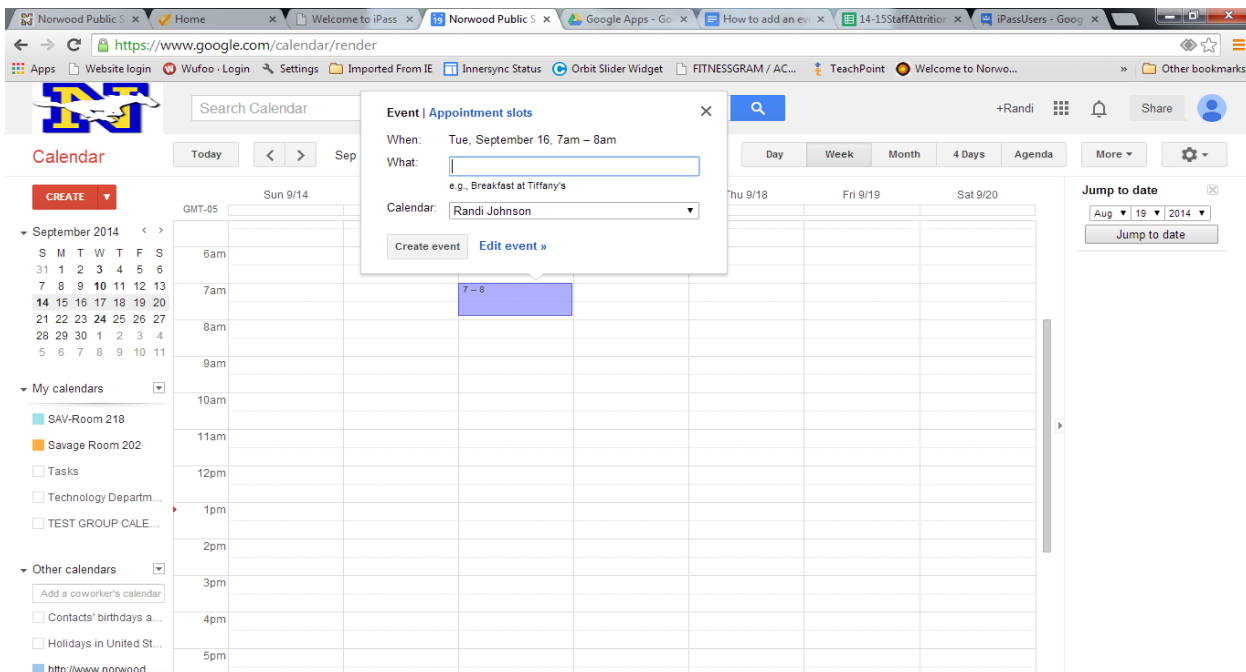


Using Technology Scheduling Calendars

The Technology Scheduling Calendars are found under **Technology** on the district website - www.norwood.k12.ma.us/tech/index.cfm

1. Click on Technology Scheduling Calendars
2. Click on your school
3. A web page will open with embedded calendars on it. The title of each calendar is found at the top of it.
4. If you open the web page and it is blank with only the title, then you need to log into your Google Apps account. Once you have logged in, go back to the web page and hit Refresh. Then you will be able to see the calendars.
5. Choose the calendar you want; i.e. Computer Lab, Chromebook Cart, iPad Cart or Mini Mobile Cart. The calendar shows all events already scheduled. You can click on the event and see details.
6. To add an event, click on the words Google Calendar on the bottom right of the calendar. The first time you do this you will be asked if you want to add this calendar to your calendars. Say yes.
7. A calendar page will open. Click on the day and time you want to sign out.



A box will pop up where you fill out **(a) What:** Put detail in there - your room number or name and other information if necessary. (For instance, Room 8 - Research or Ms. Burnham - Writing.) **(b) In the box where it says Calendar, click the down arrow and choose the correct calendar.** The event will automatically save.

8. If the time is not correct (the default is either 30 minutes or an hour), click on the Edit Event link and you can put in the exact time. If you edit the event, be sure to hit the red SAVE button at the top.
9. Once you are finished you can click back on the web page, hit Refresh, and you will see your event on the correct calendar.