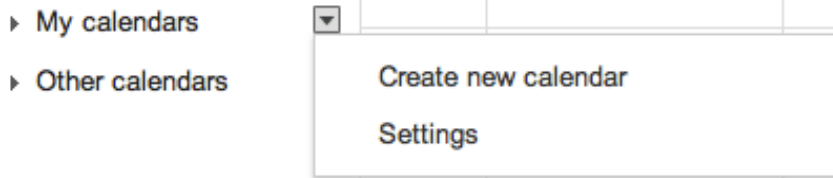


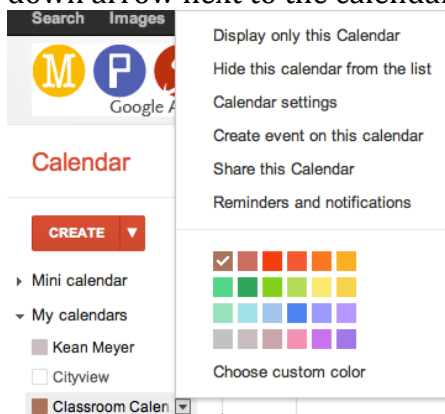
## Adding a calendar to you district Google account to embed on your web page

### Setting up your Google Calendar

1. Login to you district Google account by clicking on the Google Apps link on the left side of the MPS staff page, **or** use the following address: <http://calendar.google.com/a/mpls.k12.mn.us>
2. Click down arrow next to “My Calendars” and select “Create new calendar”



- a.
3. Give your calendar a name...example “Classroom Calendar”
  4. Click “Create calendar” button at bottom of page
  5. You should then see your new calendar listed on left side in the “My calendar” section. Click on the down arrow next to the calendar that you just created and select “calendar settings.”



6. In the embed this calendar section click on the link to “Customize the color, size, and other options.”
7. Change the calendar width from 800 pixels to 650. Make any adjustments to the settings that you’d like.
8. Select all of the HTML code at the top of the calendar and copy.

### Login to your webpage and follow these steps to embed the code

1. Navigate to the section where you want the Google calendar to reside, or create a new subsection called Events Calendar...or something similar and leave it as a “Basic” type section.
2. Click the edit button for the web page section
3. In the “Section Intro” section click on the “Source” button
4. Paste the HTML code into the section intro.
5. Click source button again to see what it will look like.
6. Save the page.

### To add content to you calendar you must log into your Google Calendar account and add the events.

Make sure that you are selecting the correct calendar when putting in the event. The default is your personal calendar, not your newly created calendar.

As soon as you add an event to your Google calendar it will automatically update your web page calendar.