



PLAYDATE



Instructional focus area: Assessment

Ed Eval: Teacher Rubric II-A-2: Clear Expectations

LT: I can demonstrate how features of Google Calendar work to support assessment in my classroom

Create an event

- Find a time
- Add guests | rooms
- [Add attachment](#) (2m12)

Settings

- Hide weekends
- Working hours
- Custom view
- Other settings that enhance functionality

Labs

- Hide morning and night
- Gentle notifications
- Automatically decline events
- Next meeting
- Other labs that enhance functionality

Clean up Google Calendar

- [How to create tasks in Google Calendar](#) (2m06)
- [How to delete events or recover deleted events](#) (1m05)