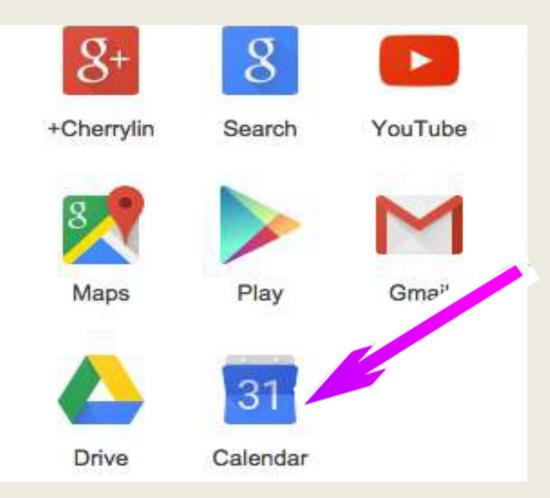








Click "Calendar"



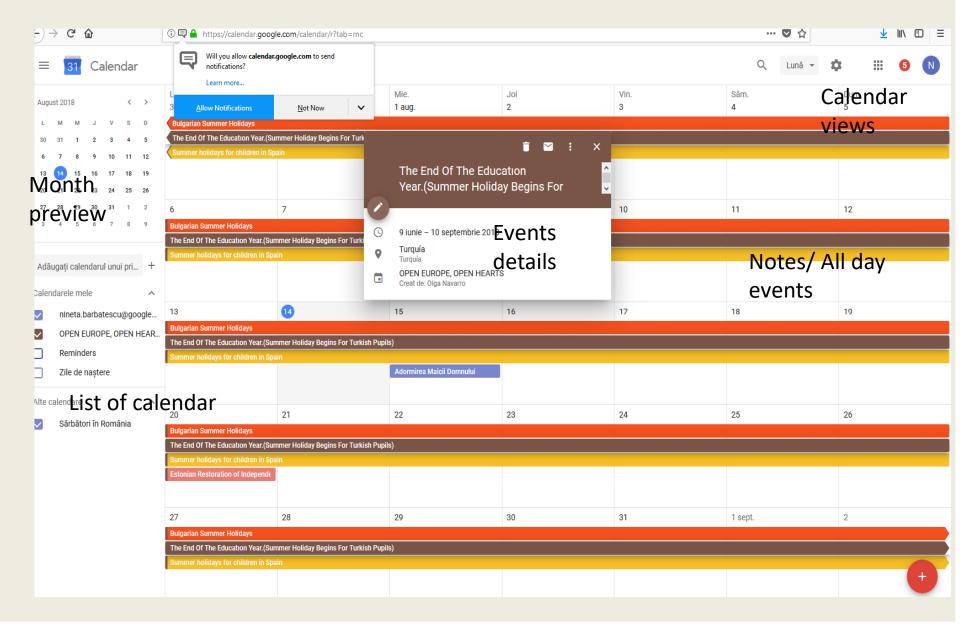


A new page appear and that's your calendar page

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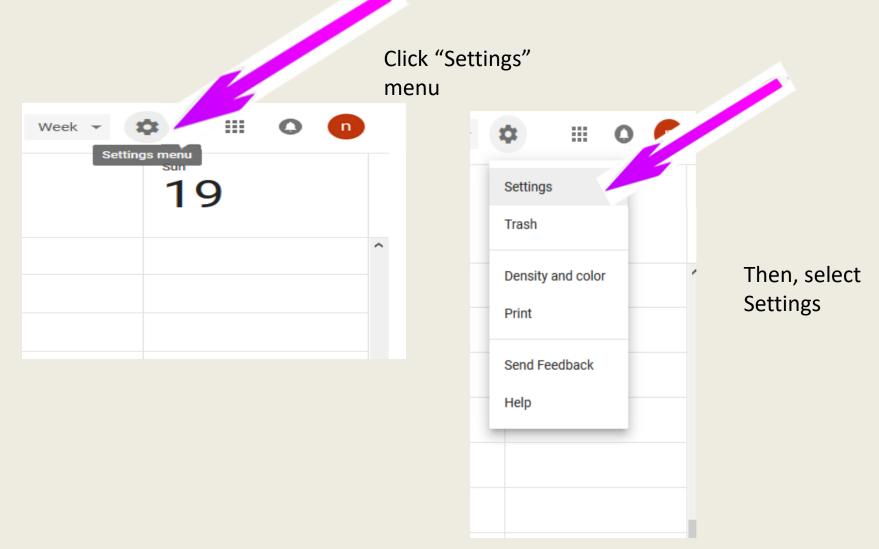


The Calendar Layout





Before you enter your event, you need to select your Country and Time Zone first



Erasmus+

← Settings

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Language and region			
Time zone	Language English (US)		
World clock	Country		
Event settings	Romania (România)		
View options	Time format 13:00		
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©2018 Google Terms of Service – Privacy	End 30 minute meetings 5 minutes early and longer meetings 10 min	nutes early	

Erasmus+

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©2018 Google

Terms of Service - Privacy

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End 30 minute meetings 5 minutes early and longer meetings 10 minutes early

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Label

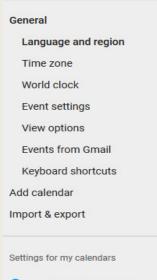
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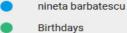
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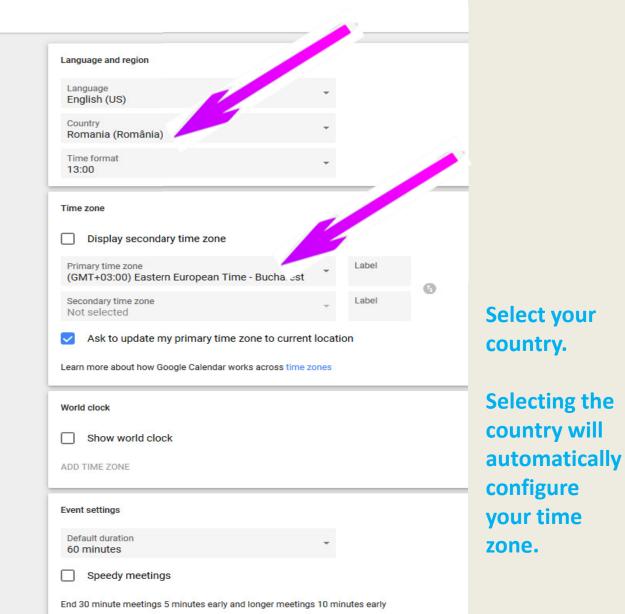


Settings for other calendars

©2018 Google

Terms of Service - Privacy

Sărbători în România





Terms of Service - Privacy

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Add calendar

< Settings General ~ Language and region Language and region Language Time zone English (US) World clock ountry omania (România) Event settings Time format View options 13:00 **Events from Gmail Keyboard shortcuts** Time zone Add calendar Display secondary time zone New calendar Label Primary time zone Browse calendars of inest (GMT+03:00) Eastern European Time - Bucharest 0 From URL Secondary time zone Label Import & export Not selected Add Ask to update my primary time zone to current location Settings for my calendars calendar Learn more about how Google Calendar works across time zones nineta barbatescu →New Birthdays World clock calendar Show world clock Settings for other calendars ADD TIME ZONE **Christian Holidays** Muslim Holidays Event settings **Orthodox Holidays** Default duration Sărbători în România 60 minutes Speedy meetings ©2018 Google

End 30 minute meetings 5 minutes early and longer meetings 10 minutes early æ)



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Create calendar"

26

Erasmus + Each calendar you create appears under My Calendars list.

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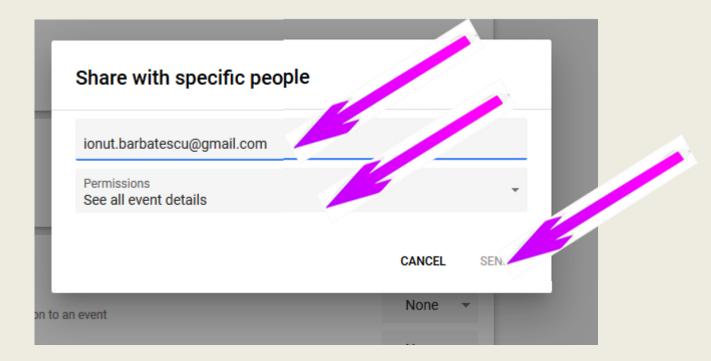


Enter friend's email if you want to invite

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Enter friend's email if you want to invite, chose the permision you gave and press "Send"





Create "Events" - click "create events"

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Holidays in Turkey Muslim Holidays Orthodox Holidays Sārbători în România - Privacy	25	26	27	28	29	30	31 Create event +



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Fill out all the details regarding your event

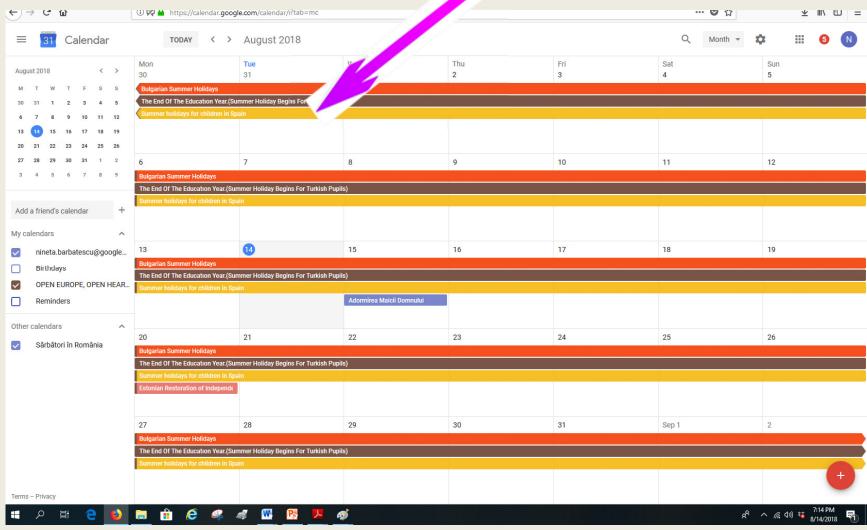
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Now, you can see your event





You can view your events in "Day"

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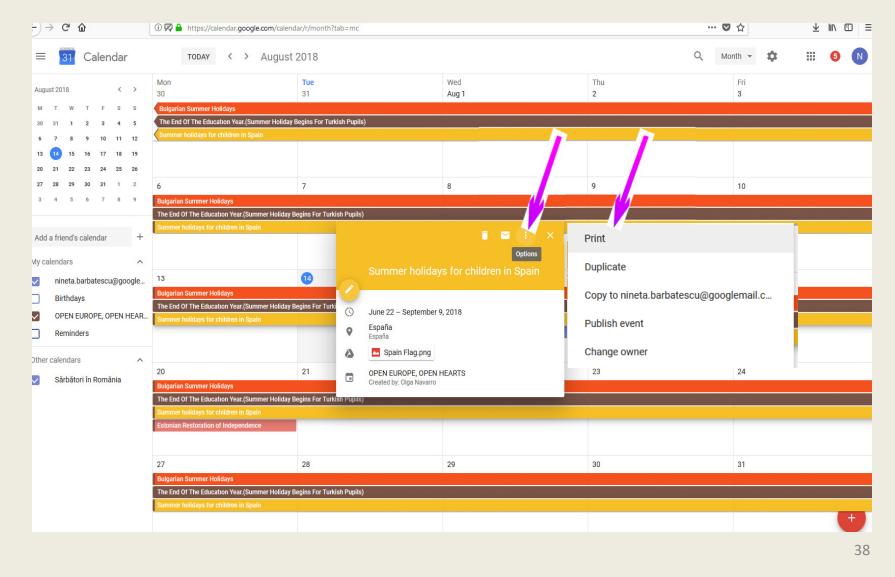


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Or "Month"



Printing your calendar- a single events





Printing your calendar- in a week, month

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