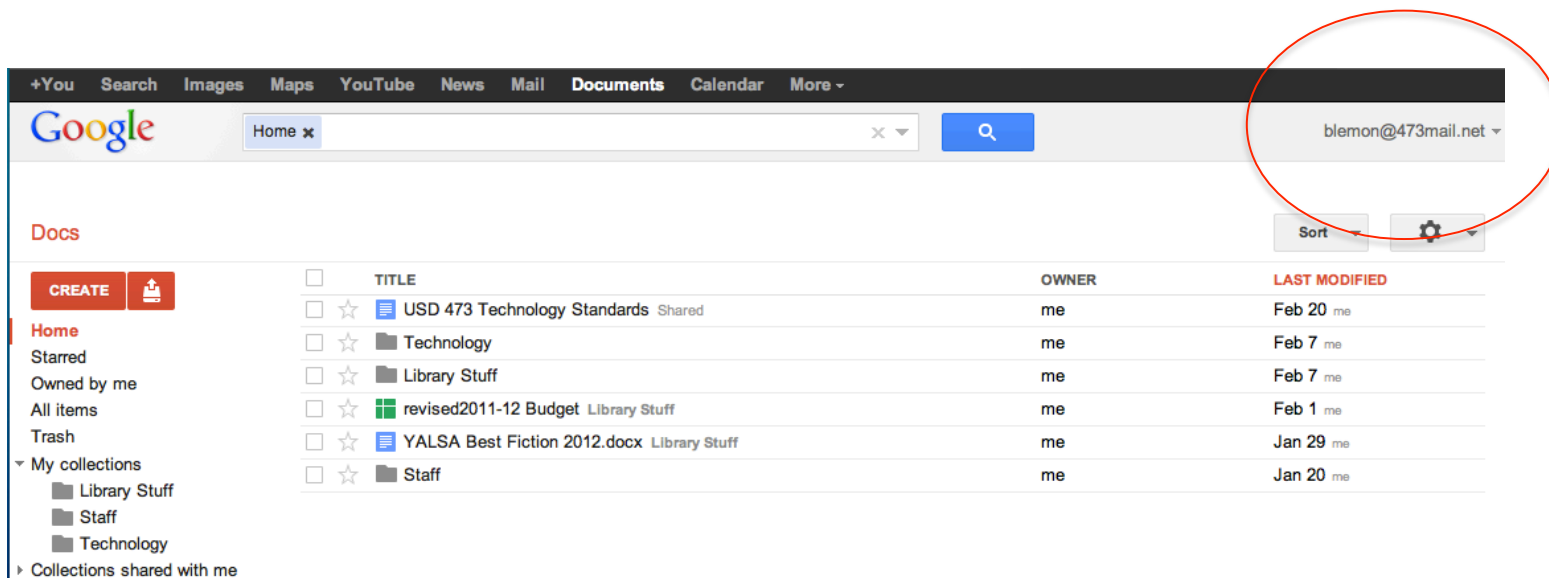


How to add the  
USD 473 Google Calendar  
to your account.

# Step 1

- Go to docs.google.com and make sure you are signed in to your Google Docs account.



The screenshot shows the Google Docs interface. At the top, there is a navigation bar with links to +You, Search, Images, Maps, YouTube, News, Mail, Documents, Calendar, and More. Below this is the Google logo and a search bar. In the top right corner, the user's email address, blemon@473mail.net, is displayed and circled in red. Below the navigation bar, there is a sidebar on the left with options like Home, Starred, Owned by me, All items, Trash, My collections, and Collections shared with me. The main area displays a list of documents with columns for TITLE, OWNER, and LAST MODIFIED. The documents listed are:

	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	USD 473 Technology Standards Shared	me	Feb 20 me
<input type="checkbox"/>	Technology	me	Feb 7 me
<input type="checkbox"/>	Library Stuff	me	Feb 7 me
<input type="checkbox"/>	revised2011-12 Budget Library Stuff	me	Feb 1 me
<input type="checkbox"/>	YALSA Best Fiction 2012.docx Library Stuff	me	Jan 29 me
<input type="checkbox"/>	Staff	me	Jan 20 me

# Step 2

- Go to the District website at **USD473.net** and click on the Calendar button

The screenshot shows the website for USD 473 Chapman Public Schools. At the top, there is a navigation menu with links for USD 473, Education Center, Parent Resources, Employment, Teacher Resources, Military Friendly, PowerSchool, and Calendar. Below this is a green banner with the Chapman Public Schools logo and name. Underneath the banner, there are links to various school sites: Chapman High School, Chapman Middle School, Chapman Elementary, Rural Center Elementary, Blue Ridge Elementary, and Enterprise Elementary. The main content area features a large graphic with a leprechaun hat and the text "Introducing the New USD #473 CHAPMAN". To the right of this graphic, there is a "District Weekly Calendar" button, which is circled in red. Below this button is a calendar icon and a call to action: "CLICK HERE to view the New District Calendar Page". Below the calendar icon, there is a date "Feb. 20" and the text "No School - Teacher Inservice CMS BBB NCKL @ CCMS".

USD 473 Education Center Parent Resources Employment Teacher Resources Military Friendly PowerSchool Calendar

Show Top Sites

CHAPMAN PUBLIC SCHOOLS

Chapman High School Chapman Middle School Chapman Elementary Rural Center Elementary Blue Ridge Elementary Enterprise Elementary

District Weekly Calendar

CLICK HERE to view the New District Calendar Page

Feb. 20  
No School - Teacher Inservice  
CMS BBB NCKL @ CCMS

# Step 3

- Scroll to the bottom and select the +Google Calendar button

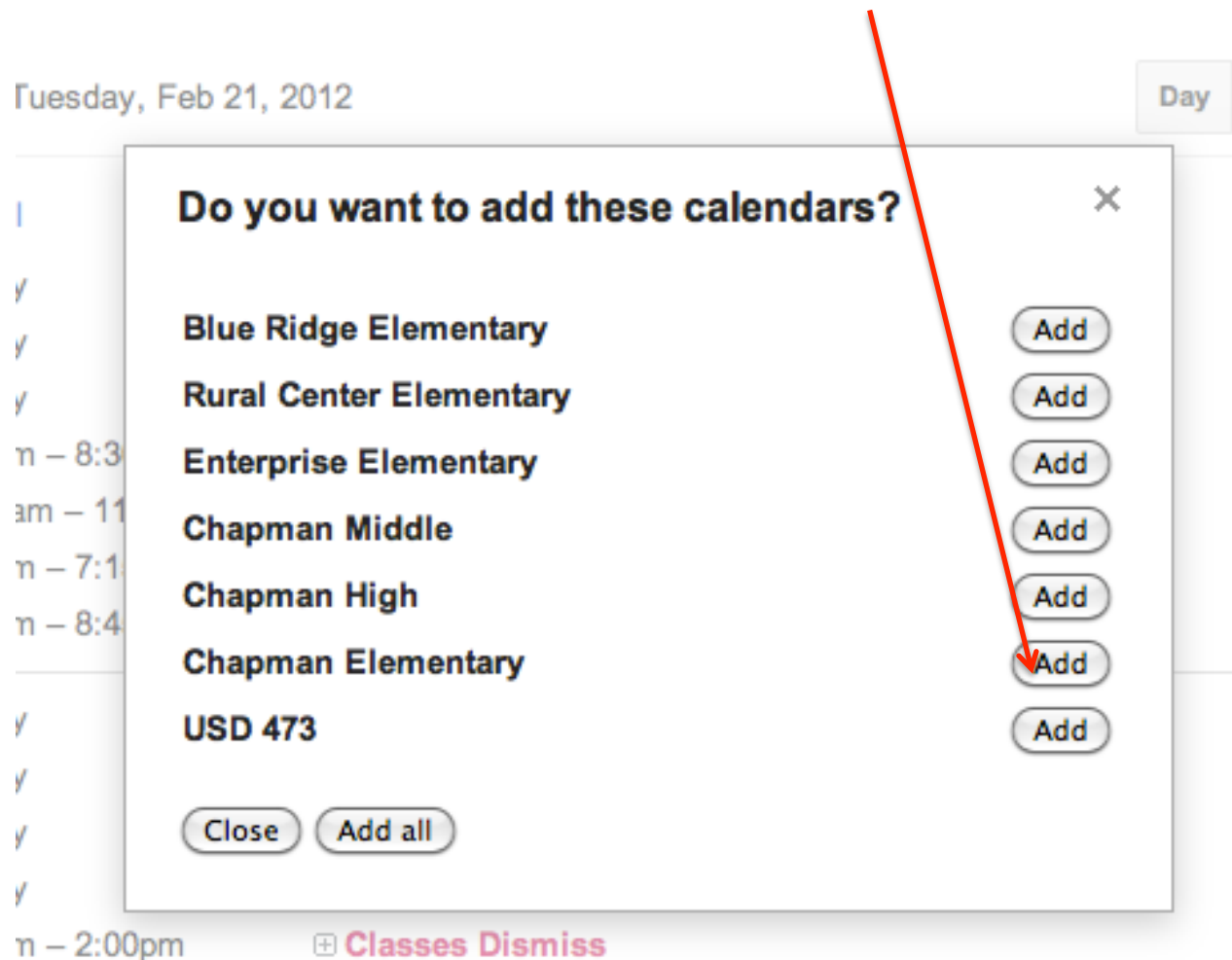
The screenshot displays a calendar grid with dates from 12 to 3. The events listed include:

- 11am Stuco Meeting A
- 4:30pm BR PTO
- 6pm BB JV/V vs Wam
- 8:30am Admin Council
- 10am FFA - Meats
- 6:30pm Cheer Stunt R
- 6:30pm WR vs Abilene
- 9am BB Fr Girls @ Ab
- 4pm State Scholars B
- 8:45am Bus Driver's M
- 7pm BOE Meeting
- 3pm BR Valentine's F
- 3:05pm Pep Assembly
- 4pm CMS BBB @ CCM
- 6pm BB Fr/JV/V vs Rc
- 99 KG Country Radio
- St. Jude's Million Per
- 11:45am BR Staff Mee
- 3:30pm Ent Staff Meet
- 4pm CMS BBB at Abile
- 6:30pm Regional Wres
- Regional Wrestling
- 7:45am Special Breakl
- 6pm BB JV/V @ Marys
- CMS BBB NCKL @ C
- No School
- Teacher Inservice
- 4pm CEA Exec Council
- 6pm BB JV/V @ Abile
- (1:00pm) Class Dismiss
- (4:00pm) Parent Teacher Conf.
- WR State
- No School
- KMEA Conference State Band/Choir @ Wichita
- CMS BBB NCKL @ C
- 8am KSPA Regional W
- BB Sub-State
- Spring Sports Practic
- 10am Meritorious Gra
- 3:30pm CES PTO Meet
- 6:30pm CES Flat Stanl
- 8:30am Admin Council
- Mar 1
- 3pm PTO Spring Carn

A red arrow points from the top right towards a '+ Google Calendar' button at the bottom right, which is circled in red.

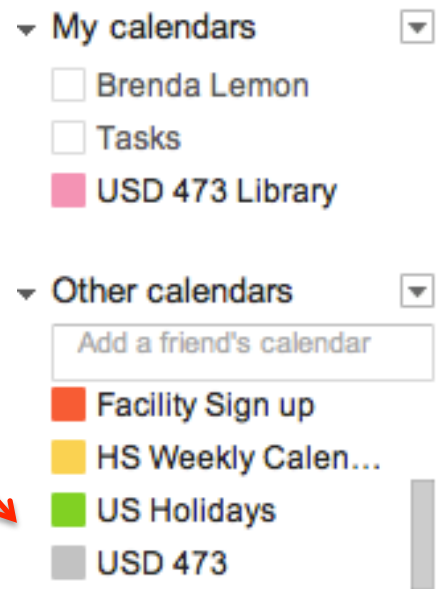
# Step 4

- Click on the ADD button by USD 473



# Step 5

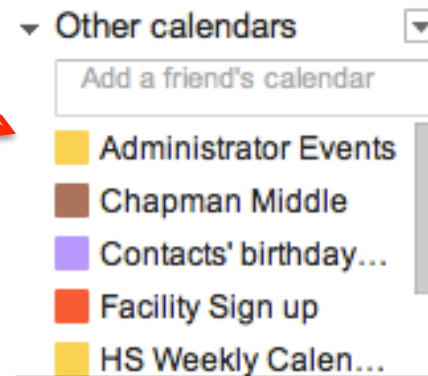
- After you hit the Close button, you should see the Calendar on the left-hand side under Other Calendars.



# Calendar Trick

- Sometimes it can get confusing to see all of the Calendars at the same time. One way you can “turn off” viewing a calendar is to click on the colored button in front of the calendar name.

To “turn on” the calendar so you can view it again, just click on the button again.



To quickly turn off all other calendars. On the arrow next to the calendar you want to see, select “Display only this calendar.”