



Using Google Calendar with Google Classroom

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Check out this 54-second screen recording - no sound needed

<https://drive.google.com/file/d/1X19OU82trQqLOALusSkpycXkAyJhFoM6/preview>

1. Go to classroom.google.com.
2. Click the class ? **Classwork**.
3. At the top, click **Google Calendar**. This will open in a new tab.
4. Click on the event's **Date**.
5. Enter the **Title**.
6. Next to the **calendar name** , use the dropdown menu to change the calendar's name to the name of your Google Classroom class.
7. Click **Save**.
8. **Copy** the event to other classes.
 - a. Click the event's name and then the 3 dots .
 - b. Click one of the other classrooms from the list.
 - c. Click **Save**.
 - d. Repeat as necessary.
9. Copy the event to other classes with a different date:
 - a. Follow the steps above (8a and 8b).
 - b. Choose a different date.
 - c. Click **Save**.

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