

Topic: Online Calendars

When I am done this lesson, I will know:

- The different ways I can use an online calendar to stay organized
- Some features of common online calendars



Pre and Post Self-Assessment

	Pre	Pre	Post	Post
	Yes, I know this	No, I want to learn this	Yes, I know this	I still need more practice to learn this
I know different ways I can use an online calendar to stay organized				
I know what the features are in common online calendars				



New Words and Terms

sync



Review

Software is a set of instructions or a computer program that tells the hardware what to do. There are thousands of software apps that come pre-installed or can be downloaded to devices like computers, smartphones, or tablets.

The word "app" is a short form for "application." Some apps come pre-installed on a device. Other apps can be downloaded and installed. Apps usually run on a device, but can also run through a web browser. An app is usually a program designed to help people perform a specific activity or task.

What is an online calendar?

Online calendars are software applications or “apps” on the Internet. An online calendar will let you save information and edit information. You can also share your calendar with other people if you give them access.

Many devices such as tablets or smartphones come with a calendar app installed. Email accounts like Outlook and Gmail also have calendar apps. They allow you to link to an online calendar which you can sync across more than one device. The word “sync is the short form for “synchronization”. Sync means to have the same data or information in two or more locations.

Online calendars may include many features such as:

- Syncing with other calendars that belong to you or someone else that gives you access to their online calendar
- Setting up appointments automatically that are attached to a meeting invitation in an email
- The ability to drag and drop the information to set up an appointment
- Different calendar views, for example daily, weekly, work week, monthly, yearly

What can you use an online calendar for?

1. To keep track of appointments, meetings, and deadlines.
2. To be able access your calendar from different devices.
3. To set up reminders so you don't forget to do things.
4. To create recurring events. Recurring events are things that happen more than once. For example, if you have a class every Tuesday from 9-11 a.m. you can add it to an online calendar as a recurring event. You only have to put it once with the right settings and it will appear on your calendar every week.
5. To block out sections of time in your day for specific activities that you need to do. For example, if you have a project with a deadline, blocking a specific time each day to work on it can help you stay on track.

Source: adapted from <https://www.calendar.com/blog/advantages-online-calendar/>

Common Online Calendars and Features

Calendar	Cost	Features
Google Calendar	Free	<ul style="list-style-type: none"> ● Set up several different calendars and use different colours to make them easier to identify ● Click on the date or time slot and add a new event ● Share the calendar with others
Outlook Calendar (Microsoft)	Free version is available - also included in a paid version of Microsoft Office	<ul style="list-style-type: none"> ● Click on the date or time slot and add add a new event ● Set up sound or message reminders for appointments, meetings, and events ● Color code items ● Send meeting invites from the calendar
Apple Calendar	Free with apple products	<ul style="list-style-type: none"> ● Syncs across all your Apple devices signed in to the same Apple ID ● Can be set up to pull in information from other calendars (e.g. Google Calendar and Outlook Calendar)
Cozi Family Organizer	Free version available - paid version has more features	<ul style="list-style-type: none"> ● Shared calendar for all family members as well as individual calendars ● Email or text to-do lists or grocery lists to other members ● Save recipes ● Apple, Android, and web browser

		versions available
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Discussion Questions

1. What information would you put in an online calendar?
2. Is there anyone you would share your online calendar with? Why?



Check Your Knowledge

Name three ways an online calendar can help you stay organized.

- 1.
- 2.
- 3.




Try this/Practice


Find the online calendar app on your device. Set up your birthday or the birthday of a family member as a yearly recurring event.




Optional: I Want to Learn More

	Watch this video to learn how features on Google Calendar	https://www.youtube.com/watch?v=SPA0VnDRDgM
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	Source: Teacher's Tech	
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 Bridge Adult Literacy Curriculum Framework Connection	
Competency	Task Group(s)
Find and Use Information	<ul style="list-style-type: none"> ● Read Continuous Text (L2-Involves on text, may include unfamiliar elements) ● Interpret Documents (L2 - performs limited searches using one or two search criteria, extracts information from tables/forms) ● Extract Information from Films, Broadcasts, and Presentations
Communicate Ideas and Information	<ul style="list-style-type: none"> ● Interact with Others (L2 - discuss) ● Writes Continuous Text (L1-Conveys simple ideas and factual information)
Use Digital Technology	<ul style="list-style-type: none"> ● Open an app and set up an event

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