

Transition Seminar

Week 17 - Google Calendar

Concierge

Please
make
sure
that
you
are
logged
into
your
Google
Account

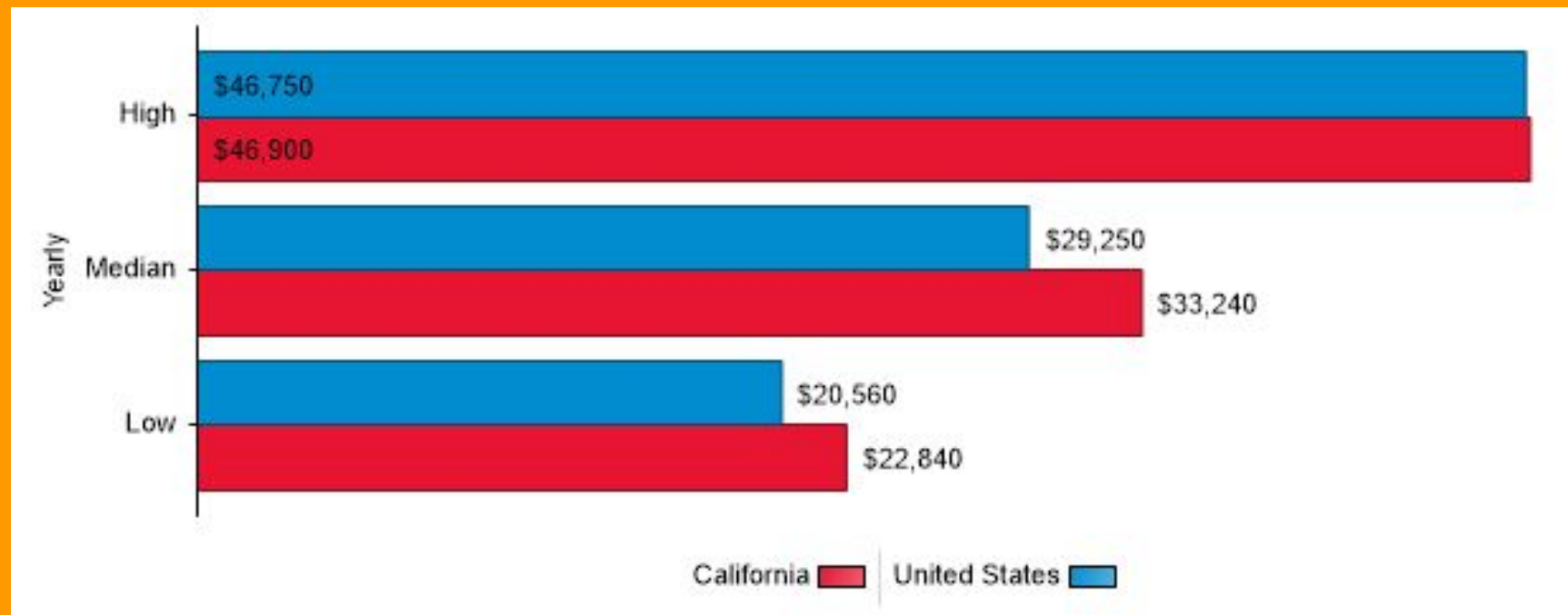


Future Employment

National	Employment		Percent Change	Projected Annual Job Openings*
	2014	2024		
United States	31,200	34,400	10%	960

State	Employment		Percent Change	Projected Annual Job Openings*
	2014	2024		
California	3,100	3,600	+16%	110

Pay



Attendance



Have you shared work samples with your ES?



ES happy dance!

Paper vs. Digital Calendars



In a private chat...



**Tell me what kind of
Calendar you use?**

A - Paper

B - Digital

C - Both?

D - None of the above

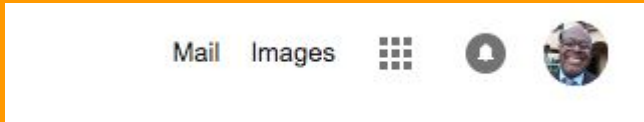
This week we will practice using a digital calendar...



Minimize Zoom and Follow These Directions

Go to www.Google.com

And make sure that you are logged in.

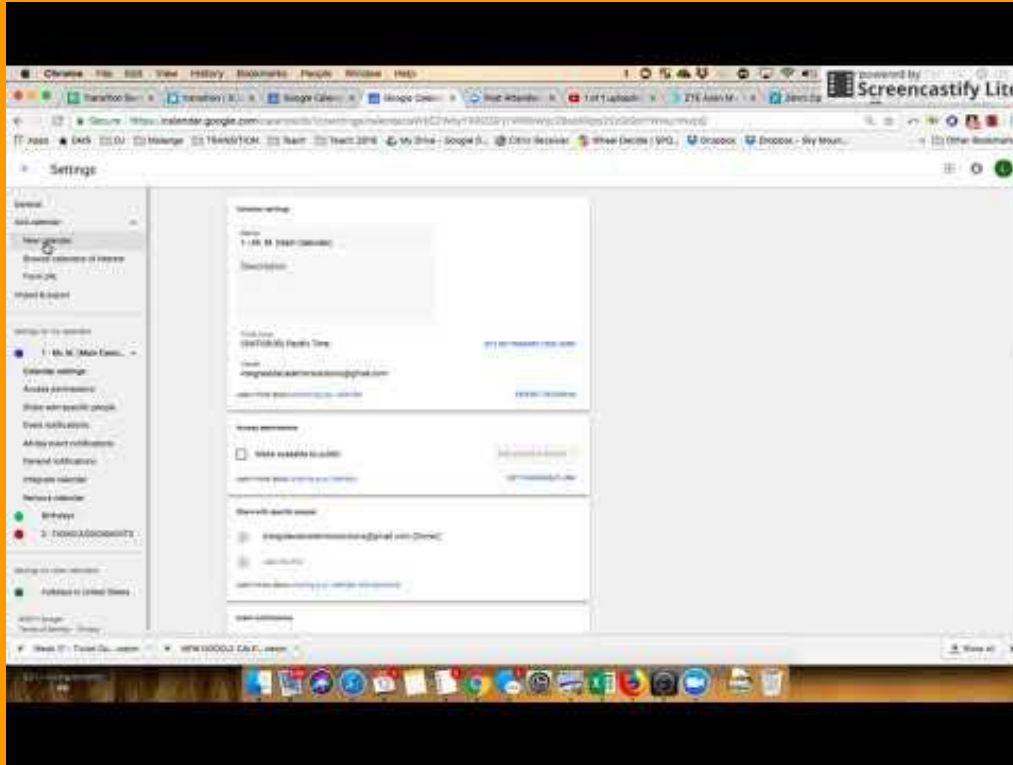


The top right corner should look like this.



If the top right corner looks like this, you need to sign in.

2 Calendars are better than one!

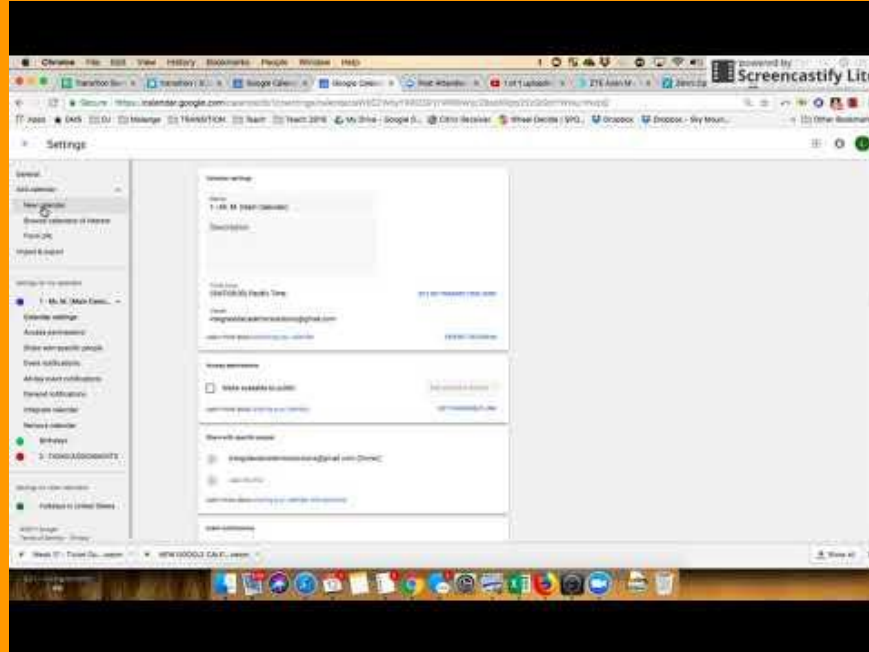


Rename the default calendar “1 - MAIN CALENDAR”

Adapted from SortedbyLori (www.sortedaustin.com)

Step #2 - Create a new calendar!

Name the new calendar
“2 - TASKS/ASSIGNMENTS”



CONGRATULATIONS!



You are ready to roll!

BRAIN BREAK!



CHOOSE WISELY

EVERYTHING YOU NEED FOR THIS WEEK



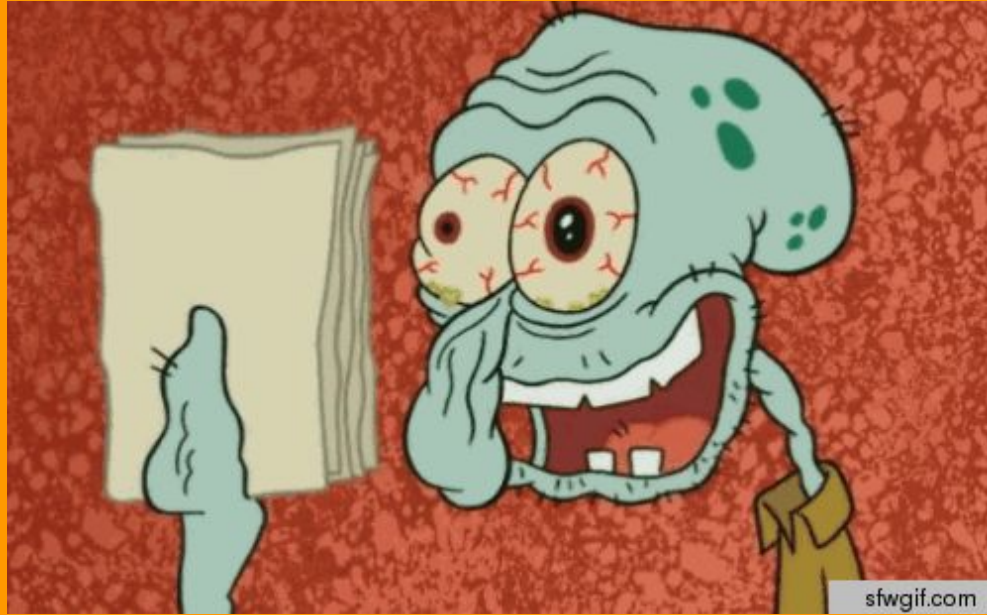
ADD 2 APPOINTMENTS & TO TASKS TO YOUR CALENDAR

TICKET OUT !!!!!



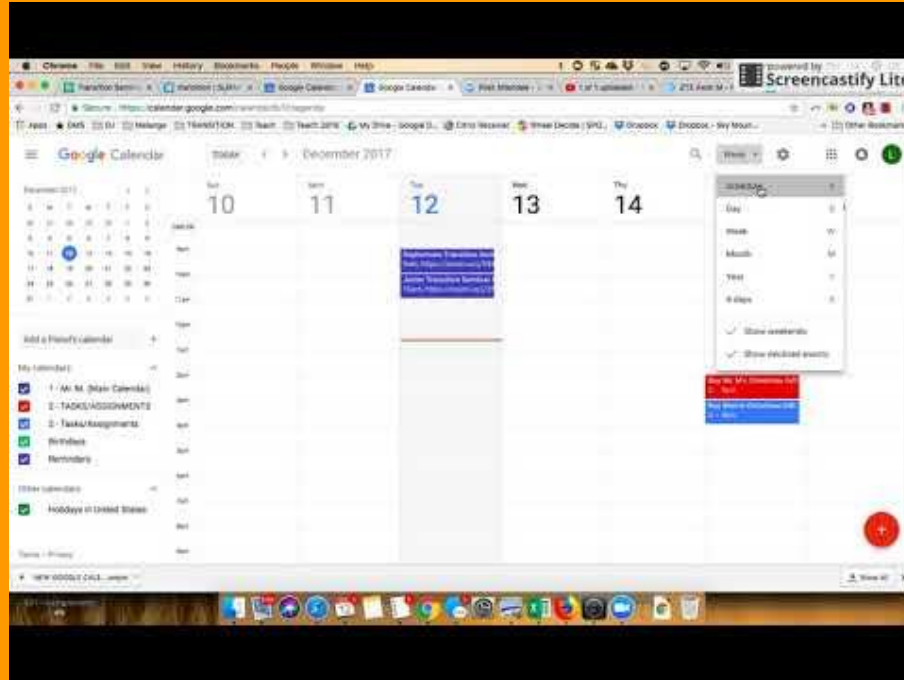
**#1 - ADD ALL OF YOUR DECEMBER CLASSES TO YOUR
MAIN CALENDAR (#1 CALENDAR)**

TICKET OUT !!!!!



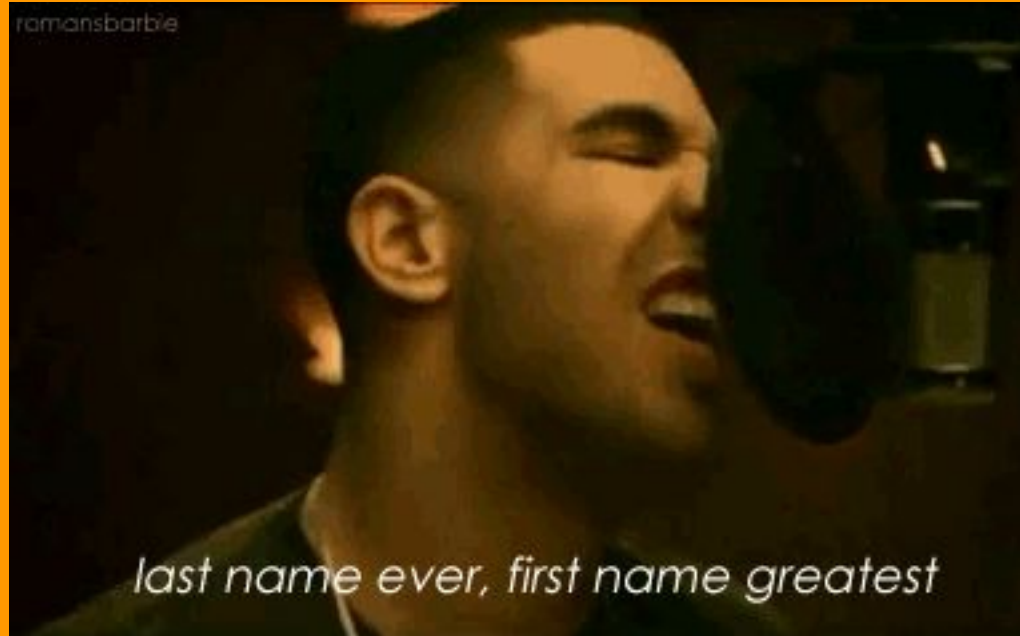
**#2 - ADD ALL OF YOUR DECEMBER HOMEWORK & 2 NOTIFICATIONS EACH TO YOUR
TASKS/ASSIGNMENTS CALENDAR (#2 CALENDAR)**

TICKET OUT !!!!!



#3 - CLICK ON SCHEDULE & TAKE A SCREENSHOT OF ALL OF YOUR DECEMBER EVENTS

TICKET OUT !!!!!



**#4 - RENAME YOUR FILE AS FOLLOWS: Week 17_LASTNAME
AND SUBMIT YOUR WORK TO THE CLASS WEBSITE**

EXTRA CREDIT

1. Add all of your classes and appointments to your calendar for January 2018.
2. Go to the schedule view.
3. Take a screenshot of January 2018.
4. Name the file EXTRA CREDIT_LAST NAME
5. Upload the image to the class website.



IF YOU GET LOST/CONFUSED...



GO TO THE CLASS BLOG FOR VIDEO INSTRUCTIONS
<https://metoyerteaches.wixsite.com/transition/blog>

BYE BYE

