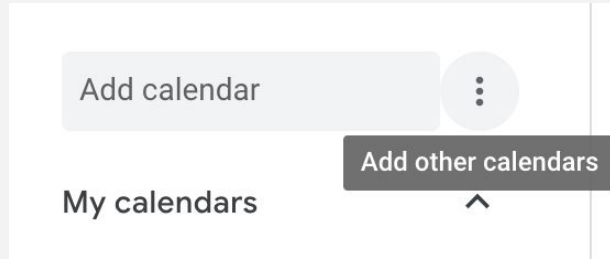


A large red square with a white border, centered on a white background. Inside the square, the text "GOOGLE Calendar Planner" is written in white, bold, sans-serif font.

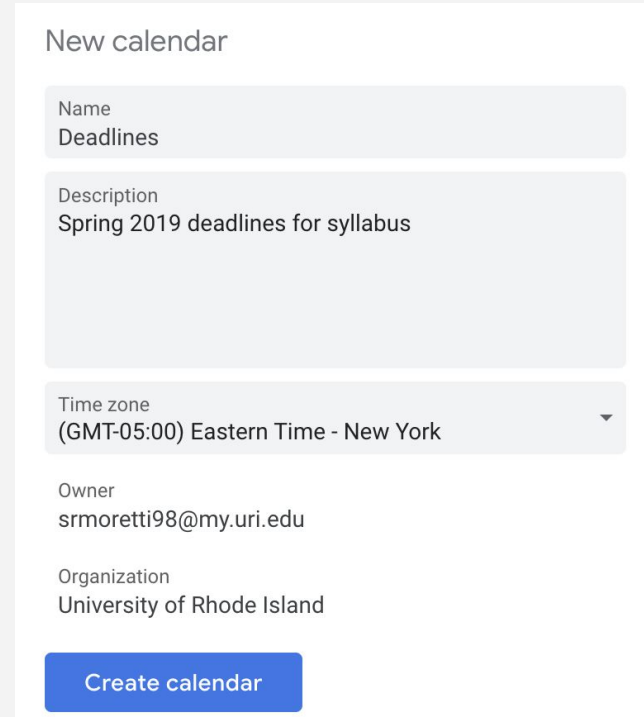
GOOGLE
Calendar
Planner

Creating Calendars

1. Click add calendar



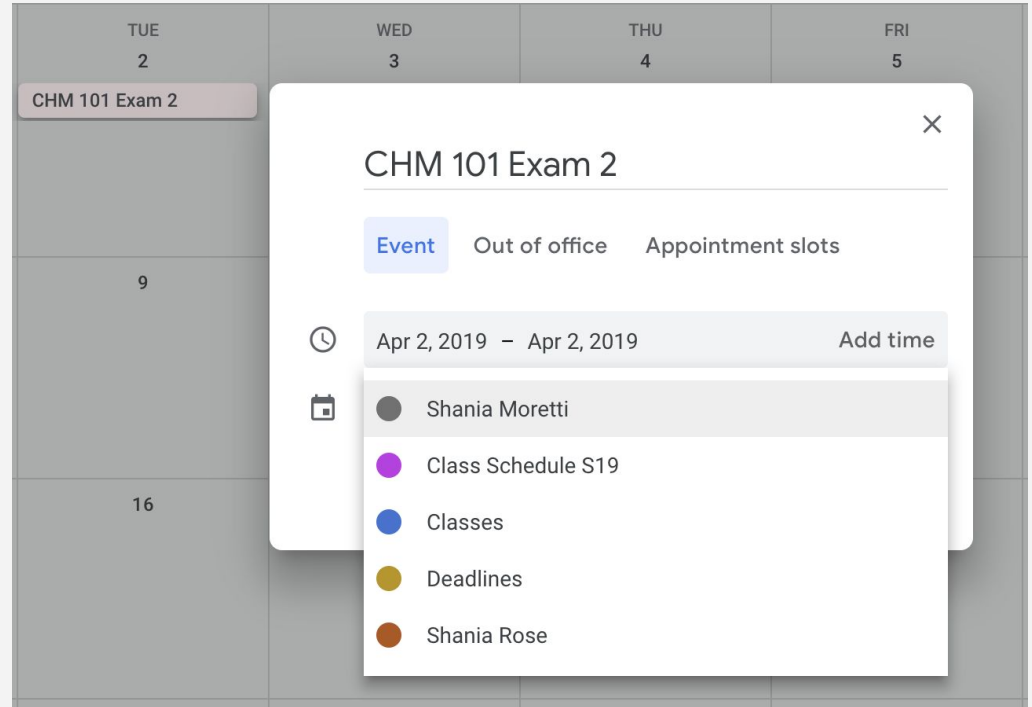
2. Create 2 calendars in different colors :
Deadlines & Classes

A screenshot of the "New calendar" form. The form is titled "New calendar" and contains several input fields. The "Name" field is filled with "Deadlines". The "Description" field is filled with "Spring 2019 deadlines for syllabus". The "Time zone" dropdown menu is set to "(GMT-05:00) Eastern Time - New York". The "Owner" field is filled with "srmoretti98@my.uri.edu". The "Organization" field is filled with "University of Rhode Island". At the bottom of the form, there is a blue button labeled "Create calendar".

Go Through the Syllabus- Deadlines

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.

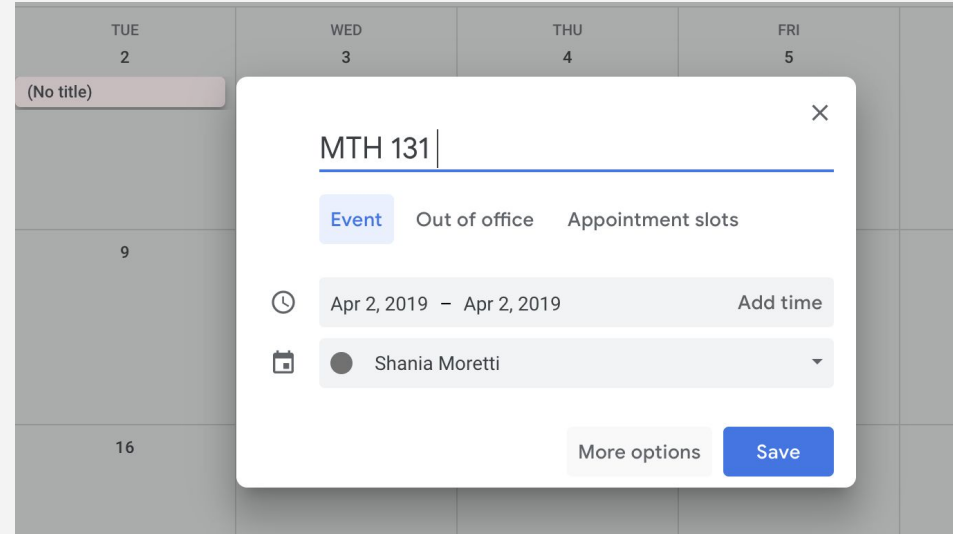
Make sure that all of these dates are on the Deadlines calendar



Creating Classes Calendar

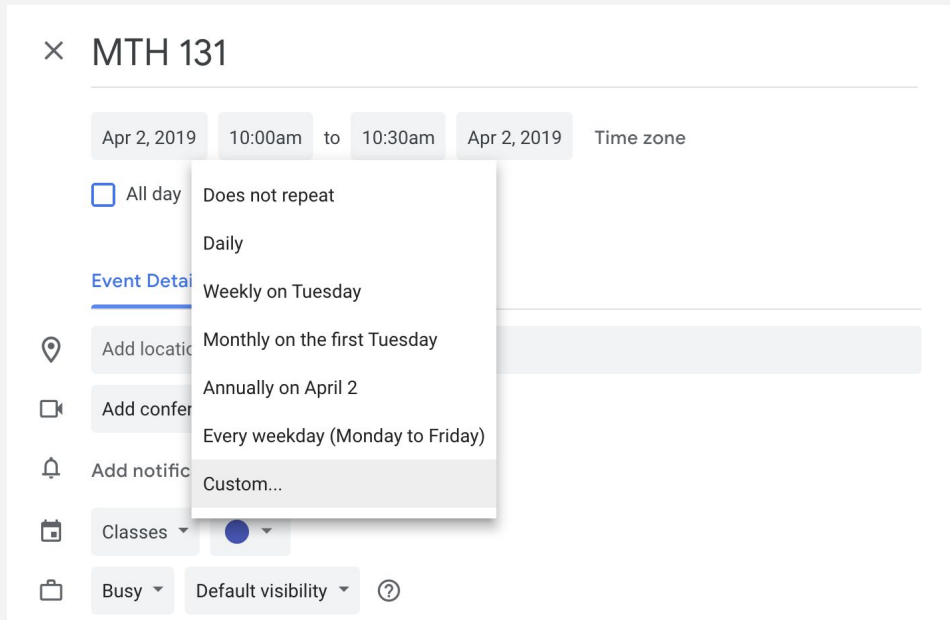
4. Switch to the Classes calendar and start filling out your class schedule with dates, times, and other important info for the class.

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

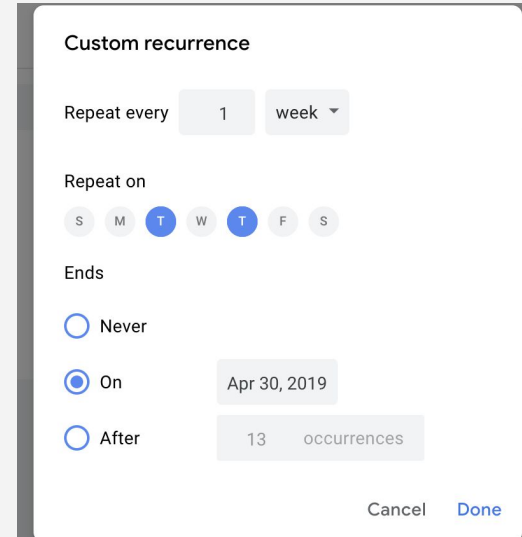


Customizing Class Times






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.




Month View


Calendar Today < > April 2019 Month     

 Create


April 2019 < >

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11





Add calendar 

My calendars 

- Shania Moretti
- Birthdays
- Class Schedule S19
- Classes
- Deadlines
- Reminders
- Tasks

Other calendars 

SUN	MON	TUE	WED	THU	FRI	SAT
31	Apr 1	2 CHM 101 Exam 2 ● 9am MTH 131 ● 11am CHM 101	3 ● 12pm BIO 201	4 ● 9am MTH 131 ● 11am CHM 101	5 ● 12pm BIO 201	6
7	8 ● 12pm BIO 201	9 ● 9am MTH 131 ● 11am CHM 101	10 ● 12pm BIO 201	11 MTH 131 HW due ● 9am MTH 131 ● 11am CHM 101	12 ● 12pm BIO 201	13
14	15 ● 12pm BIO 201	16 LAB REPORT BIO 201 ● 9am MTH 131 ● 11am CHM 101	17 ● 12pm BIO 201	18 ● 9am MTH 131 ● 11am CHM 101	19 ● 12pm BIO 201	20
21	22 ● 12pm BIO 201	23 ● 9am MTH 131 ● 11am CHM 101	24 ● 12pm BIO 201	25 ● 9am MTH 131 ● 11am CHM 101	26 ● 12pm BIO 201	27
28	29 ● 12pm BIO 201	30 ● 9am MTH 131 ● 11am CHM 101	May 1	2	3	4

Week & Day View

Today < > April 2019

THE UNIVERSITY OF RHODE ISLAND

	SUN 7	MON 8	TUE 9	WED 10	THU 11	FRI 12	SAT 13
GMT-05		BIO quiz	CHM LAB Report		MTH 131 HW due		
7 AM							
8 AM							
9 AM			MTH 131 9 - 10:15am		MTH 131 9 - 10:15am		
10 AM							
11 AM			CHM 101 11am - 12:15pm		CHM 101 11am - 12:15pm		
12 PM		BIO 201 12 - 12:50pm		BIO 201 12 - 12:50pm		BIO 201 12 - 12:50pm	
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							

Event saved Undo ✕

Today < > April 2019

Shania Moretti

	TUE 9
GMT-05	CHM LAB Report
7 AM	
8 AM	
9 AM	MTH 131 9 - 10:15am
10 AM	
11 AM	CHM 101 11am - 12:15pm
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	
7 PM	