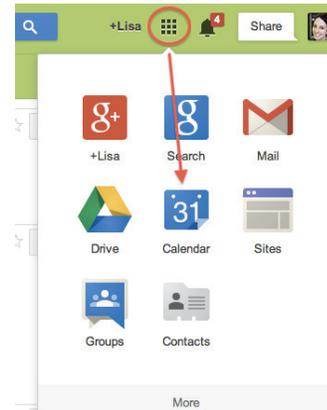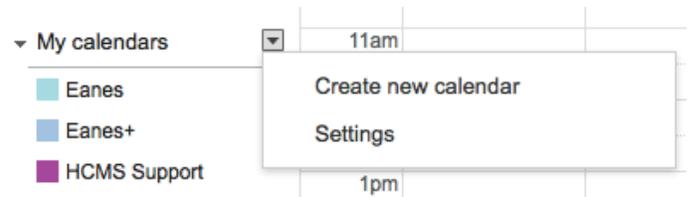|	
1. While logged into your Eanes ISD google account, locate the Tic Tac Toe squares between your name and notifications center. When you click on it, a drop down of Google Tools will appear. Locate the **Calendar** icon and select it.	
2. To the right of the My Calendar is a drop down menu. Click on 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.*	
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. 5. At the bottom of the page - select **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.	

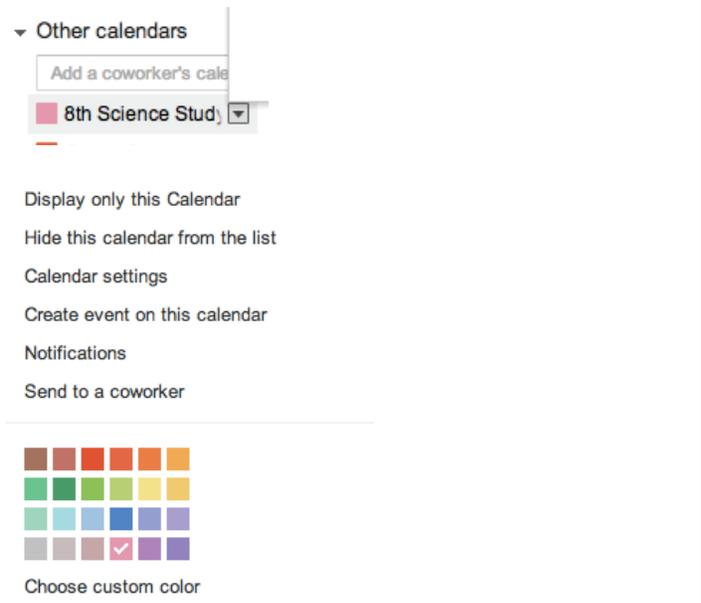|	
7. Title your event (this might be the entire study habits or a general statement). *If the theme is Poetry, write poetry at the top and add a more detailed description in the description window.* 8. Remember to **select the calendar you wish to add** the event to from your Calendar drop down menu. 9. Click **Save**.	
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**.	
12. Within the calendar settings, you will find embed code. **Copy** this code for later use in Weebly.	
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.	
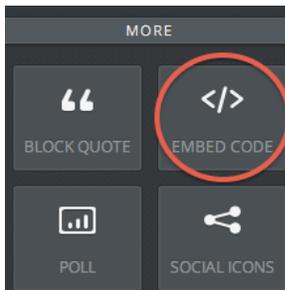
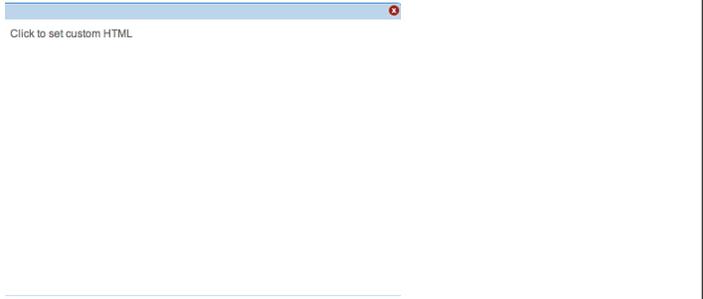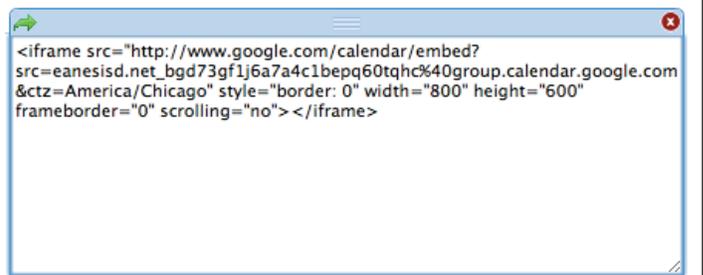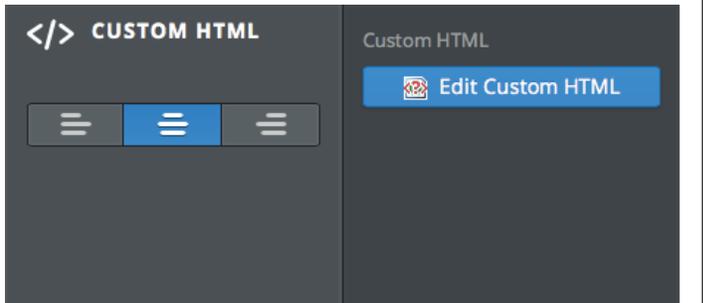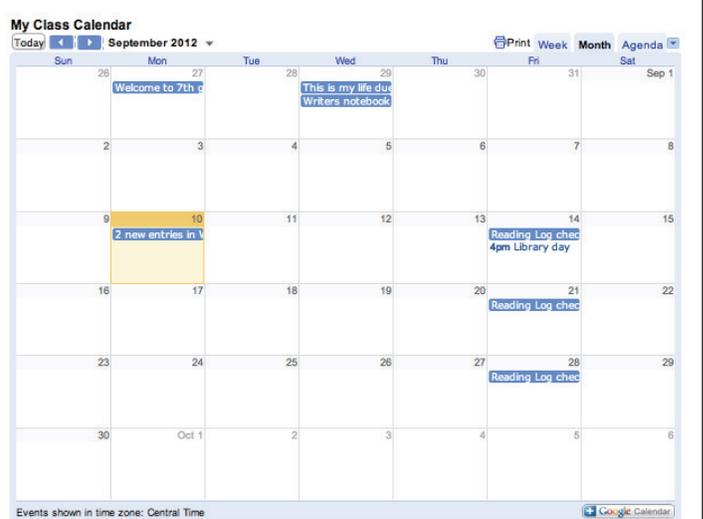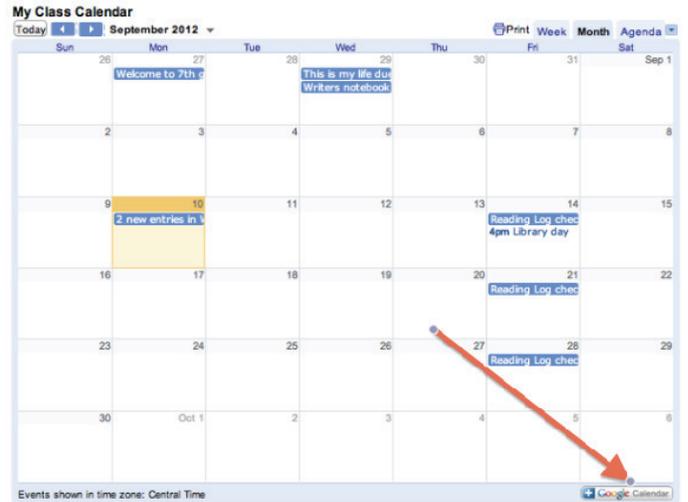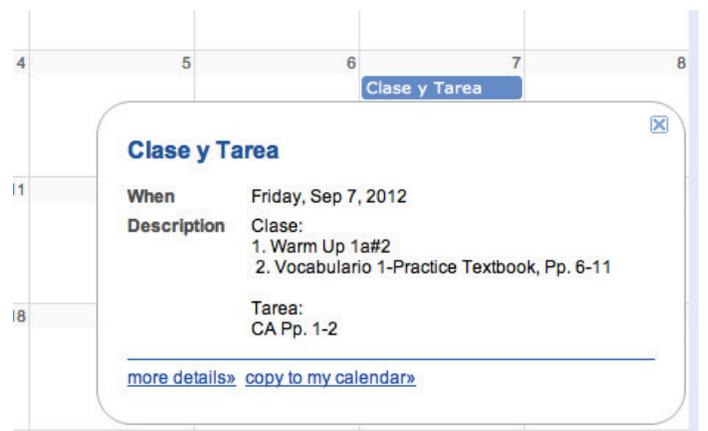|	
14. Note the HTML blank box that appears.	⊗ Click to set custom HTML
15. **Paste** the HTML code from your Google calendar into the space provided. *(You may have to select Edit Custom HTML first).*	</> CUSTOM HTML Custom HTML 🖼 Edit Custom HTML `<iframe src="http://www.google.com/calendar/embed?src=eanesisd.net_bgd73gf1j6a7a4c1bepq60tqhc%40group.calendar.google.com&ctz=America/Chicago" style="border: 0" width="800" height="600" frameborder="0" scrolling="no"></iframe>`
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!	**My Class Calendar** Today ◀ ▶ September 2012 ▾ 🖨Print Week **Month** Agenda ▾ A September 2012 calendar with events including "Welcome to 7th", "This is my life due", "Writers notebook", "2 new entries in W", "Reading Log chec", "4pm Library day". Events shown in time zone: Central Time. Google Calendar

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**.	