

## AskOtago | UiaŌtākou

# Using Google Calendar to help manage your time

TRAINING MODULE OVERVIEW	
PURPOSE	To learn how to navigate and best utilise Google Calendar
OUTCOME	Students are able to use Google Calendar effectively
OWNER	<p>Student IT Contact us...</p> <p>Phone: 03 479 5170</p> <p>Facebook page and chat: <a href="http://www.facebook.com/uostudentit">www.facebook.com\uostudentit</a></p> <p>Web: <a href="http://www.otago.ac.nz/studentit">www.otago.ac.nz/studentit</a></p>
REVISION	1/02/2020 by <i>Enter name of editor</i>

# Setting up Google Calendar to help you effectively manage your time

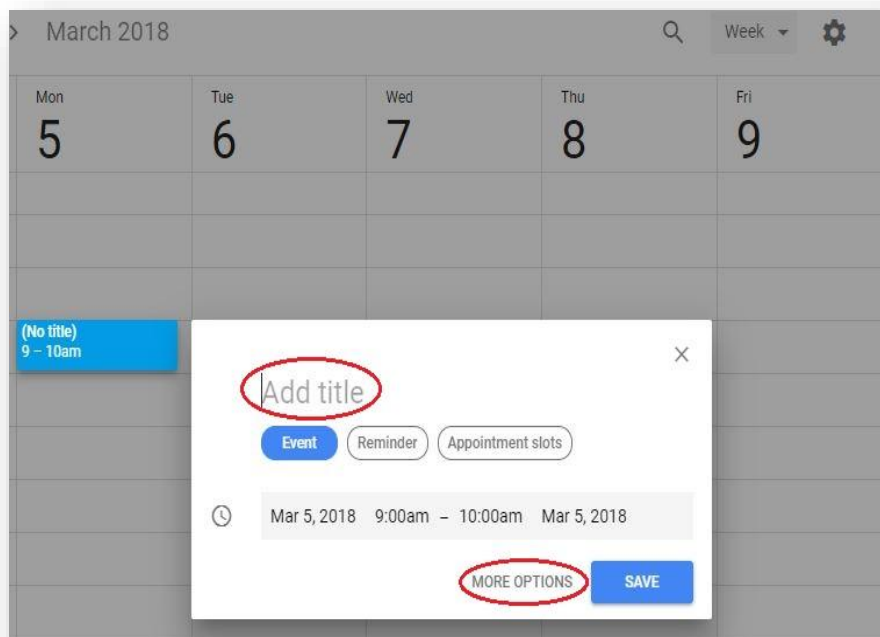
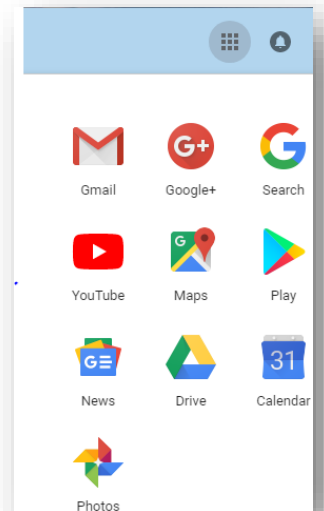
*As a student, you will be faced with lots of assignment deadlines, lectures, tutorials and social engagements.*

*Here are some ways you can use Google Calendar to help you keep track of everything.*

## Keeping track of your lecture timetable

Login to your **Gmail** account, and click the grid of dots (top right) and open **Calendar**

To add a lecture to your calendar, go to the day/week of the first (next) scheduled lecture, go to the relevant day and select the time closest to the start and left click in the field. (Alternatively, select the **red + sign** - visible in the lower right hand corner).



1. Add your title – we suggest it be similar to the paper code (e.g. HUBS 191)

## 2. Select 'MORE OPTIONS'

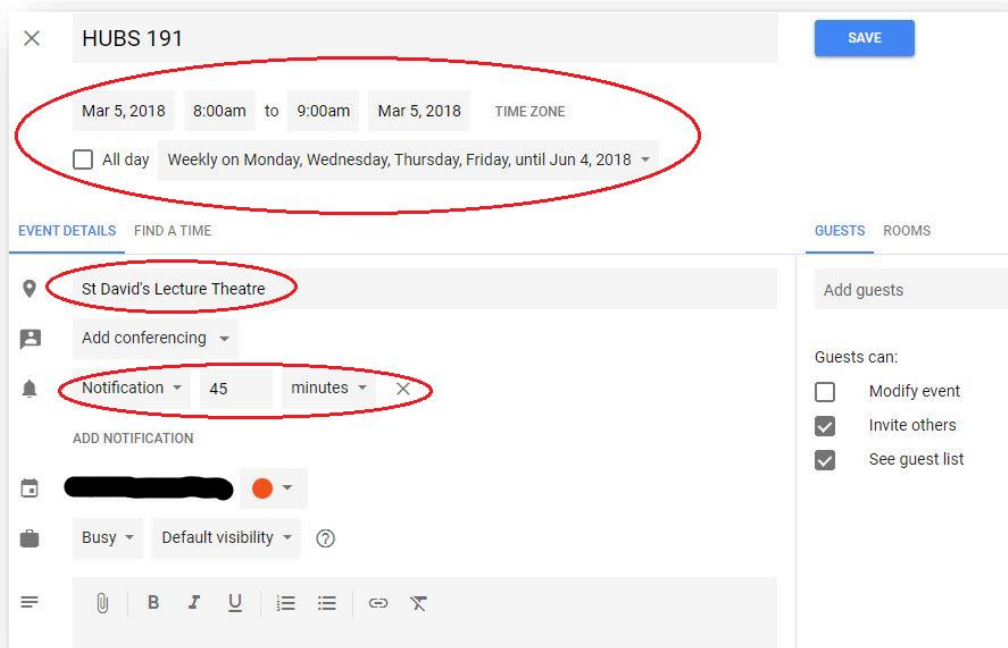
The screenshot shows the Google Calendar event creation interface for an event titled "HUBS 191". The event is scheduled for "Mar 5, 2018" from "8:00am" to "9:00am" on "Mar 5, 2018". The recurrence is set to "Does not repeat". The interface includes tabs for "EVENT DETAILS" and "GUESTS ROOMS". Under "EVENT DETAILS", there are options to "Add location", "Add conferencing", "ADD NOTIFICATION", "Busy", and "Default visibility". A red circle highlights a dropdown menu next to the notification icon. Under "GUESTS ROOMS", there is an "Add guests" section and a "Guests can:" section with checkboxes for "Modify event", "Invite others", and "See guest list". A "SAVE" button is located in the top right corner.

3. Optional – add the location (Note: check to ensure that it is the same for each lecture. If not, leave blank or create different events)
4. Recommended – choose a unique colour for each of your paper's lectures
5. Select **Does not repeat** and highlight the days on which your lecture occurs at the same time each week.

The screenshot shows the "Custom recurrence" dialog box. It is set to "Repeat every 2 weeks". Under "Repeat on", the days S, M, T, W, T, F, S are shown, with T (Tuesday) highlighted in blue. Under "Ends", the "After" option is selected, with a field for "3 occurrences". The "CANCEL" and "DONE" buttons are at the bottom.

6. Ensure that you check when it ends, and select 'Ends' – 'On 'and input the date so that it doesn't continue incorrectly into 2<sup>nd</sup> semester.
7. To save your changes, select 'DONE'

- Optional – add a notification: if it's your first lecture of the day, you might find it useful to have this option turned on.

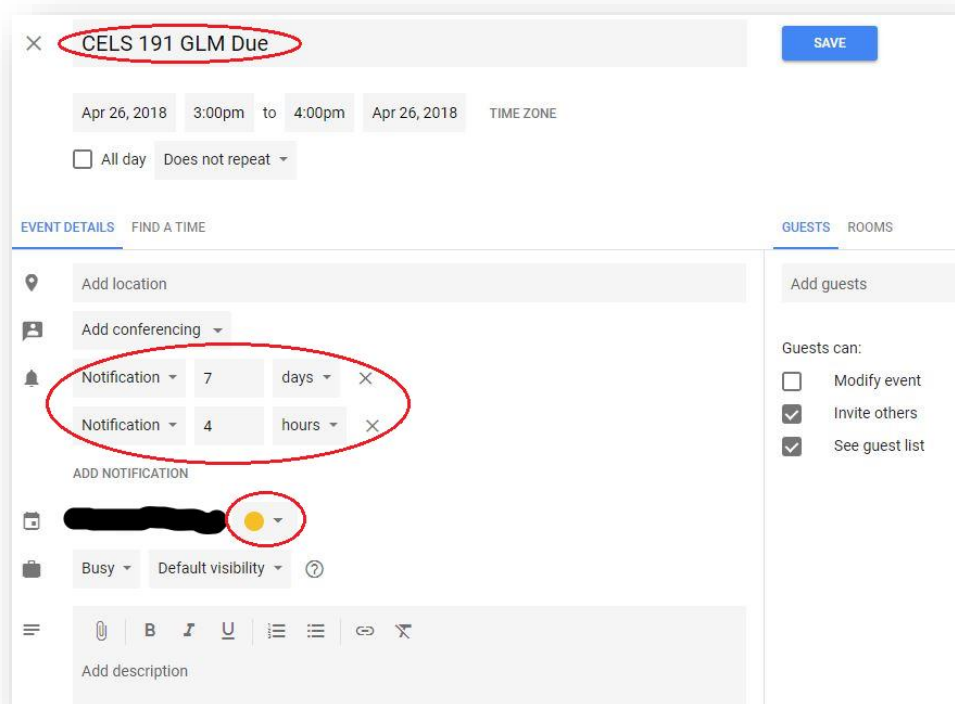


## Keeping track of labs or repeating events affected by breaks and public holidays

- For repeating events — you need to stop it when there's a break or public holiday, either by putting in an end date or counting the number of occurrences. You will need to set it up again for after the break.

	Sun 4	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9
GMT+13						
6am						
7am						
8am		HUBS 191 8am, St David's Lecture T		HUBS 191 8am, St David's Lecture T	HUBS 191 8am, St David's Lecture T	HUBS 191 8am, St David's Lecture T
9am						
10am						
11am						
12pm			HUBS 191 Lab 11:30am – 2:30pm Microbiology Building			
1pm						
2pm						
3pm						

## Keep track of assignments and assessments – deadlines and reminders



1. Create an event for the day the assignment is due – fill in the title and the time. Note: if it's an online test, consider how long you will need to complete it on this day.
2. Add notifications –we suggest a notification several days in advance of the deadline, as well as one a few hours before it is due (you can have multiple notifications for the same event)
3. Questions to ask yourself: am I going to complete this in advance? If so, you may want to create another event for when you plan to sit down and complete it. How many notifications do I need (and when) to ensure that I don't miss submitting this assignment?
4. Recommended: consider using a colour (like bright yellow) for all assignments/ assessments

## Further learning to be developed

- how to create new calendars;
- how to import calendars;
- how to share calendars/events.
- You could create calendars for reoccurring flat events and sharing the calendar so that everyone was able to see and have the reminders for things like bills or rent needing to be paid by a certain date etc.



