

# Faculty Instructions for WSLS Google Calendars

## Step 1

Using a web browser, navigate to the SEM domain on Google:

<http://partnerpage.google.com/wyomingseminary.org>

## Step 2

Click **Sign In** in the upper right hand corner of the page, then login with your username and default password.

( See Susan Smith or Bucky Hughes for password)

[Sign in](#)



Sign in to your account at  
**Wyomingseminary.org**

Username:

[@wyomingseminary.org](#)

Password:

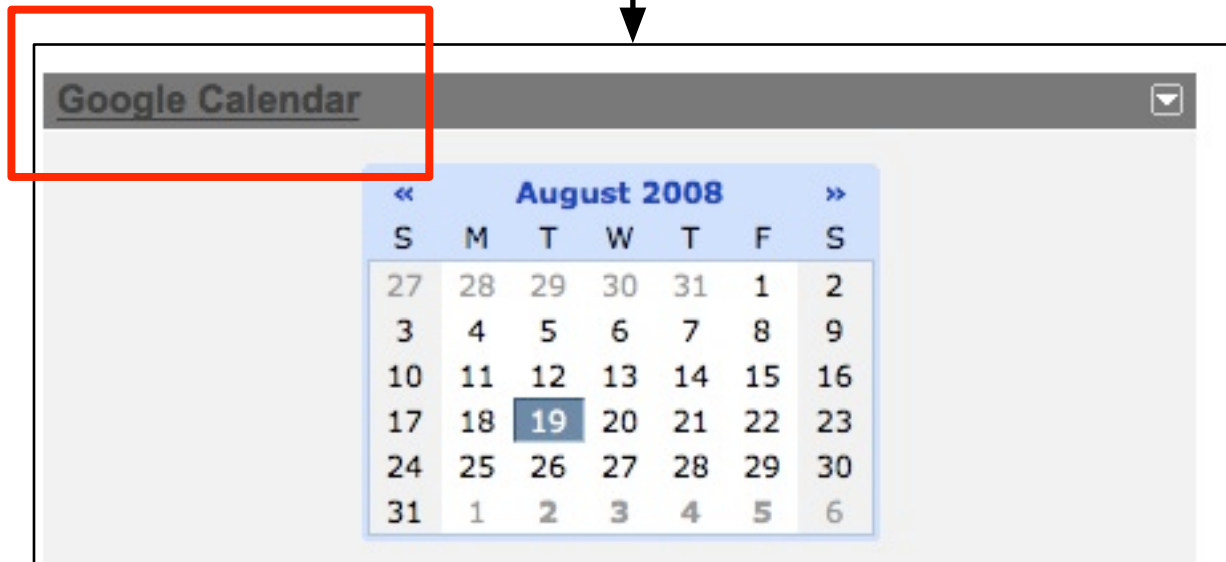
Remember me on this computer.

[I cannot access my account](#)

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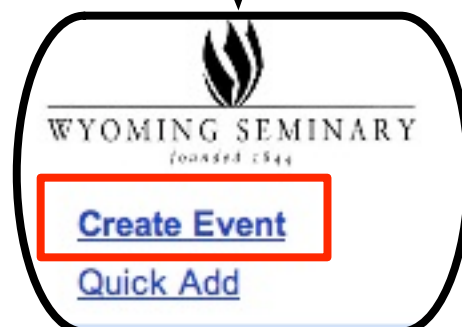
### Step 3

Double Click on the [Google Calendar](#) bar  
on the left hand side of the page



### Step 4

In the upper left hand corner of the screen,  
underneath the SEM logo,  
select **Create Event**



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**Step 5**

In the window that appears, after **What**,  
enter your course and the homework  
assignment using the following format:

**Grade + Course: Assignment**

**Example**

**7 Science: Read pp. 22-30**

The diagram illustrates the 'What' field in a calendar interface. On the left, a red-outlined triangle labeled 'What' points to a light green horizontal bar representing the calendar entry. Inside this bar, a white rounded rectangle contains the text '7 Science: Read pp. 22 - 30'. A red circle highlights this text, and a black arrow points from the 'Step 5' instructions above to this circle.

What

7 Science: Read pp. 22 - 30

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## Step 6

In the **When** field, make sure the correct date is selected and that **All day** is checked.

When 8/19/2008 to 8/19/2008  All day

## Step 7

Make sure that the correct calendar is selected

Calendar WSLS - 7th Science (Hughes)

## Step 8

Save the entry

[« Back to Calendar](#) Save Cancel

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**Step 9**

Repeat **Steps 5 through 8** to enter the assignments for the rest of the week. Also, these are the same procedures for the grade-level Tests & Quizzes calendars.