

GOOGLE ALL SCHOOL CALENDAR

Why use Google calendar? We need a centralized place for everyone to view events in an easy to use, easy to find place.

Google Calendar also lets you "Subscribe" to it, which will automatically update when events are added and show up on your iPhone, iPad or Android devices. Edline does not currently do that unless you have an account, which some teachers don't use. If you already have a gmail account this should be really easy. If you don't, you just have an extra step.

What you will be able to do after following these directions.

- See the A/B block schedule on your iPhone or iPad.
- Subscribe to your calendars on an existing Gmail account.
- Subscribe to the calendars on your Mac (They will appear on your iCal)

Keep in mind these calendars may change throughout the year automatically without notice

These addresses are the subscribed streams and will be able to be updated automatically.

Simply copy and paste these Links to the instructions below or in the "Add by URL" when prompted.

CCSA Building Calendar address (happenings in and around

<https://www.google.com/calendar/feeds/toarchllj7ktqvjOa8p4ugrp0o%4Ogroup.calendar.google.com/public/basic>

CAB BLOCK ROTATION CALENDAR address

<https://www.google.com/calendar/feeds/oOvk4qlgip54ej8pr1tdt435j4%4Ogroup.calendar.google.com/public/basic>

CSW Calendar address

https://www.google.com/calendar/feeds/charterschool.org_3r1ursppmcobfchc63ghg33u64%4Ogroup.calendar.google.com/public/basic

Below are instructions to do all of the above.

In a browser, the first thing you need to do is add a Google account if you already have one just log in.

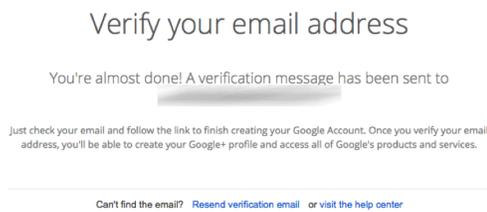
To add a new Google account go to google.com and click on “Sign in on the top right corner” again, if you don’t have an account click on “Create an account” on the bottom of the page.

Fill out your information

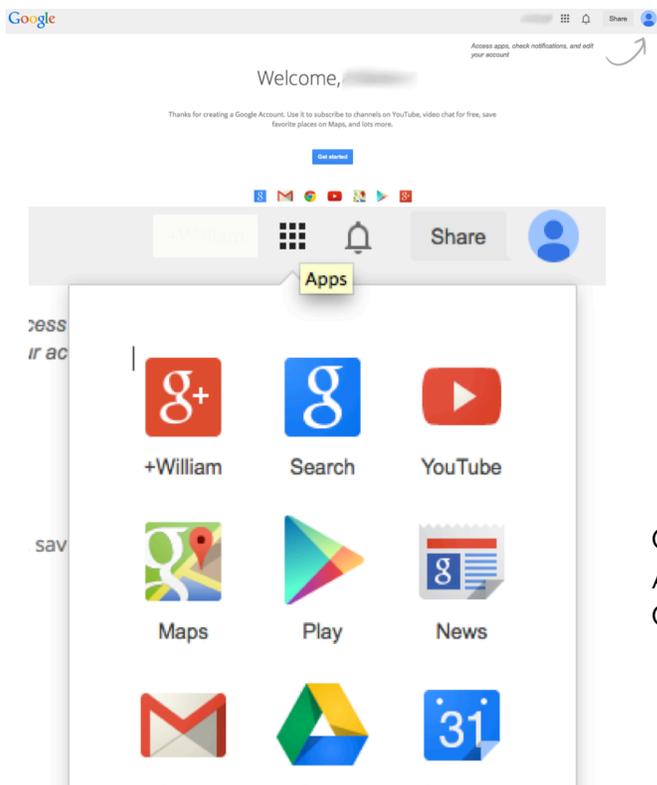
On the Choose username, click on “I prefer to use my current email address.”

You can enter your @redclay.k12.de.us address! (Thus keeping your social account and your work account separate.)

Fill the rest of your information as usual.



Verify your email address.



Name
First Last

Choose your username
 @gmail.com
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday
Month Day Year

Gender
I am...

Mobile phone

Your current email address

Prove you're not a robot
 Skip this verification (phone verification may be required)

Type the text:

Location
United States

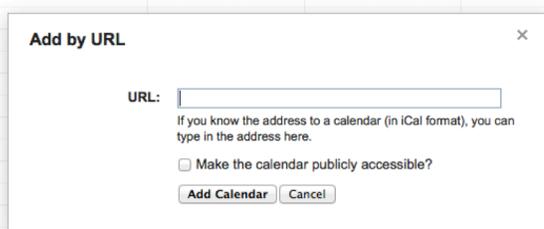
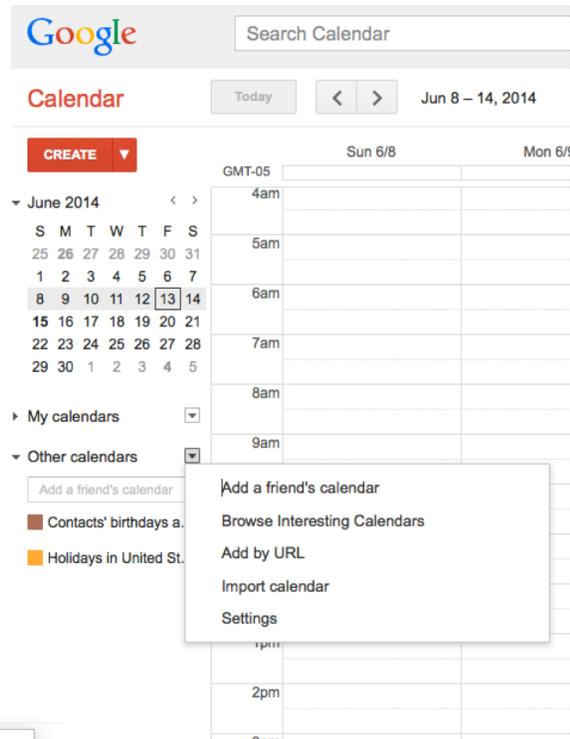
I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

Go the welcome screen.
And click on the “Apps” button.
Click on “Calendar”

Now you can add the calendar addresses that appeared at the beginning of this article. Click on “Add by URL”

Add each calendar stream to your own google account. **These calendars will be updated and changed automatically. You can choose to turn some of them off in the sync setting located later in the instructions.**

When you click on the “add by URL” this box will pop up. Copy and paste the addresses that appeared into this field.



Keep in mind, these calendar's events change without notifying you. If you don't want to sync these with your Mobile devices stop reading now.

TO SYNC YOUR CALENDARS WITH YOUR IPHONE.

Sync with your device

1. Open the Settings application on your device's home screen.
2. Open Mail, Contacts, Calendars.
3. Select Add Account...
4. Select Gmail.

5. Enter your account information:
 - In the Name field, enter your name as you'd like it to appear to others.
 - In the Email field, enter your full Google Account or Google Apps email address.
 - In the Password field, enter your Google Account or Google Apps password.
 - If you are a 2-step verification user, please use an application-specific password instead of your regular password in this field.
 - In the Description field, enter a description of the calendar (e.g. "Personal Calendar").
 - Select Next at the top of your screen.
 - Make sure the Calendars option is turned on.
 - If you want an email account with this account you may turn that on. (Not recommended.)

After you've completed setup, open the Calendar app on your device. Syncing will automatically begin.

By default, only your primary calendar will be synced with your device. If you have additional calendars you'd like to sync, follow the instructions below.

- **Visit the following page from your device's mobile browser:**
<https://www.google.com/calendar/syncselect>
 - Google Apps users can go to <https://m.google.com/sync/settings/>
- Select the calendars you'd like to sync, then click Save.

The selected calendars will be displayed on your device at the time of the next sync.

ANDRIOD USERS

Since there are multiple versions of the Andriod Operating System click the link below and follow the directions for the

<https://support.google.com/calendar/topic/2586645?hl=en&ctx=welcome>

ICAL SYNC

Now you can sync these with your iCal on your mac by going to the top drop down menu and clicking on "iCal" or "Calendar".

- Click on "Preferences"
- Click on "Accounts"
- Click on the + symbol on the bottom of the dialog box
- Select "Google" from the Account type.
- Put your Google account information in
- Add the account.
- Once you have the account click on "Delegation"
- You will be able to select the calendars that you added on your browser!