GOOGLE Calendar Planner
Creating Calendars

1. Click add calendar

2. Create 2 calendars in different colors: Deadlines & Classes

New calendar
- Name: Deadlines
- Description: Spring 2019 deadlines for syllabus
- Time zone: (GMT-05:00) Eastern Time - New York
- Owner: srmoretti98@my.uri.edu
- Organization: University of Rhode Island

Create calendar
3. Go through and copy all important dates from the syllabus, such as Home Work, Exams, Labs, and other formal assessments. To keep them as banners at the top of your calendar keep them as All Day Events.

**Make sure that all of these dates are on the Deadlines calendar**
Creating Classes Calendar

4. Switch to the Classes calendar and start filling out your class schedule with dates, times, and other important info for the class.

5. To make the classes reoccurring go to More Options to customize.
Customizing Class Times

6. Make it so that the classes are not on the All Day setting, and click on the Custom setting.

7. Have the schedule repeating every week, with the days of your class (like MWF or TTh). Then have the class end on the last day of the semester.