



## Task Title: Using Google Calendar

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The learner will review instructions for using Google Calendar to input events and appointments.

### Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Use Digital Technology/D.2

### Materials Required:

- Computer or digital device
- Gmail account (required for tasks 4-5)

Task Title: UsingGoogleCalendar\_EASPI\_A1.2\_D.2

## Learner Information

Many people use digital calendars to track appointments, work and personal commitments.

## Learner Instructions

Copy and paste this address into the web browser of the computer  
<https://edu.gcfglobal.org/en/google-tips/getting-started-with-google-calendar/1/>

Read "Getting Started with Google Calendar".

## Work Sheet

### **Task 1: How can you access your Google calendar?**

Answer:

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### **Task 2: How can you change the calendar view to day, week or month?**

Answer:

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### **Task 3: How do you create a new event on Google calendar?**

Answer:

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### **Task 4: Open your Google Calendar. Create a new event for Friday. The event is titled "coffee with John" and is from 2pm to 3pm.**

Answer: No written response required here.

Task completed: Yes:  No:

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Task Title: UsingGoogleCalendar\_EASPI\_A1.2\_D.2

**Task 5: Create a new event for Saturday. This is an all-day event. The event is "library book sale".**

Answer: No written response required here.

Task completed: Yes:  No:

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## Answers

### **Task 1: How can you access your Google calendar?**

Answer: You can access your calendar from any computer or mobile device as long as you are signed in to your Google Account.

Also acceptable: You can get to Google Calendar by visiting [calendar.google.com](https://calendar.google.com) or by clicking the menu button on the top-right of the page and selecting the Calendar icon if you are already logged into Google (example: Gmail).

### **Task 2: How can you change the calendar view to day, week or month?**

Answer: The button at the top-right will change the scope of the current view, showing a single day or week, or an entire month.

### **Task 3: How do you create a new event on Google calendar?**

Answer: To create an event, click a blank space on the calendar. A small box will appear for you to enter basic information on the event. Click the Save button to finish.

### **Task 4: Open your Google Calendar. Create a new event for Friday. The event is titled "coffee with John" and is from 2pm to 3pm.**

Answer: Confirm the learner has created the event with the correct title and day/time.

### **Task 5: Create a new event for Saturday. This is an all-day event. The event is "library book sale".**

Answer: Confirm the learner has created the event with the correct title and day/time.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational text			
	obtains information from detailed reading			
	begins to identify sources and evaluate information			
D.2	selects and follows appropriate steps to complete tasks			

Task Title: UsingGoogleCalendar\_EASPI\_A1.2\_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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