

## Create an online calendar, share online calendar and schedule a meeting

### Online e-calendar / diary

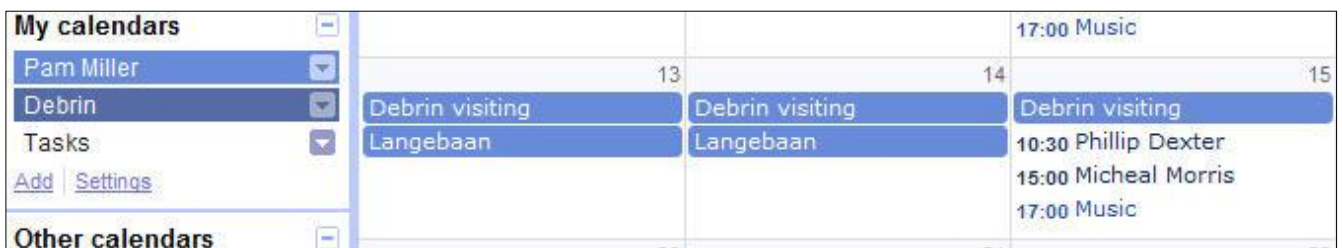
A teacher needs to be able to access their calendar in a number of places and it needs to be seen by others. Keeping significant others aware of a work schedule is important and synchronising work details is important in maintaining healthy relationships.

1. Using Google Calendar or Outlook create a calendar online. First create a Google account.
2. Add school and personal dates and times to the calendar.
3. Go to Settings and see what can be organised.
4. Manage the settings of the calendar so that it is available for 'viewing' online by selected people.
5. Set it up so that it will show and you can 'share' the calendar with certain people. They must obviously have the same calendar program.
6. Organise to be sent alerts/reminders of events by SMS, email or pop-up.

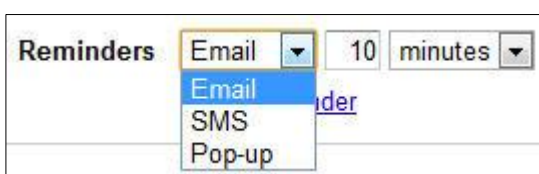
### Shared calendar



Pam Miller's calendar shared showing just Debrin's events



Pam Miller's calendar with her and Debrin's events



Alerts

### Schedule a group meeting

- Trying to schedule a date when a group can meet together is quite tricky.
- Doodle.com is a group meeting organiser using a poll-based scheduling system. It works to see what time works best for everyone, and then locks the time in place.
- It can integrate with Outlook, Google Calendar and other applications.