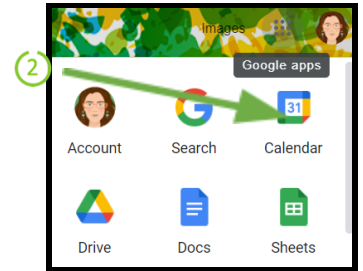


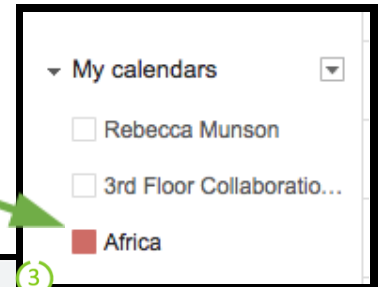
# Google Calendar

1. Log into your Blue Valley Google account using your BV credentials.  
<http://drive.google.com/a/bluevalleyk12.org>

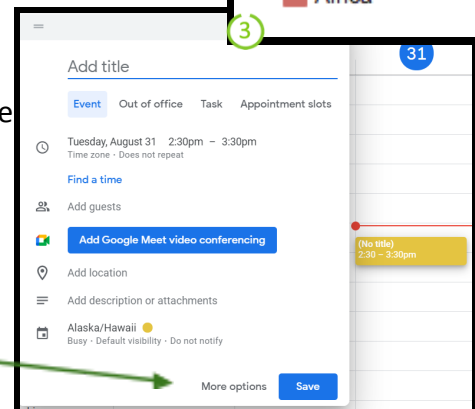
2. Click on the grid in the top, right corner and select Calendar.



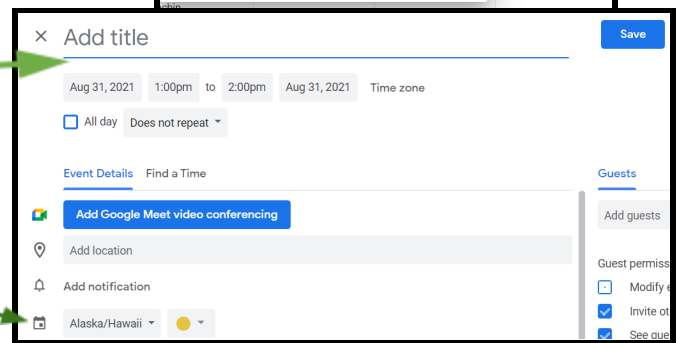
3. Since the calendar was shared with you by Anne Harvey, you should see the calendar in the left sidebar, My Calendars. Make sure the box is highlighted with a color so you will view it in the calendar pane.



4. To add to the calendar, click on the date in the calendar pane. A box will appear to enter information. Click More Options button to add additional information.



5. \*Add an Event Title.  
 \*Click All Day.  
 Add the dates for checkout. (2 weeks max.)  
 Include location.  
 \*IMPORTANT! Check that the correct trunk calendar is selected  
 \*Click Save when complete.



6. The event will now appear on the calendar.

7. To delete an item, click on the item and choose Delete from the pop up.

### Other Tips:

Change the view from Month, Week or Day by clicking the options in the top, right corner.

Not seeing events listed? Make sure you have the calendar selected in the left sidebar. Click on the clear box to select.

