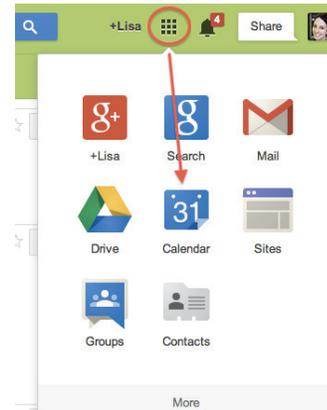
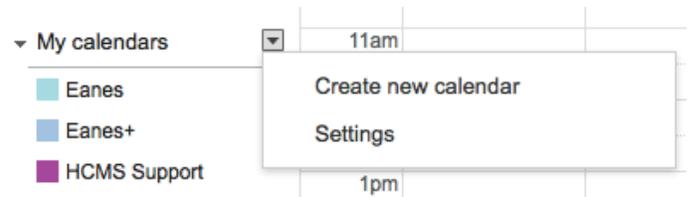


1. While logged into your Eanes ISD google account, locate the Tic Tac Toe squares between your name and notifications center. When you click on it, a drop down of Google Tools will appear. Locate the **Calendar** icon and select it.



2. To the right of the My Calendar is a drop down menu. Click on the triangle to release the menu and select **Create new calendar**.



3. Give your calendar a name. *If you teach different sections or multiple courses, you will want to create a different calendar for each.*

Create New Calendar

Calendar Details

[« Back to calendar](#) [Create Calendar](#) [Cancel](#)

Calendar Name:

Organization:

Description:

4. Check the box next to **Share this calendar with others** and make sure you have also checked the **make this calendar public** so students and parents alike can view the events.

Share this calendar with others [Learn more](#)

Make this calendar public

Share this calendar with everyone in the organization Eanes ISD

5. At the bottom of the page - select **Create Calendar**.

[« Back to calendar](#) [Create Calendar](#)

6. Create an event on your calendar by clicking on the day you would like to add the event to. Select the **Edit event** option to expand the screen.

Event | Appointment slots ✕

When:

What:
e.g., Breakfast at Tiffany's

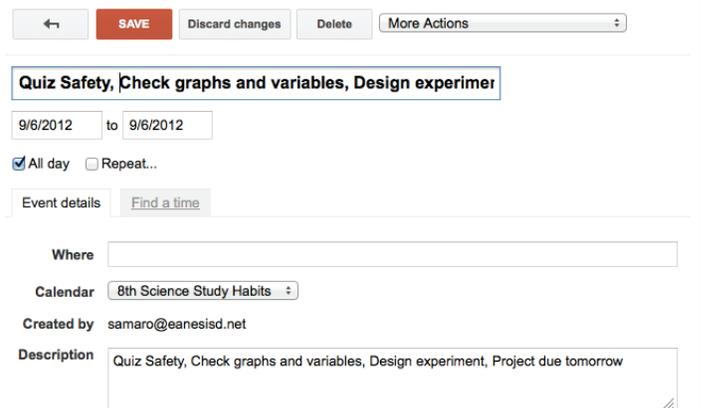
Calendar:

[Create event](#) [Edit event »](#)

7. Title your event (this might be the entire study habits or a general statement). *If the theme is Poetry, write poetry at the top and add a more detailed description in the description window.*

8. Remember to **select the calendar you wish to add** the event to from your Calendar drop down menu.

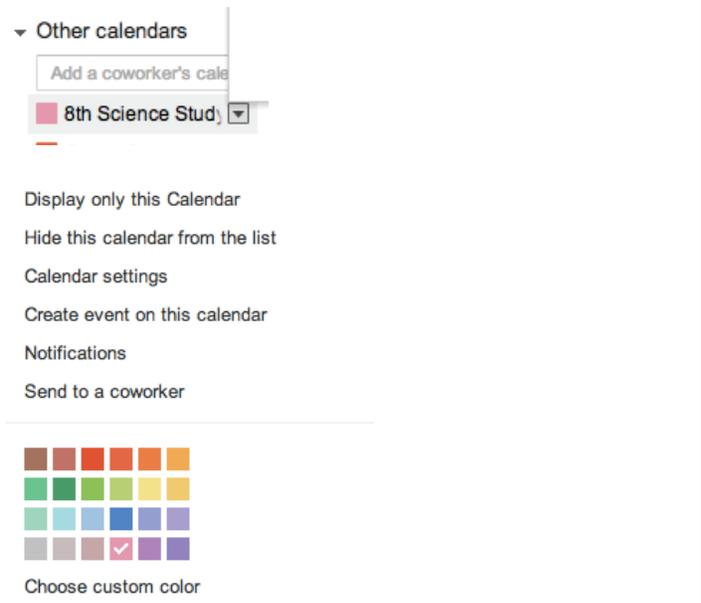
9. Click **Save**.



A screenshot of the Google Calendar event creation interface. At the top, there are buttons for '←', 'SAVE', 'Discard changes', 'Delete', and a 'More Actions' dropdown menu. The event title is 'Quiz Safety, Check graphs and variables, Design experim'. The date is set to 9/6/2012 to 9/6/2012. There are checkboxes for 'All day' (checked) and 'Repeat...'. Below that is an 'Event details' section with a 'Find a time' button. The 'Where' field is empty. The 'Calendar' dropdown is set to '8th Science Study Habits'. The 'Created by' field shows 'samaro@eanesisd.net'. The 'Description' field contains 'Quiz Safety, Check graphs and variables, Design experiment, Project due tomorrow'.

10. Now it is time to embed your calendar! Click the drop-down menu to the right of your new calendar.

11. Select **Calendar Settings**.



A screenshot of the Google Calendar settings for the '8th Science Study Habits' calendar. The 'Other calendars' section is expanded, showing 'Add a coworker's calendar' and '8th Science Study Habits' with a dropdown arrow. Below this are several options: 'Display only this Calendar', 'Hide this calendar from the list', 'Calendar settings', 'Create event on this calendar', 'Notifications', and 'Send to a coworker'. At the bottom, there is a color selection grid with a 'Choose custom color' option.

12. Within the calendar settings, you will find embed code. **Copy** this code for later use in Weebly.

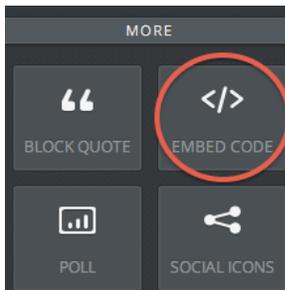


A screenshot showing the embed code for a Google Calendar. On the left is a small thumbnail of the calendar. On the right, there is a text box with the following code:

```
<iframe src="http://www.google.com/calendar/embed?src=eanesisd.net_bgd73gf1j6a7a4c1bepq60tqhc%40group.calendar.go
```

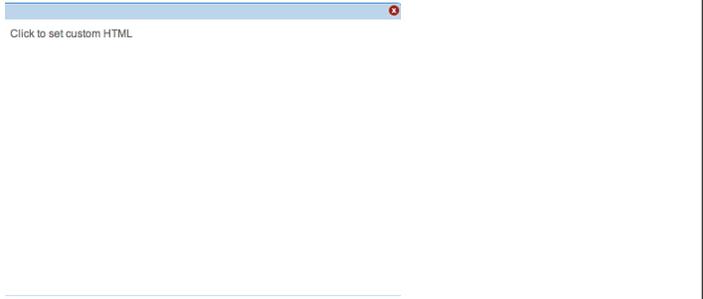
 Above the code box, it says 'Paste this code into your website. Customize the color, size, and other options'.

13. Login to you Weebly. Locate the spot that you want to add your calendar. Drag the **Embed Code box** (from the MORE section on the left panel) down to the location.

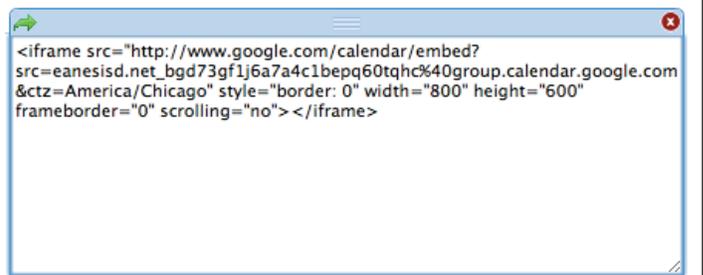
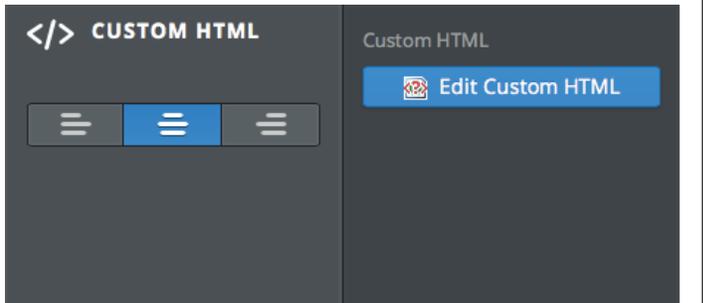


A screenshot of the 'MORE' section in Weebly. It shows four options: 'BLOCK QUOTE', 'EMBED CODE', 'POLL', and 'SOCIAL ICONS'. The 'EMBED CODE' option is circled in red.

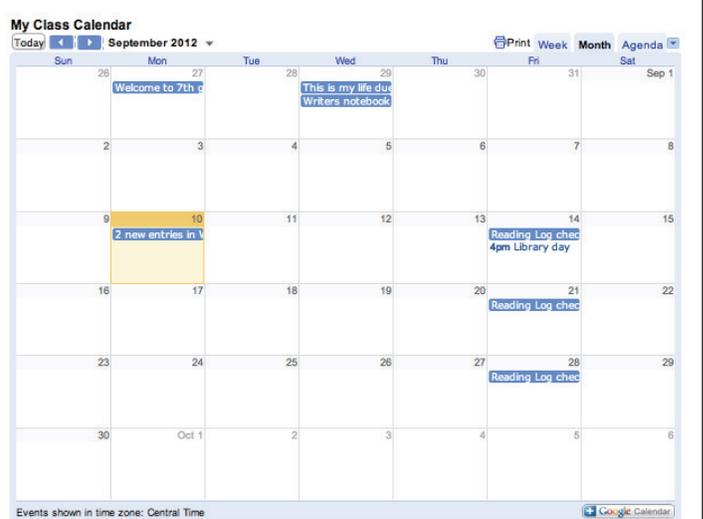
14. Note the HTML blank box that appears.



15. **Paste** the HTML code from your Google calendar into the space provided. (You may have to select *Edit Custom HTML* first).

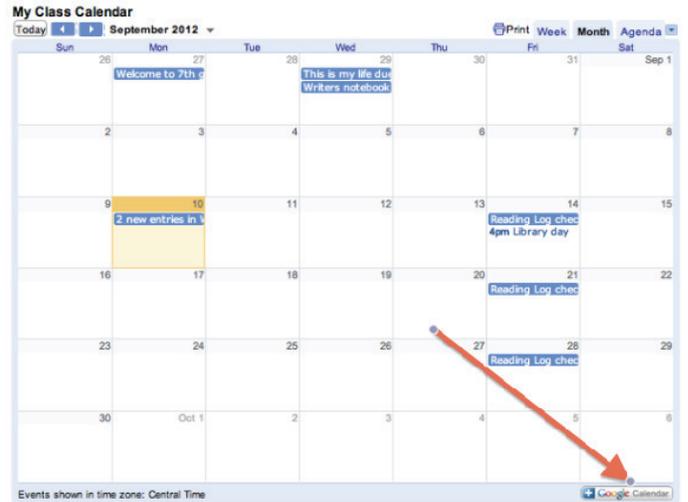


16. Click off of the HTML block and your Google calendar will magically appear.
17. Don't forget to **Publish** (*your weebly that is*)!
18. Sheer perfection! Give yourself a pat on the back!

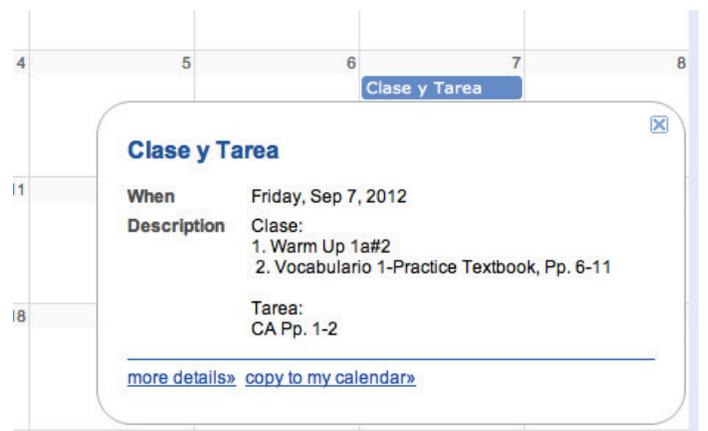


Student/Parent Directions

1. Locate the **Weebly page** of your teacher and the class calendar.
2. Click on the **+ sign** located on the lower right hand side of the Google calendar to add the calendar.



3. Notice how you can **expand an event** by clicking on it.



4. The daily agenda view is also quite helpful for organization!



5. You will be prompted to confirm the calendar. Select **Yes, add this calendar**.

