

How To Schedule Yourself on the BLMS Library Google Calendar

First:

Open up your PGCPs Google Calendar. Check out all your calendars on the left-hand side.

All staff have been added to the BLMS Library Google Calendar (it will appear on your calendar under "Other Calendars")

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PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS PGCPs

Search Calendar

Calendar Today < > Aug 18 - 24, 2013 Day Week Month 4 Days Agenda

CREATE

August 2013

S M T W T F S

28 29 30 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 31

1 2 3 4 5 6 7

My calendars

- Rebecca Oxley
- BLMS Library**
- Tasks

Other calendars

Add a coworker's calendar

BuckLodge Middle

Contacts' birthday...

110 Holidays

Type to enter text

Sun 8/18 Mon 8/19 Tue 8/20 Wed 8/21 Thu 8/22 Fri 8/23

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

GMT-05

1st Day for Students
A Day

Social Studies Depar
B Day

A Day

B Day

8 - 9
Creative /
Team Me

8 - 9
Health

8 - 9
PE Dr

8 - 9:55
MOD 1:
CAPPE

8:55 - 10:5
MOD 2:
Richards

9 - 10
8th Grade ESOL
Team Meeting

10 - 11
Sci Dept MTG

10:40 - MOD 3: Nord

11:10 - 12:10p
Math Dept. Meeting

12:20p - 1:
MOD 4: C

12:25p - 1:
300
Hallway

2p - Team Meeting



Hint: The BLMS Library calendar will probably show up as the email address that shared it with you. If you don't see the calendar anywhere, email the library so we can fix you up: bucklodgemslibrary@gmail.com

Option 1

Hover over the BLMS Library calendar and an arrow will appear on the right side - click it, and it expands into that calendar's menu like you see in the picture.

To schedule time in the library or with the librarian, get started by clicking on "Create Event On This Calendar."



Helpful Tip #1

Don't see library events? Look at the colored square next to the BLMS Library calendar. If you don't see it, click on the calendar name: the square will light up like in the picture and you'll be able to see all the library events. Click again to hide!

Helpful Tip: #2

The BLMS Library calendar might be named something else, like the email address associated with the calendar. Rename it to anything you want by using the menu in the picture *and* clicking "Calendar Settings"!

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Search Calendar

Calendar

CREATE ▾

August 2013 <

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

My calendars

- Rebecca Oxley
- BLMS Library** ▾
- Tasks

Display only this Calendar

Hide this calendar from the list

Calendar settings

Create event on this calendar

Share this Calendar

Reminders and notifications

Send to a coworker

Choose custom color

12pm		
1pm		

Option 2

Step 1: Click directly onto the calendar on the day and approximate time you'd like to schedule. An event pop-up will appear as seen in the picture.

Step 2: Type your desired MOD and name (First initial + last name please!) into the "What" box. If you are scheduling consecutive MODs.

Step 3: Check to make sure that you are scheduling your time on the library calendar. Use the arrows at the right of the Calendar bar to open a drop-down menu, and then select the BLMS Library's calendars.

Step 4: Click "Edit Event" to continue.

The screenshot shows a web-based calendar interface. At the top, there is a search bar and a user profile for 'rebecca.oxley@pgcps.org'. Below this are navigation tabs for 'Day', 'Week', 'Month', '4 Days', 'Agenda', 'More', and a settings gear icon. The calendar grid shows days from Wednesday 8/21 to Saturday 8/24. A pop-up window titled 'Event | Appointment slots' is open, showing the following details: 'When: Fri, August 23, 12:30pm - 1:30pm', 'What: MOD 4: R. Oxley (with a subtext 'e.g., Breakfast at Tiffany's')', and 'Calendar: BLMS Library'. The pop-up has 'Create event' and 'Edit event »' buttons. Red arrows and text labels indicate the steps: 'Step 1' points to a purple event slot on Friday 8/23; 'Step 2' points to the 'What:' text input field; 'Step 3' points to the 'Calendar:' dropdown menu; and 'Step 4' points to the 'Edit event »' button. The calendar background shows various other events, such as 'Creative / Team Meeting' and 'MOD 1: CAPF'.

Editing Your Event

Step 1: Change times to match selected MOD. Click on each time to change with drop-down menu or type in exact time.

Step 2: Please type in the purpose of your visit. If you are requesting that the librarian come to you please include your room number.

Step 3: *Optional*: Set reminders for yourself!

Step 4: *Optional*: Share this event with someone so they can add it to their calendar too - perfect for co-teaching and team planning!

Step 5: Click "Save" to confirm and return to calendar.

The screenshot shows the PGCPs calendar editing interface. At the top, there is a search bar and a search button. Below that, there are navigation buttons: a back arrow, a red "SAVE" button, and a "Cancel" button. A red arrow points from the "SAVE" button to the text "Step 5".

The main event details section includes a title field "MOD 4: R. Oxley". Below the title, there are date and time fields: "8/23/2013", "12:20pm", "to", "1:30pm", "8/23/2013", and "Time zone". A red oval highlights the time fields, with a red arrow pointing to the text "Step 1".

Below the time fields, there are checkboxes for "All day" and "Repeat...".

The "Event details" section has a "Find a time" button. Below it, there is a "Where" field with the text "Orientation" and a "Calendar" dropdown menu set to "BLMS Library". A red rectangle highlights the "Where" field, with a red arrow pointing to the text "Step 2".

Below the "Where" field, there is a "Created by" field with the text "rebecca.oxley@pgcps.org" and a "Description" text area.

Below the "Description" field, there is an "Attachment" section with a link "Add attachment".

Below the "Attachment" section, there is an "Event color" section with a color palette. The first color (purple) is selected.

Below the "Event color" section, there is a "Reminders" section with the text "No reminders set" and a link "Add a reminder". A red oval highlights the "Add a reminder" link, with a red arrow pointing to the text "Step 3".

On the right side of the form, there is an "Add guests" section with a text input field "Enter email addresses" and an "Add" button. A red arrow points from the "Add" button to the text "Step 4".

Below the "Add guests" section, there is a "Guests can" section with three checkboxes: "modify event" (unchecked), "invite others" (checked), and "see guest list" (checked).

Your event has been scheduled and should look like in the picture! The light yellow pop-up confirms your event. Click on the blue "Undo" within 20 seconds to undo the event.

Remember, if you hide the calendar (red arrow) the event (red circle) will be hidden as well. You can always click on the event to edit it again, or drag and drop it to another day.



Q: Do I have to fill out a BLMS Library Service Request Google form to bring my classes for orientation?

A: Nope! Just schedule time directly on the calendar!

Q: What about everything else? Fill out the form?

A: Yes please! For anything else please fill out the form AND schedule time on the calendar. That way I'll know what you need AND you can block out the time.

Q: How do I get to the form again?

A: Go to tinyurl.com/BLMSLibSvc or click the QR code on the right of this bubble!



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PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS PGCPS

Search Calendar

rebecca.oxley@pgcps.org

Added MOD 4: R. Oxley on Fri Aug 23, 2013 at 12:20pm. [Undo](#)

Calendar Today < > Aug 18 - 24, 2013 Day Week Month 4 Days Agenda More ⌵ ⚙

CREATE ▾

August 2013 < >

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My calendars

- Rebecca Oxley
- BLMS Library **On (click to hide BLMS Library)**
- Tasks

Other calendars

- BuckLodge Middle
- Contacts' birthday...
- US Holidays

GMT-05	Sun 8/18	Mon 8/19	Tue 8/20	Wed 8/21	Thu 8/22	Fri 8/23	Sat 8/24
6am		1st Day for Students A Day	Social Studies Depar B Day	A Day	B Day	A Day	
7am							
8am			8 - Health 8 - PE Dr	8 - 9 Creative / Team Me	8 - 8:55 MOD 1: C&P		
9am				8:55 - 10:1 MOD 2: Richards		9 - 10 8th Grade ESOL Team Meeting	
10am				10:40 - MOD 3: Nord	10 - 11 Sci Dept MTG	10:40 - 11:40 MOD 3: B. Benavides	
11am					11:10 - 12:10p Math Dept Meeting		
12pm				12:20p - 1: MOD 4: C 300 Hallway		12:20p - 1:30p MOD 4: R. Oxley	
1pm							
2pm			2p - Team Meeting				