

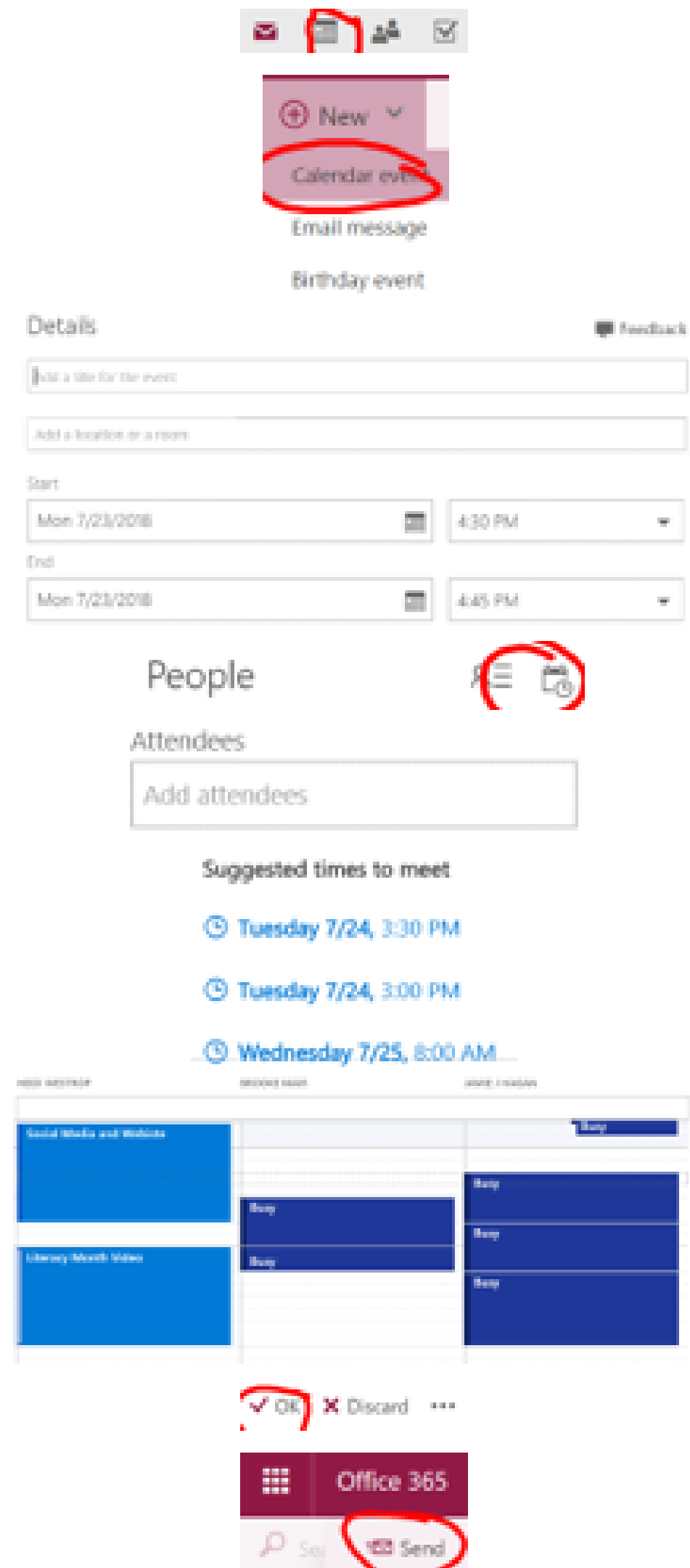
Tech Tips for Teachers

Creating Calendar Events



Instructions:

1. Change to calendar at the bottom left of the screen.
2. Create a new calendar event
3. Add a title and location
4. Specify the date and time
5. Click on Scheduling Assistant
6. Add one or more of your building coaches as attendee(s)
7. You will see suggested times to meet on the left of your screen
8. You will see your schedule along with those of your potential attendees on the right
9. Choose a time that works for everyone and click on ok at the top left
10. Don't forget to click send
11. Your coach will have the option to accept, decline, or propose a different time
12. Use this link to learn more about calendar events and using the scheduling assistant



Do you still need help?

Call the Help Desk (4444) or contact the Tech or Coach in the school.