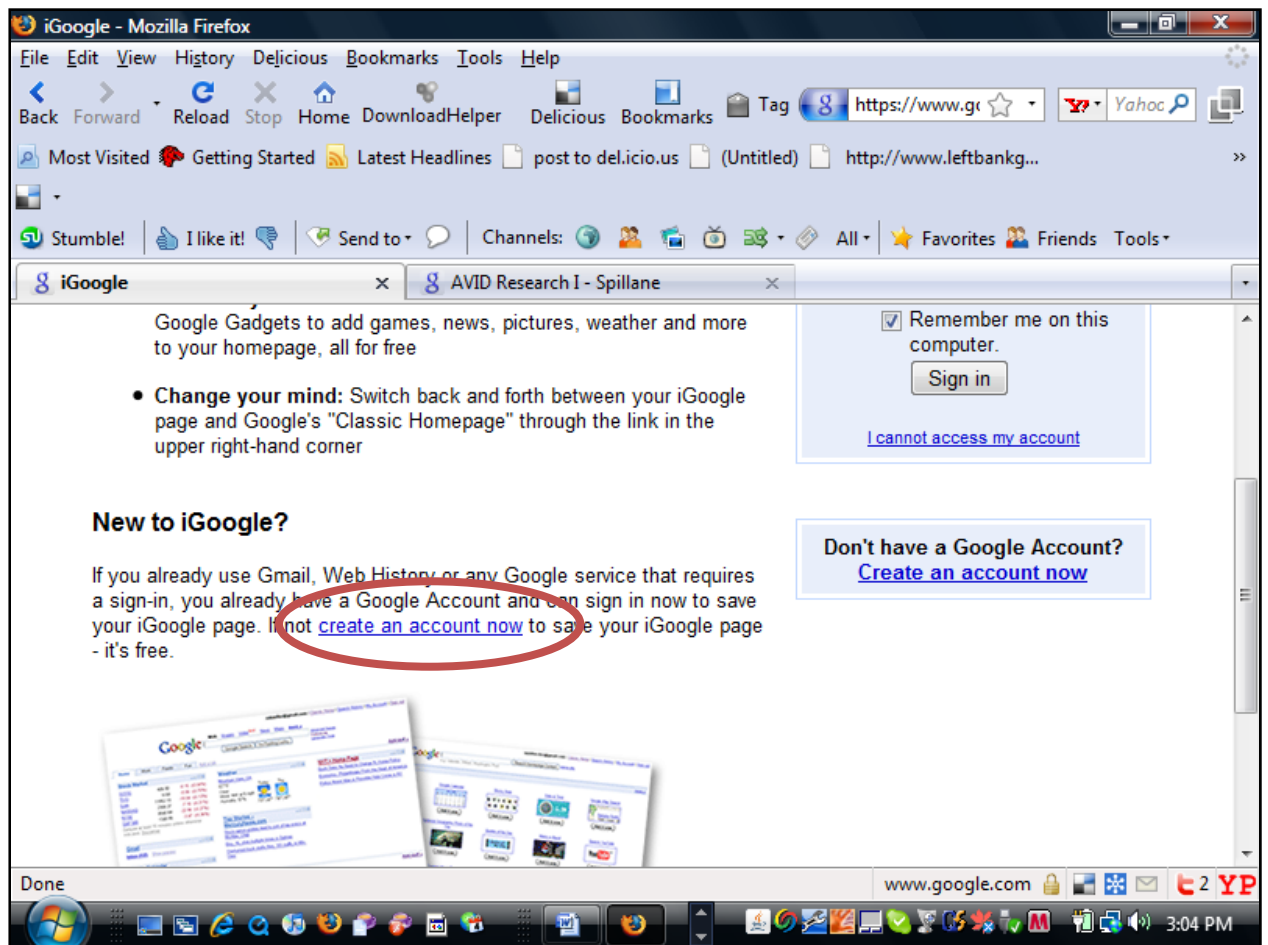


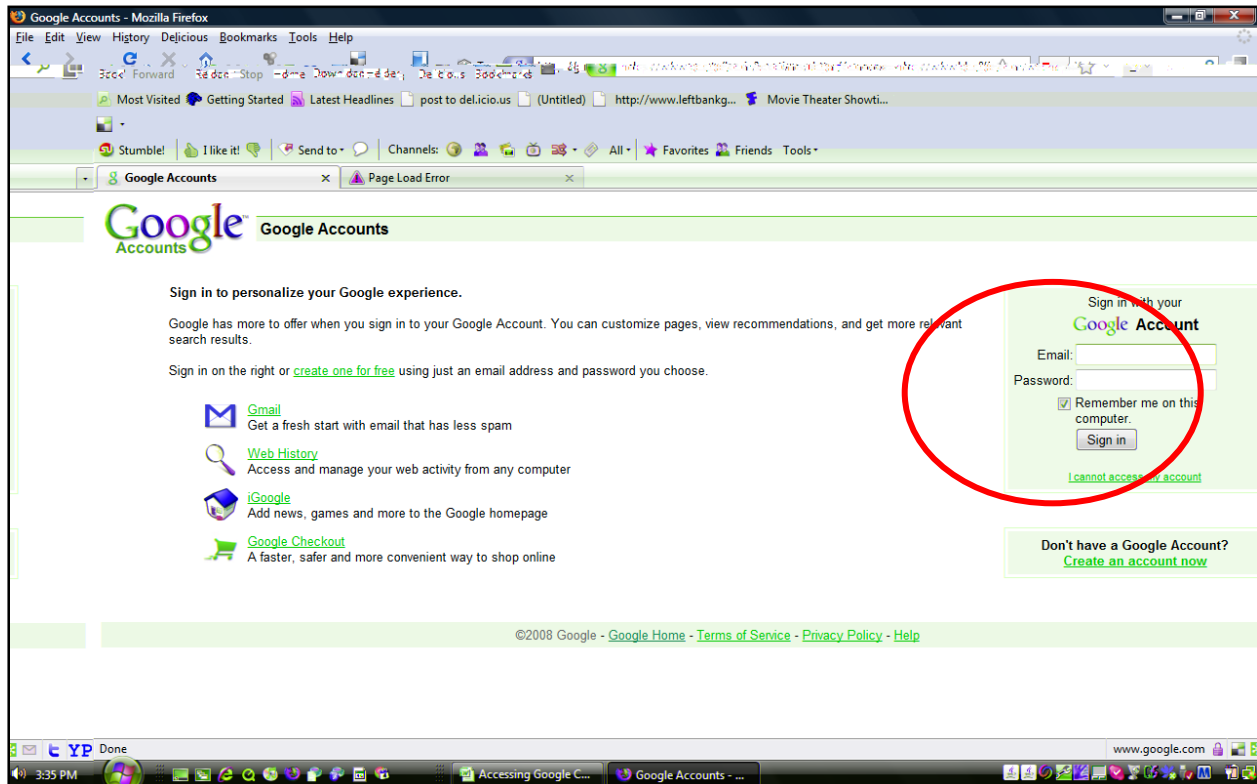
Accessing Google Calendars

1. Sign up for a Google Account

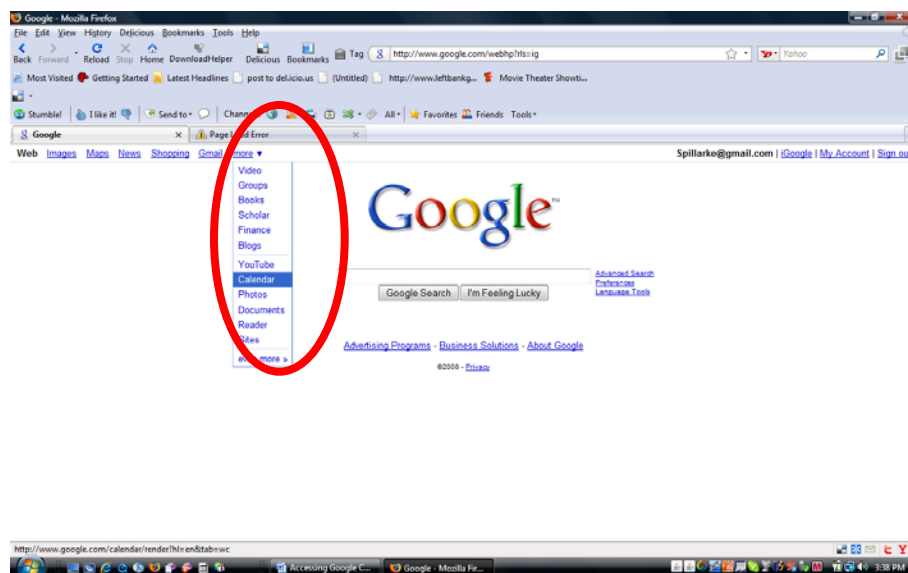
This will give you access to all of the tools Google offers: calendar, reader, documents, and more. You will also want to sign up for a free gmail account which gives you access to other tools including Blogger.com.



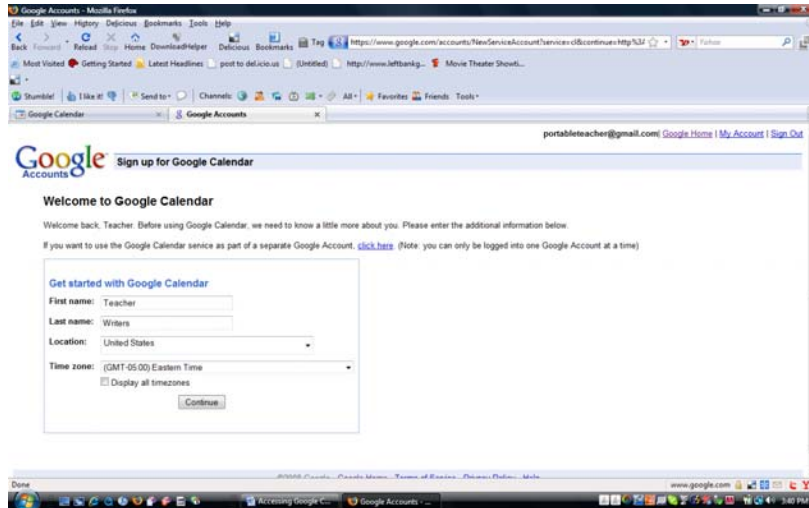
2. Log in to your Google Account; Click “sign in” at the top right; then input the email and password you used when creating your Google account.



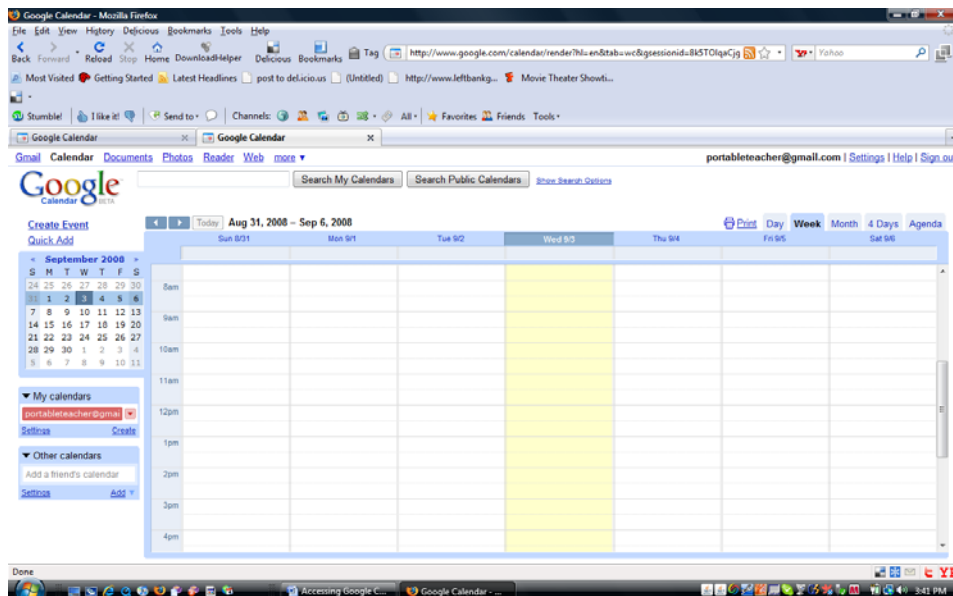
3. Go to the More link at the top left and choose Calendar



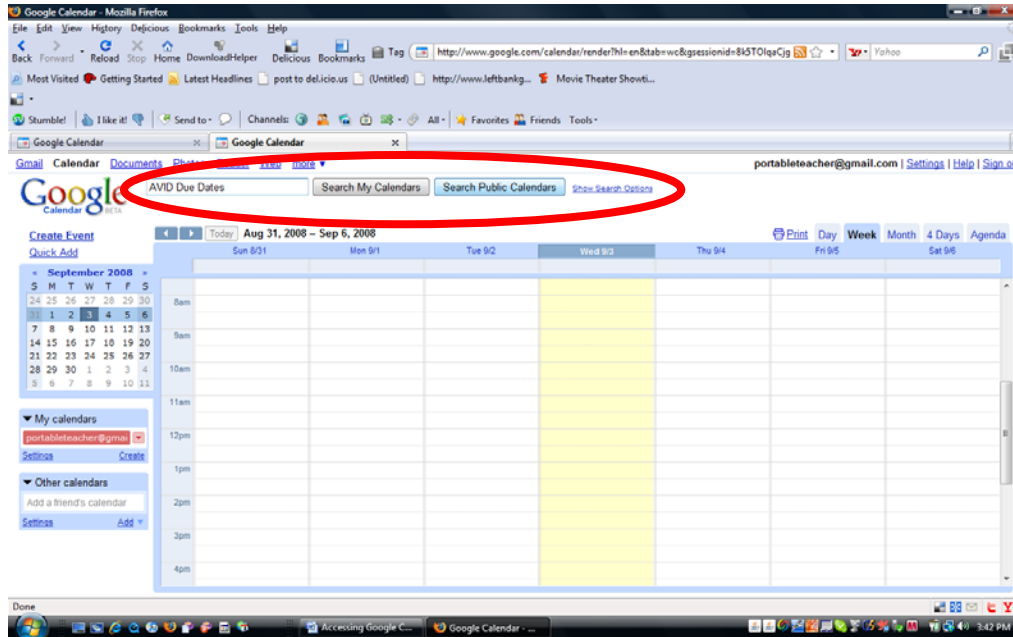
4. When you sign in for the first time, Google Calendar asks you questions so that it can set your calendar up. Answer the questions as they appear on the screen.



5. After you answer the question, your calendar will appear:



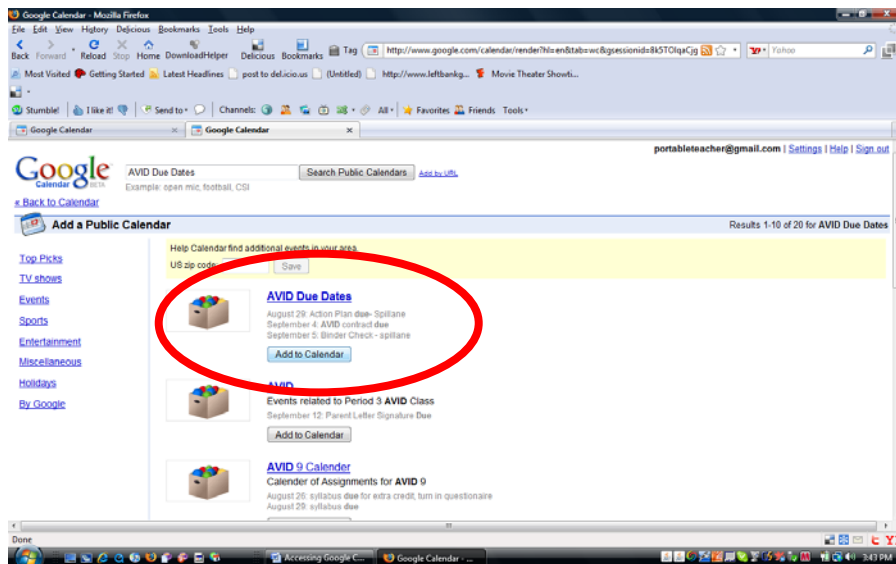
6. In the search box type the name(s) of your teachers' assignment calendars in Public Calendars **one at a time**.



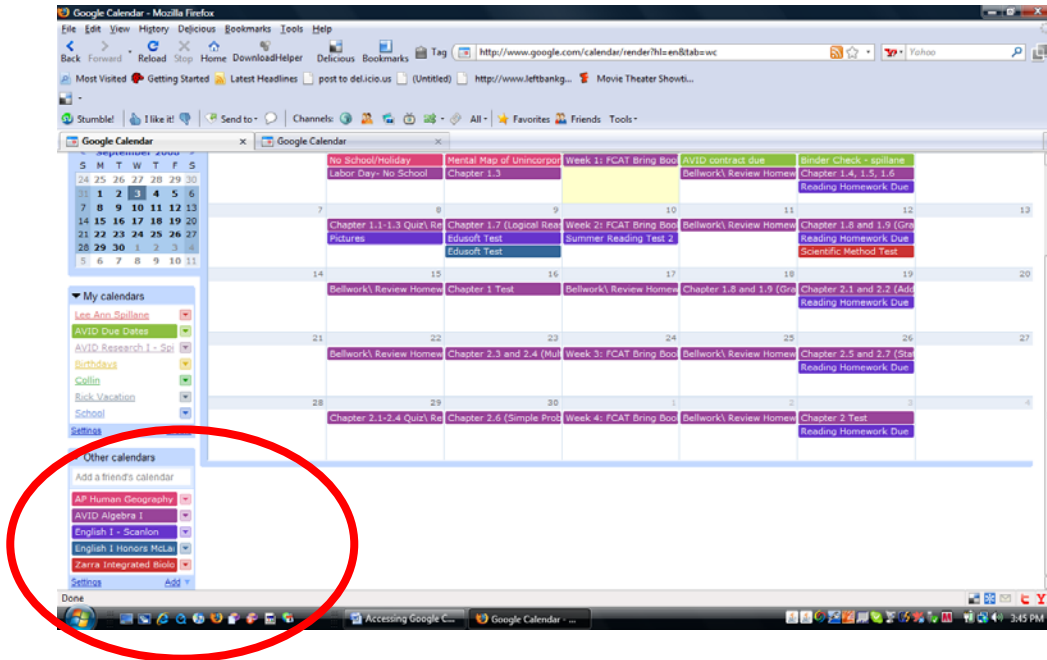
Note: You will have to type the name of the calendar exactly or you won't find it. The name is after the number and before the parenthesis below.

- 1. Avid Due Dates (Spillane's Calendar)**
- 2. AVID Algebra I (Walker's calendar)**
- 3. Zarra Integrated Biology**
- 4. English I – Scanlon**
- 5. English I Honors McLane**
- 6. AP Human Geography Boujaber**
- 7. AVID Research I - Spillane**

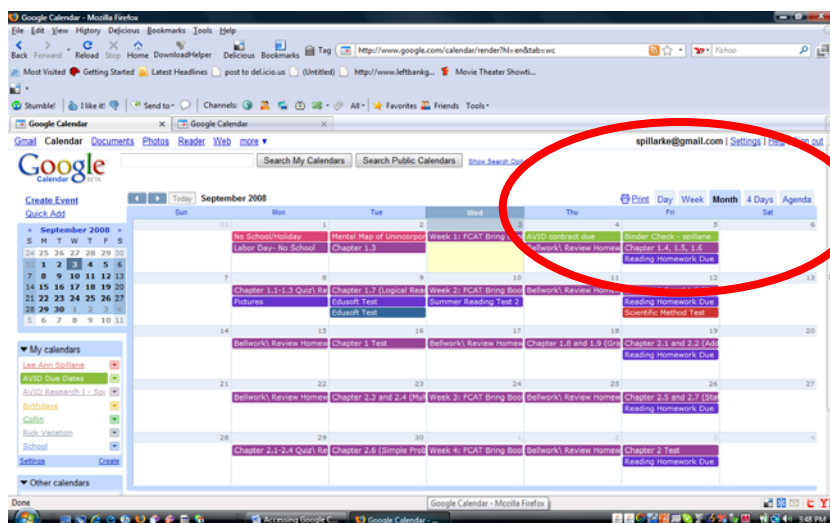
7. When you find the calendar you were looking for, click add it to my calendars. You should see your teachers' name somewhere; then you know you have the right calendar. Continue searching and adding your teachers' calendars to your own.



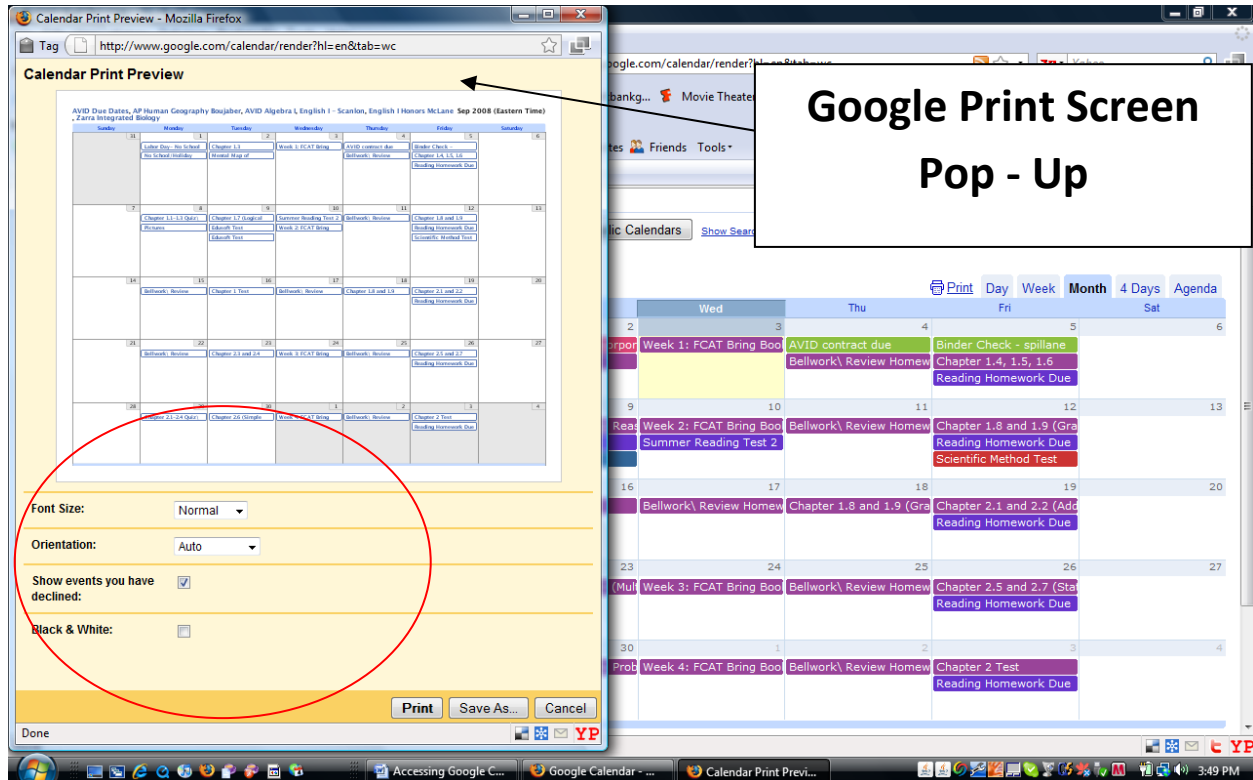
Once the calendars are added to yours they will show up under “Other Calendars” on the bottom left.



8. To print the calendars together, be sure they are all highlighted, so that you can see them all together. If you click or unclick a calendar name it appears or disappears from view. Then choose the view you would like to print; we chose monthly view below. Then click print.



9. When you select print you will see this print screen from Google. Choose your options (black & white, etc.) and click print.



Notice that the calendar names are listed in the print preview across the top of the calendar.

10. Put your printed assignment calendar in the front of your AVID binder.