

Task Title: Using Google Calendar

# OALCF Cover Sheet – Practitioner Copy

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

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

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

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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)

# 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:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 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 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 |  |  |  |
|  | 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): Learner (print):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**