Google Calendar Guide

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Introduction

Welcome to the **Google Calendar Guide** for the Cali School of Music. Starting on **January 1, 2019**, the Cali School will now be hosting all of its scheduling on the web via Google Calendar, a powerful program that allows easy sharing and distribution of calendars and events.

If you are reading this guide, you will be given access to view all of the operating calendars that contain our complete courses and events. You will be able to see the full schedule for any given day, a large improvement over the much more limited shared spreadsheet that we have used in the past for scheduling-related concerns.

In the pages to follow, you will be introduced to the basics of **Google Calendar** so that you can view and manipulate it more efficiently and appropriately.

Getting Started

In order to begin with **Google Calendar**, two things need to be done:

1) You need to be invited to view the Cali calendars
2) You will need to log in to **Google Calendar** with your Montclair State University email address

These are described in more detail below.

Invitations to Calendars

Taylor Goodson handles all invitations for the Cali Google Calendars. If you are reading this guide, you have most likely already been invited to the appropriate calendars. You will receive **ninetoon (20)** automated invitation emails from **Google Calendar** indicating that you have been invited to view the calendars. *No reply to those emails is required.* Once you receive them, you are safe to delete or archive them - they are only to notify you that access has been shared with your account. If you did not receive any invitation emails, please contact **Taylor Goodson.**

A full list of the calendars available are listed under *Available Calendars* later in this guide.

Logging in to Google Calendar

Once you have received the invitation emails, it is time to log in to **Google Calendar**. If you already use **Google Calendar** for your personal use, you may be familiar with this process (but access is **only** shared with your official Montclair State University email address).

1) Head to the following web address: https://calendar.google.com/ That will bring you to the following screen.
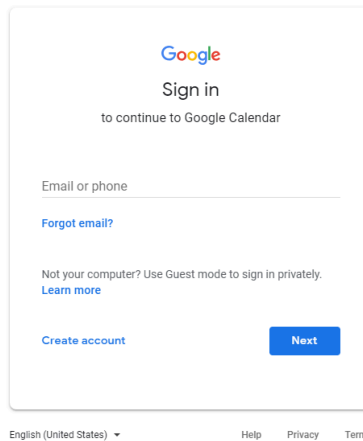
Fig. 1.1 - Sign in view

2) Enter your Montclair State University email address on the line "Email or phone" (ie: goodsont@montclair.edu)

3) Press "**Next**" in the lower right corner (or press the enter key)

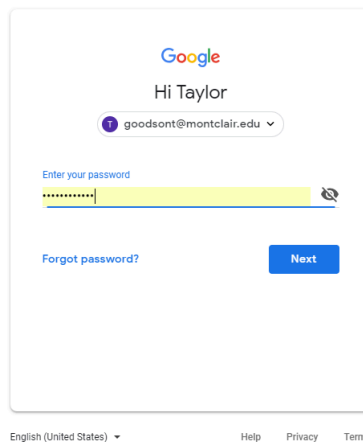4) On the next screen (shown below), enter the password associated with your MSU email account

Fig. 1.2 - Password input view

5) Press "**Next**" in the lower right corner (or press the enter key)

At the conclusion of this step, you will then be successfully logged into the **Google Calendar** system.

Viewing the Calendar

Now that you are logged in, you will be able to see the **full view**, a series of columns placed side-by-side filled with events. The image below shows an example of what the full view will look like. However, you will need to adjust some settings on your end in order to setup the calendar to your individual liking. Details on how to do that are included in this section.
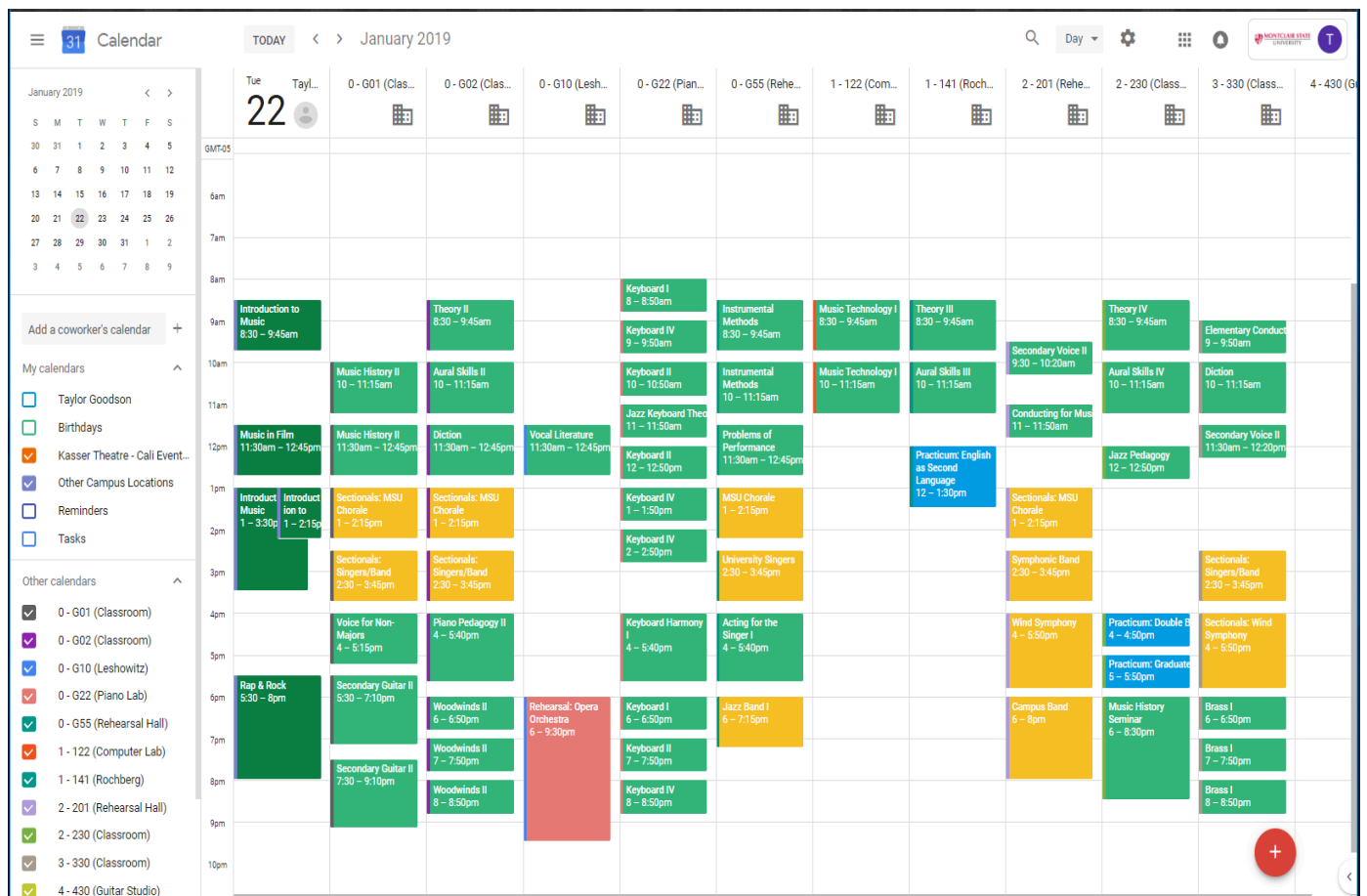
Full Calendar View Example

Fig. 2.1 - Full view, showing the events for January 22, 2019

Important Calendar Elements

Here is the same full calendar view with important elements circled and numbered. We will dive into these elements in more detail in the pages to follow.
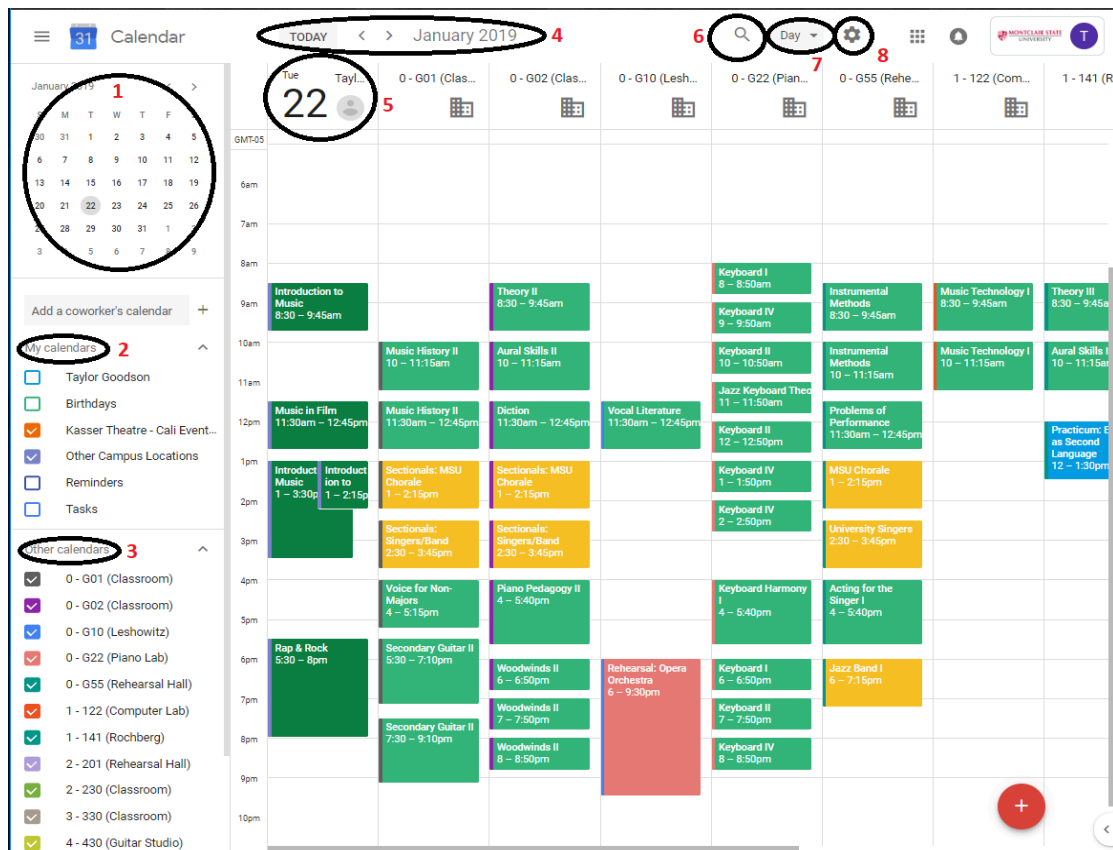

Fig. 2.2 - Key elements of the calendar

1) **Day/date range selection**

2) **My Calendars**

3) **Other Calendars**

4) **Day selection bar**

5) **Date and User display**

6) **Search Function**

7) **Display Setting**

8) **Settings**

Day/Date Range Selection

In the upper-left corner of the full view is the day/date range selection window. You can use the arrows on the upper-right corner of this element to switch between months.

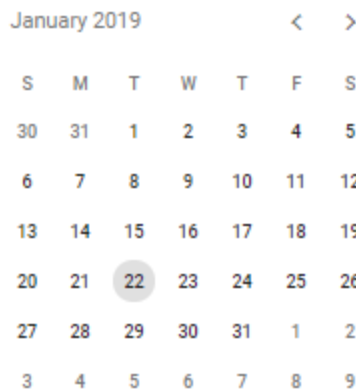To select a date, simply click on the day. (*January 22, 2019 is selected in the example below*)

Fig. 2.3 - Day Selection

You may also select a range of dates by clicking and holding on a day and then dragging it to highlight multiple days. (*January 22, 2019 through January 28, 2019 is selected in the example below*)
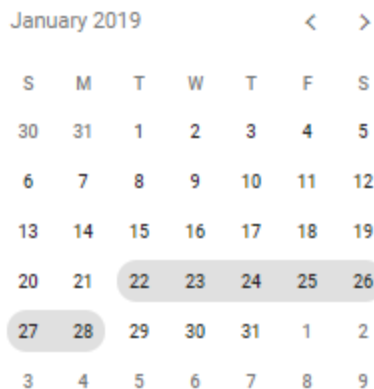
Fig. 2.4 - Date Range Selection
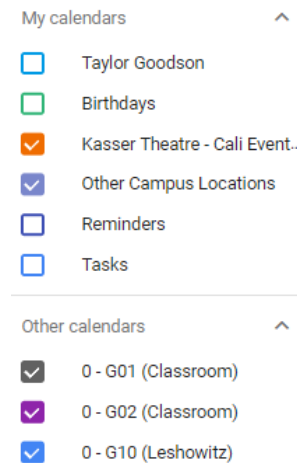
My Calendars / Other Calendars

Fig. 2.5 - Calendars selection

Directly beneath the day/date range selection window are the **calendars** displayed in the full view. They are sorted into two sections - "**My calendars**" and "**Other calendars**."

"**My calendars**" include all the calendars that **your account owns**. For example, my personal calendar "**Taylor Goodson**" shows at the top of "**My calendars**" as that is my personal calendar that I own and manipulate. (*Note: all Montclair State University email accounts have their own personal Google Calendar that the user may choose to use*) I am also the owner of "**Kasser Theatre - Cali Events & Alerts**" and "**Other Campus Locations**," so those are also displayed in the "**My calendars**" section.

"**Other calendars**" are calendars that you **do not own**. These are calendars that have been shared with your account, not calendars that you have created. All of the calendars that you have been invited to will display under "**Other calendars**."

An important note about the term "calendar"

Within the Google Calendar system, the rooms within Chapin Hall are assigned their own "calendar" which gives each room its own column in the full view. If you refer back to Figure 2.1, you will see the rooms displayed into their own individual columns. The full view is actually the view of multiple calendars in a side-by-side format.

When you move your cursor over one of the calendars listed on the left, you will see the following:
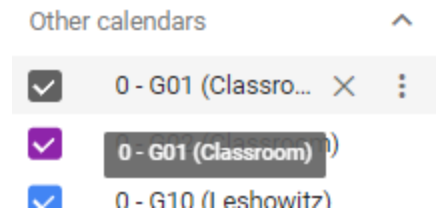

Fig. 2.6 - Hovering the cursor over a calendar reveals further options

The colourful check mark indicates that this calendar is being included in the full view. You can **uncheck** this box if you do not wish to see this calendar in the full view, though you will need to click it to **check** it once more to include it again.

The "**X**" displayed will unsubscribe you from that particular calendar. Do not push this or certain data may not be displayed.

All the way to the right is a trio of vertical dots. When you click those dots, you can access more settings for the calendar.
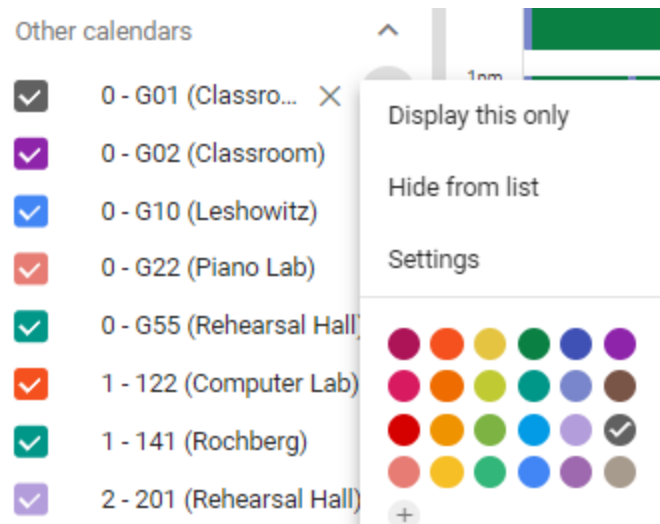

Fig. 2.7 - Clicking the trio of dots opens calendar settings

If you select "**Display this only**," the full view will **only** show you the contents of this particular room. You would then need to manually click the check marks (on the left of each calendar) in order to include them in the full view once more (as mentioned earlier on this page).

"**Hide from list**" will remove the calendar from your list of options. Once again, do not push this or certain data may not be accessible for you.

"**Settings**" is important as it will allow you to **rename your calendar**. When you are first invited, each calendar is named through University protocol (for example, the **G01** calendar is automatically named "**Location-CHPN-G01-CART-MUSC-Event Room**.")

To **rename your calendar**, click on "**Settings**" (as indicated in fig. 2.7). This will bring you into the individual calendar's settings as seen below.
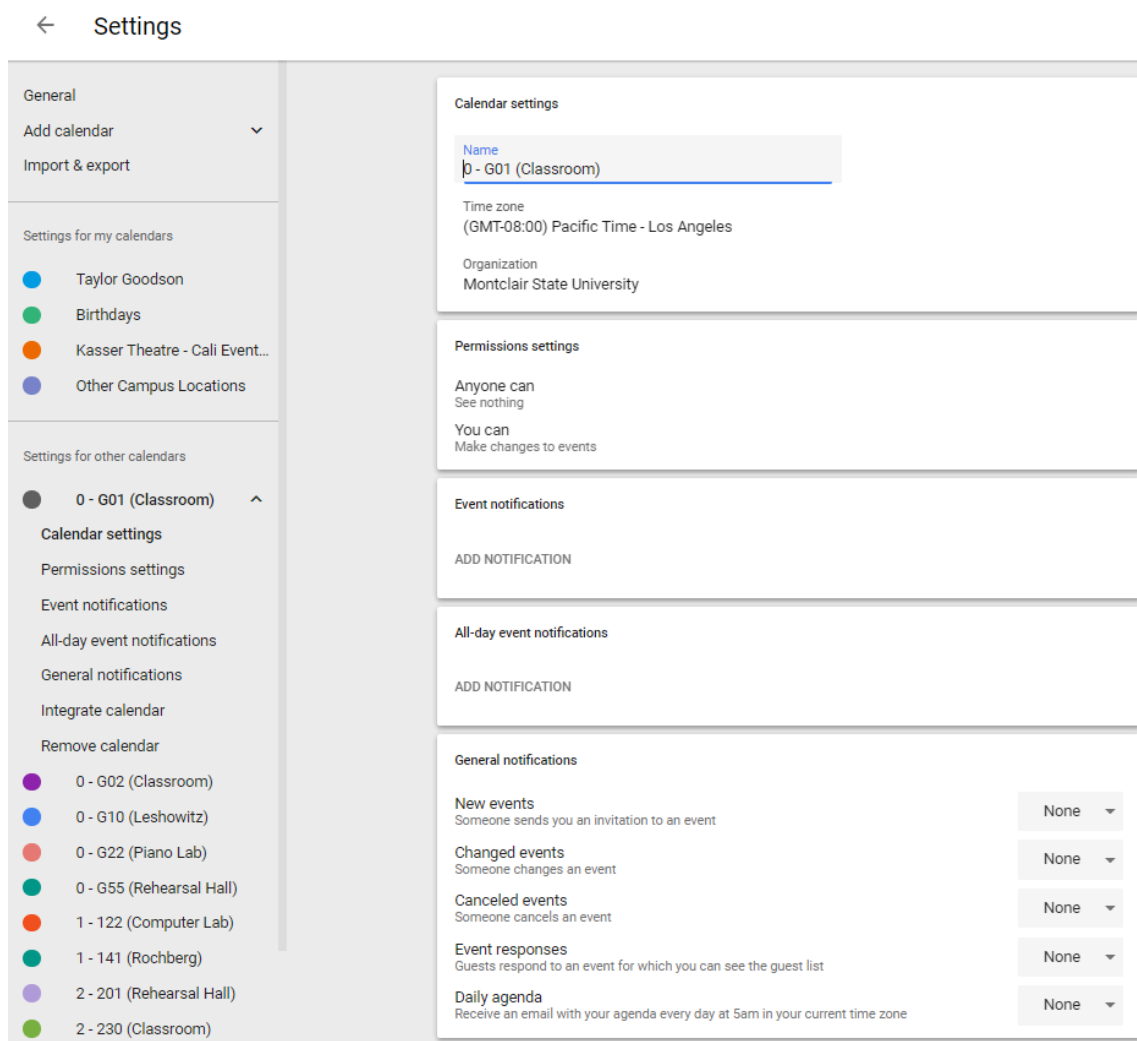

Fig. 2.8 - Full calendar settings menu

Within this settings menu, at the very top of the page, you can enter a new name for the calendar. In the full view, calendars are displayed alphabetically, so I use **0, 1, 2, etc.** in front of the room names to indicate a floor of the building. This allows my full view to begin with the ground floor and work upward as you look to the right. You are free to name your calendars in any way you like - your names will **not** change the names for anyone but yourself.

The other settings seen above may not apply depending on your level of view access for the calendar. The most important setting here is simply the ability to rename.

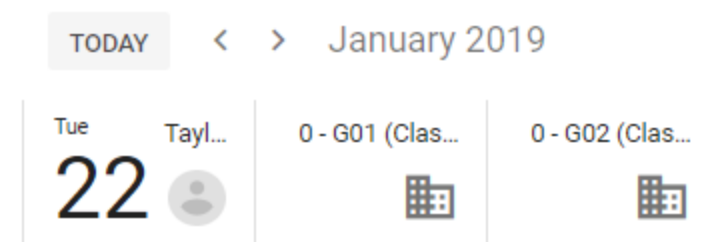## Day Selection Bar / Date and User Display

Fig. 2.9 - Upper left full view screen

Above the columns that make up the full view, there are two arrows that allow you to navigate quickly between days (if you are in the **Day view** - more on that below). Clicking the right arrow will navigate to the next day (January 23, 3019 in this case) while the left will bring you to the day previous (January 21, 2019).

Below the day selection bar is a display that shows the current date (large bold numbers as seen in figure 2.9) as well as which user is manipulating the calendar (which should be your own name).

Search Function

The search function within **Google Calendar** is very powerful. Because of how things are organized and labeled, you can conveniently search for very specific information. Clicking the search button will bring up an input field at the top of the full view. You can then search for a specific term (or series of terms). In the example below, I have typed "recital."
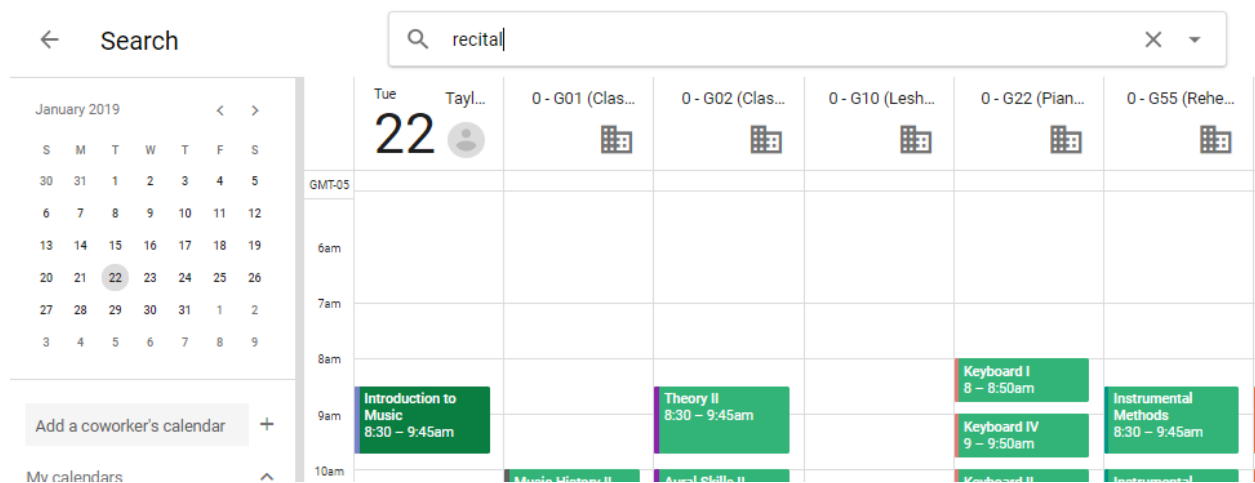

Fig. 3.1 - The term "recital" has been typed into the search function

Once you have entered the term(s) you are looking for, press **enter** on your keyboard. This will display **all** the related events for your search term. On the next page are the results when I search the term "recital" as entered above.
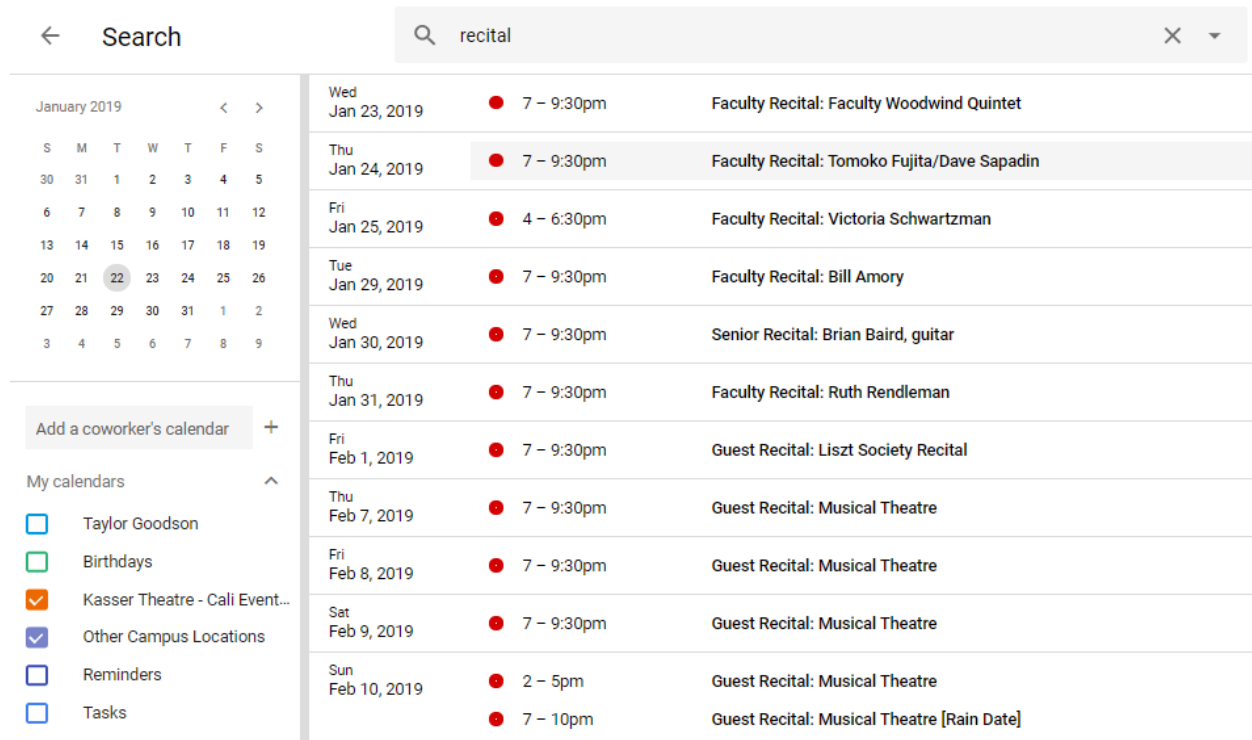
Fig. 3.2 - Results for searching the term "recital"

You can also change search settings to be far more specific by clicking the down arrow on the right side of the search bar. Clicking that arrow will give you the following options:
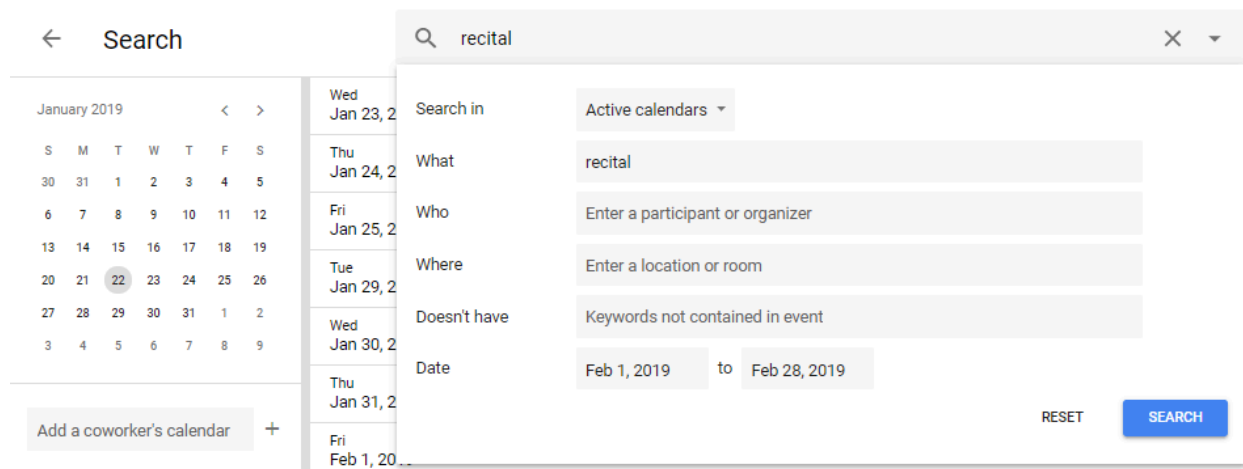

Fig. 3.3 -Changing the search parameters

In the example on the previous page (fig. 3.3), I changed the date range for my "recital" search specifically for the month of February (February 1, 2019 - February 28, 2019). After changing this data, click on the "Search" button on the lower right side. This will yield a new field of results based upon the new parameter (all events labeled "recital" in the month of February) as seen below.

Fig. 3.4 - Search results for all events labeled with the keyword "recital" in February 2019

The search function can be used for many useful things, such as searching by course name, instructor name, course reference number, days, times, date ranges, etc. This is a great way to quickly find where a particular instructor is at any given time with just a simple search.

Display Setting

Just to the right of the search function is the display setting menu. Clicking this area will bring up the following menu:
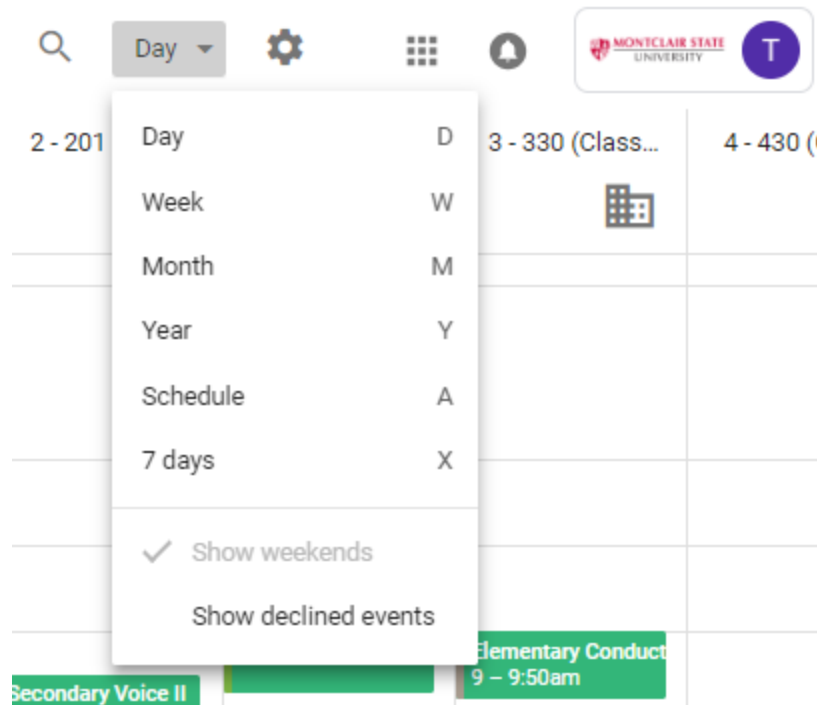
Fig. 3.5 - Display setting selection

You can choose to display the full view for a single day, week, month, etc. Because of the number of calendars we are manipulating (20), the only usable view is really the **Day view**. Selecting the **Week view** will show you a colourful display of all of our events slammed on top of one another; while it might be fun to look at, it certainly isn't usable for anything but wall decor. I strongly suggest keeping the **Day view** selected at all times.

Global Settings

The final important area to mention is the cog wheel immediately to the right of the search and display setting areas. Clicking this will open your personal settings for your entire display:

Fig. 3.6 - Global settings

In here, you can change your own settings for many things, including displaying white or black text for events in the "**Density and color**" area, printing a schedule view of the events, accessing **Google help**, and returning to the calendar settings that we accessed earlier in this guide.
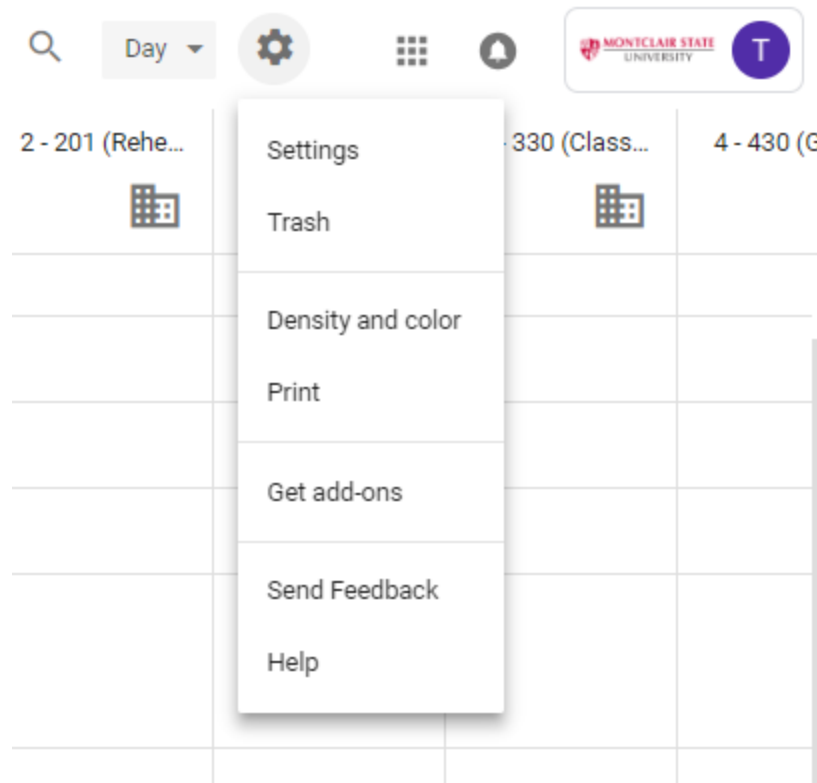
Viewing an Event

To view an event, simply **click** on it in the full view. This will bring up more information)as seen below when I click on this event titled "Theory II").
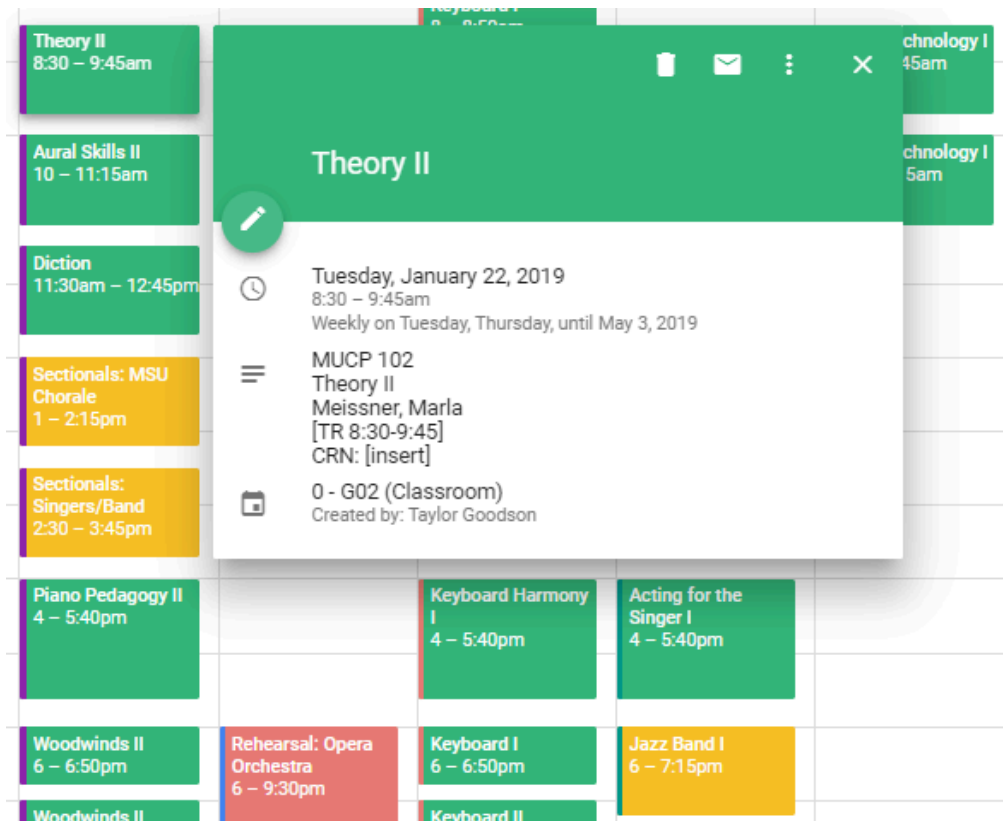
Fig. 3.7 - Clicking an event will show
additional information

All courses are input in this format listing **Course Number**, **Course Name**, **Instructor**, **Days**, **Times**, and **Course Reference Number** (CRN). By inputting the information in this format, this allows the search function to serve its intended, powerful purpose.

Note: you will not see the pencil edit button (upper left) unless you have access to edit the calendar)

The Left Column

In the full view, all rooms (calendars) are displayed side-by-side. However, the **left-most column** contains all of your personal calendars as well as any "**non-primary**" calendars. Google and Montclair State University label calendars as "**primary**" or "**non-primary**" depending on their ownership and/or purpose.

- **Primary Calendars**
  - the rooms within Chapin Hall
- **Non-Primary Calendars**
  - Kasser Events & Alerts
  - Other Campus Locations

It is important to make this distinction as **all** non-primary calendars will be displayed within the left column only, which may cause events to be shown as overlapping. For example, here is a day where "**Kasser Events**" and "**Other Campus Locations**" have events simultaneously displayed in the left column.

Fig. 3.8 - Overlapping events in the left column

This overlapping is intended, so do not be alarmed. Google is working on the ability to display **non-primary** calendars in the full view, but, for now, non-primary calendars are all displayed together in the left column **only**.

Available Calendars

The following list includes all 20 calendars that are available for sharing and viewing.

Rooms in Chapin Hall
- *G01 (Classroom)*
- *G02 (Classroom)*
- *G10 (Leshowitz Recital Hall)*
- *G22 (Piano Lab)*
- *G33 (Chamber Music Rehearsal Studio)*
- *G55 (Rehearsal Hall)*
- *122 (Computer Lab)*
- *141 (Rochberg Room)**
- *201 (Rehearsal Hall)*
- *202 (Percussion Studio)*
- *206 (Jazz Studio)**
- *230 (Classroom)*
- *330 (Classroom)*
- *430 (Chamber Music Rehearsal Studio)*

Freeman Hall, Russ Hall, and Bloomfield College
- *Freeman 003 (Large Classroom in Freeman Hall Basement)*
- *Russ Hall 001 (Large Basement Lounge in Russ Hall)**
- *Bloomfield College - Westminster 103 (Large Classroom)**
- *Bloomfield College - Westminster 110 (Performance Space)**

Locations Outside of Chapin Hall
- *Kasser Theatre - Cali Events & Alerts* (Events held in Kasser Theatre related to the School of Music as well as important alerts [such as University closings] that pertain to Cali scheduling)
- *Other Campus Locations* (School of Music courses held outside of Cali-controlled spaces such as University Hall)

*viewable by Cali School of Music Staff only

Conclusion

This **Google Calendar Guide** should provide enough of a foundation for you to effectively use the new **Google Calendar** system for the School of Music. We are very excited to be able to work with this new software as it will undoubtedly simplify our scheduling operations by keeping everything available in one unified place.

Contact

If you have any questions, comments, or concerns pertaining to **Google Calendar** or any of the Cali School's scheduling processes, please direct them to the following:

> Taylor Goodson
> goodsont@montclair.edu
> (973) 655-3215
> Chapin Hall
> Room 120

Thank You

Thank you for your time in helping the Cali School enhance its scheduling process. We understand that this system is very different from what we have been using in the past, and we thank you in advance for your patience as we all get acclimated to this new software.

Thank you, and welcome to **Google Calendar**!