

# Utilize the Calendar

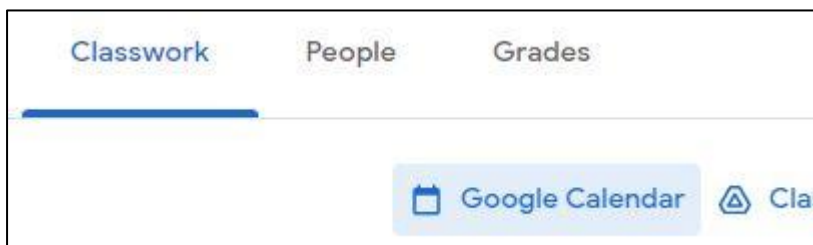
When you create assignments and questions with due dates, they appear on your calendars. You and your students can view the classwork on the Classroom calendar.

**Step 1.**

Go to [classroom.google.com](https://classroom.google.com). Click on the class card of your choice.

**Step 2.**

Click the Classwork tab at the top of the screen. Next, click Google Calendar.

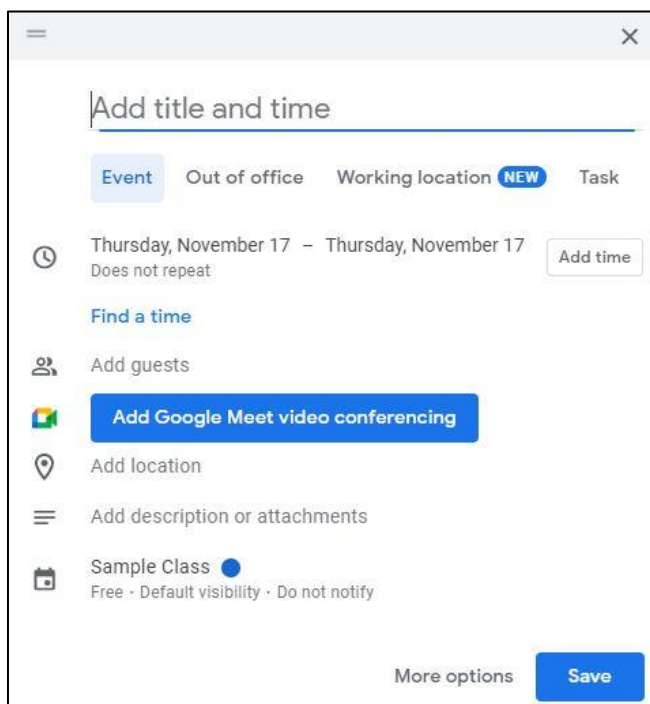


**Step 3.**

You can add events (such as field trips or exam dates) to the classroom course calendar. Repeat the first two steps above. Click once in the date of the intended event.

**Step 4.**

Give the event a title. If there is a specific time for the event, click on "Add Time" and enter the start and end times of the event. You can add additional details as desired. Click "Save" when finished.

A screenshot of the Google Classroom 'Add event' form. The form is titled 'Add title and time' and has a text input field for the title. Below the title field, there are four tabs: 'Event', 'Out of office', 'Working location', and 'Task'. The 'Event' tab is selected. Below the tabs, there is a date selector showing 'Thursday, November 17 - Thursday, November 17' and a button 'Add time'. Below the date selector, there is a link 'Find a time'. Below the link, there is a button 'Add Google Meet video conferencing'. Below the button, there is a text input field for 'Add location'. Below the text input field, there is a text input field for 'Add description or attachments'. Below the text input field, there is a section for 'Sample Class' with a blue dot and the text 'Free - Default visibility - Do not notify'. At the bottom right, there is a 'More options' link and a 'Save' button.