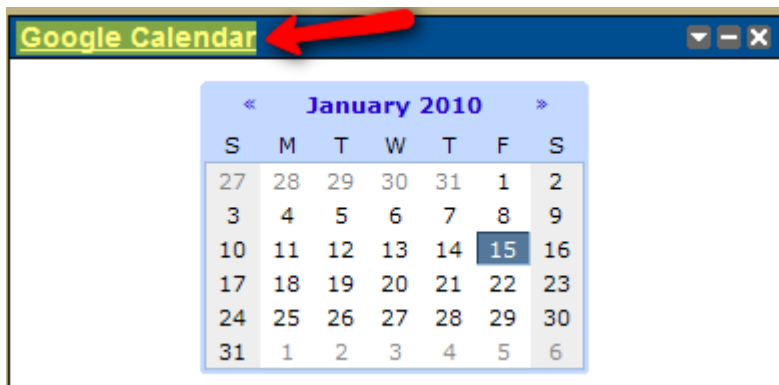


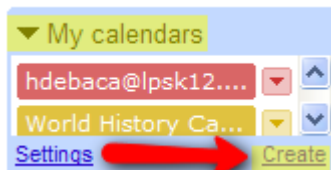
Adding and Creating a New Calendar for a Google Site

Adding a calendar to your Google Site is easy. I would recommend creating a separate calendar that is specific to your class rather than using your own personal calendar. You can add due dates, test dates or any other important information that you find necessary.

- 1.) Log on to LPS Google site and click on the calendar link, that is above your own personal calendar.



- 2.) Once you click on this link it is going to bring up your own personal calendar, you will need to create a calendar, down on the left hand side, look for the link that says **My Calendars**, click on the link that says **Create**.



3.) A new window will pop up you will need to fill in the information regarding your new calendar, including name, description, location, etc. When that is completed click the **Create Calendar** link.

Create New Calendar

Calendar Details

[« Back to Calendar](#) **Create Calendar** Cancel

Calendar Name:

Domain: Littleton Public Schools

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Please first select a country to select the right set of time zones. To see all time zones, check the box instead.
Country: United States
Now select a time zone: (GMT-07:00) Mountain Time

Share this calendar with others [Learn more](#)

Make this calendar public

Share this calendar with everyone in the domain Littleton Public Schools

Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	Add Person
"hdebaca@lpsk12.org" <hdebaca@lpsk12.org>		manage sharing

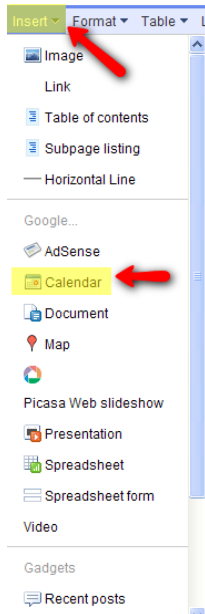
[« Back to Calendar](#) **Create Calendar** Cancel

Click here to Create your new Calendar

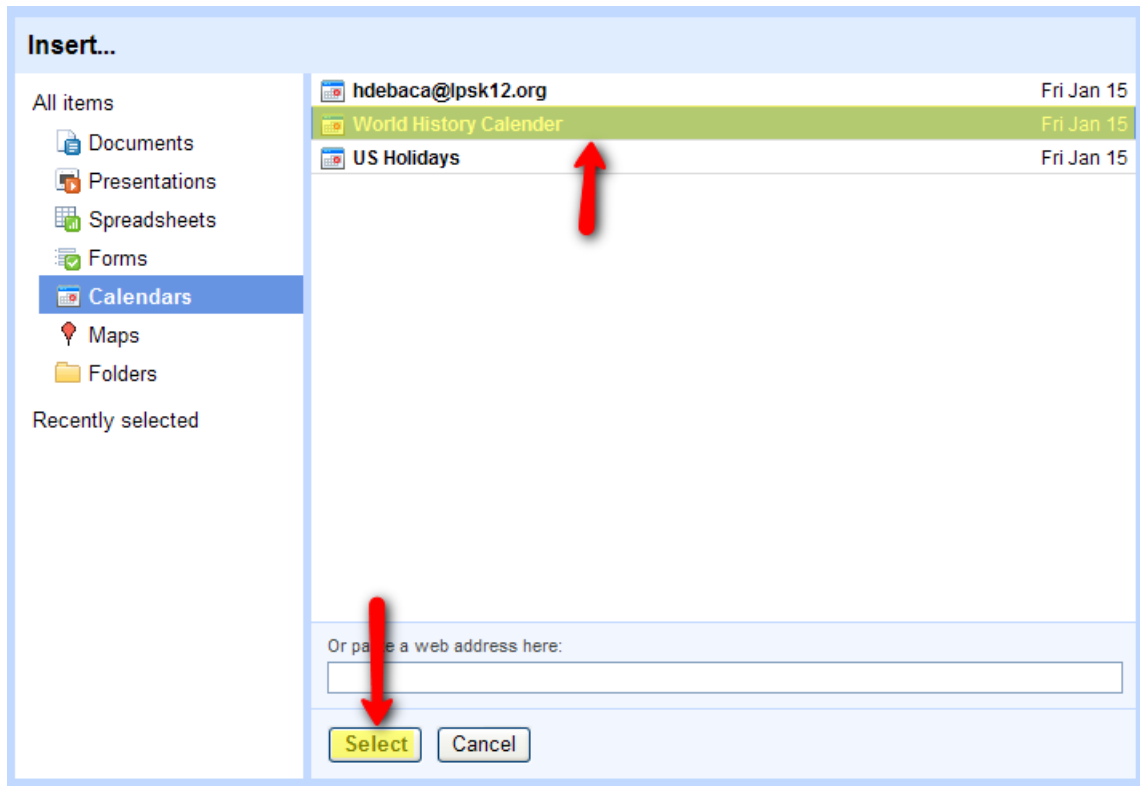
4.) Now that your new class calendar is created, go ahead and log into your Google Site. You will want to be able to edit your website, so make sure you logged in through Google Sites. Now click on **Edit Page** link, which is located near the top on the right hand side.

+ Create page **Edit page** More actions ▾

5.) Then you want to click **Insert** which is on the left hand side near the top, then click **Calendar** which is located under the Google subheading.




6.) Once you click Calendar, another window will come up, you need to choose the class calendar that you just created and then click select at the bottom.



7.) Now you will have the option to adjust the fitting of the calendar to your website, I would personally play with the pixels until you are happy with the size. I did find that 300 pixels width and 300 pixels height worked well for me, but it might be different for your site. If you didn't name this calendar when you created it, you can also add a title, or change a title. Remember to click **Save** in order to have it added to your site.

Insert Google Calendar ✕

 [World History Calender](#) Change

Height: pixels

Width: pixels (leave empty for 100% width)

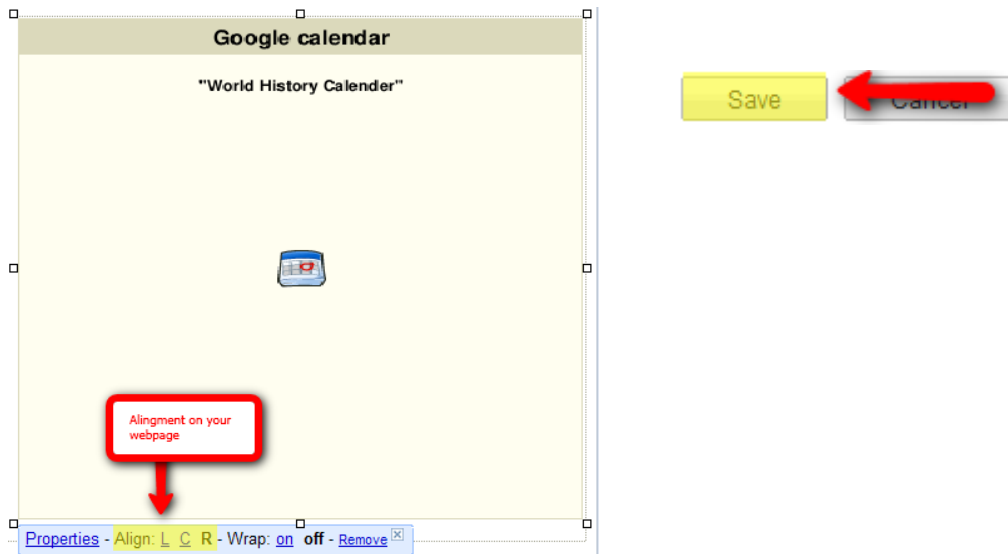
View ▾

Display Options

- Show week, month, and agenda tabs
- Show calendar name
- Show navigation buttons
- Show current date range
- Include border around Google calendar
- Include title:

Save Cancel

8.) Now when it does add, you will notice that the calendar isn't actually there, remember you are in edit mode and it will show up when you save and exit edit mode. You will also have the option to choose where the calendar is located, and you can also adjust the size. Remember to **Save!**



Remember to add any dates, you have to add them through Google Calendar! To do this through your site, click on the Google calendar link at the bottom of your calendar.