

Lesson Plans in Google Calendar

- 1 Click on the date you want to create the lesson plan.
- 2 Enter a title for the lesson.
- 3 Click on the blue edit event button.
- 4 If lesson plan spans more than one day, edit the date information.
- 5 Click on all day. This will make it to where you do not have to create start and end times.
- 6 In event details, you can add location, description and attachment.
 - a. Location – this is optional.
 - b. Description- lesson description that provides details of lesson and TEKS being taught.
 - c. Attachment – any pages, videos, etc. you are using to teach the lesson.
- 7 Click save at the top of the event.

Printing Lesson Plans from Google Calendar

- 1 Have calendars visible that you want to include. This means the box next to the calendar has color filled in it.
- 2 Click on agenda at the upper right top of calendar.
- 3 Click more
- 4 Select print
- 5 If you have more than one calendar turned on, the information for all selected calendars will print together.
- 6 Print Range – This can be set to day, week, month.
- 7 Font size – Normal or you can adjust to bigger
- 8 Orientation – Auto
- 9 Print descriptions – Check this box. It has the description you entered.
- 10 Uncheck – print attendees, print your response show events you have declined
- 11 Print