1. Log in to your district Gmail account.
2. From your e-mail, click on the Apps icon and choose Calendar.

3. After adding all the calendars by clicking on the links sent in emails, all calendars will appear under My Calendars.
4. To add an event to a calendar, click to triangle next to the desired calendar and select [Create event on this calendar].

5. The title of the event is the teacher’s last name. Type the start and end time of the class period. Check that the correct calendar is selected. Click [save] to add the event to the calendar.