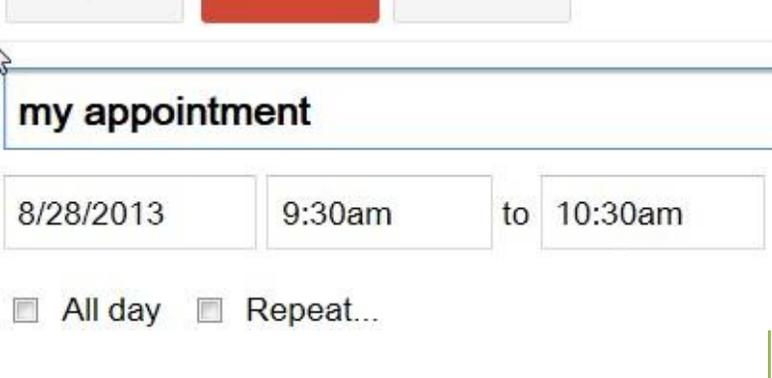


PURPOSE: The purpose of this procedure is to demonstrate how to set up a calendar event or appointment on Google Apps Calendar

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Click on the Internet Explorer Button	
STEP 2: On the school home page click on TEACHER PORTAL	
STEP 3: Click on the GOOGLE APPS LINK	
<p>Step 4: Enter your school user name with @STMDATA appended to it.</p> <p>FLastname@STMDATA.ORG</p> <p>Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password.</p>	
<p>Step 5: Select CALENDAR</p>	

<p>Step 6: Select CREATE to create a calendar event.</p>	 <p>The screenshot shows the top of the Google Calendar interface. At the top center, the word "Calendar" is displayed in red. Below it is a red button with the word "CREATE" in white, and a small white hand cursor is clicking on the button. To the right of the button is a small downward-pointing triangle. Below the button, the text "August 2013" is visible.</p>
<p>Step 7: Enter the Title for the event. Enter the time and date as well.</p>	 <p>The screenshot shows the event creation form. The title field contains the text "my appointment". Below the title field are three input boxes for the date and time: "8/28/2013", "9:30am", and "10:30am", with the word "to" between the last two. Below these fields are two checkboxes: "All day" and "Repeat...".</p>
<p>Step 8: Select the calendar you wish to reserve the appointment.</p>	 <p>The screenshot shows the "Video call" section with a link "Add video call". Below it, the "Calendar" label is next to a dropdown menu. The dropdown menu is open, showing a list of calendars. The "Description" label is next to the dropdown. The selected item in the dropdown is "STM MS Lab Calendar", which is highlighted in blue. A white hand cursor is clicking on this item.</p>
<p>Step 9: Enter the SAVE to complete the reservation.</p>	 <p>The screenshot shows the bottom of the event creation form. There are three buttons: a grey button with a left-pointing arrow, a red button with the word "SAVE" in white, and a grey button with the word "Discard". A white hand cursor is clicking on the "SAVE" button.</p>