

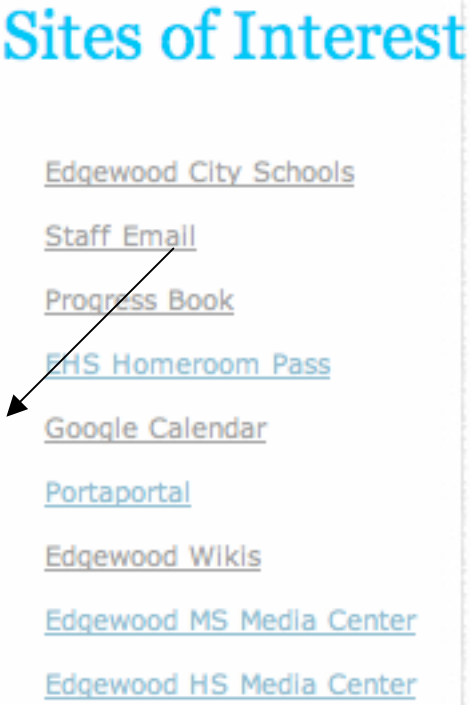
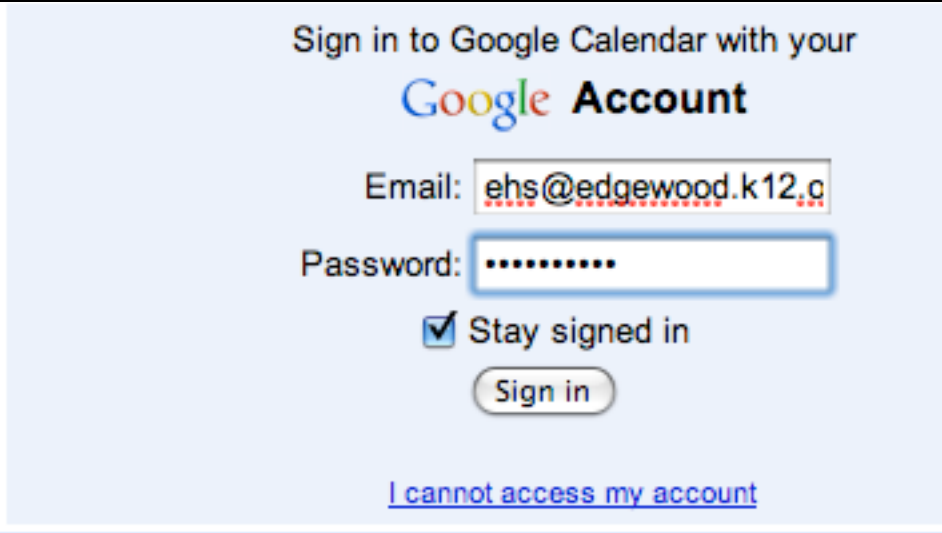
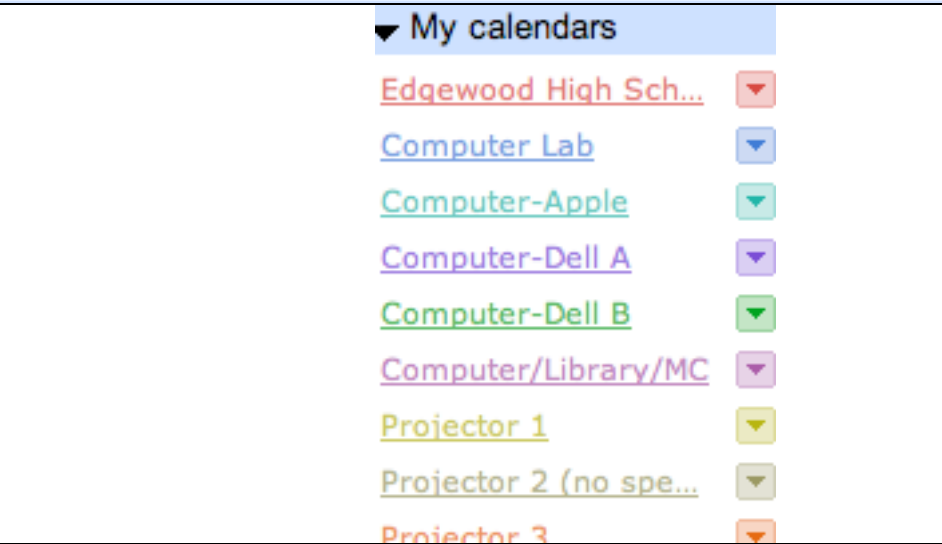
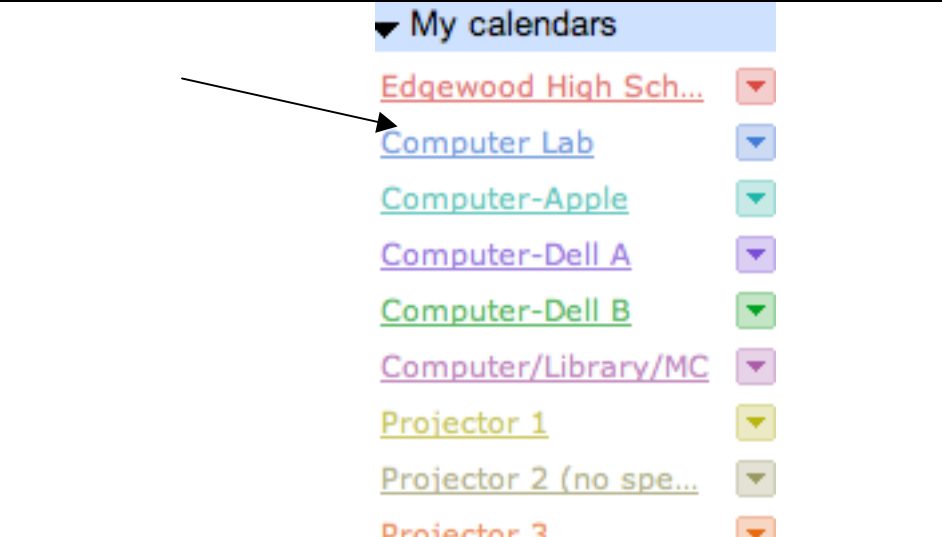


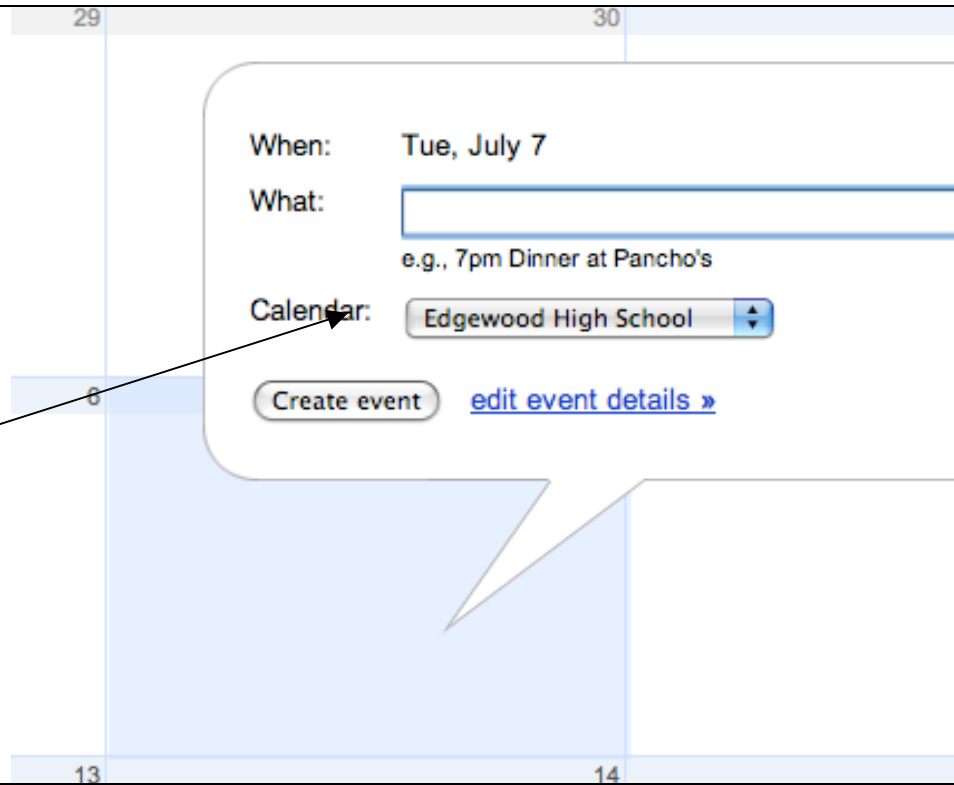
# Edgewood High School Goggle Calendar Technology Equipment Sign Out

1. Navigate your web browser to <a href="http://www.myedgetech.com">www.myedgetech.com</a>	
2. Click on the “teachers” tab.	
3. Click on “Google Calendar”	 <p>Sites of Interest</p> <ul style="list-style-type: none"> <li><a href="#">Edgewood City Schools</a></li> <li><a href="#">Staff Email</a></li> <li><a href="#">Progress Book</a></li> <li><a href="#">EHS Homeroom Pass</a></li> <li><a href="#">Google Calendar</a></li> <li><a href="#">Portaportal</a></li> <li><a href="#">Edgewood Wikis</a></li> <li><a href="#">Edgewood MS Media Center</a></li> <li><a href="#">Edgewood HS Media Center</a></li> </ul>

<p>4. Log into the account</p> <p>Username:  <a href="mailto:ehs@edgewood.k12.oh.us">ehs@edgewood.k12.oh.us</a></p> <p>Password:  highschool</p>	 <p>Sign in to Google Calendar with your <b>Google Account</b></p> <p>Email: <input type="text" value="ehs@edgewood.k12.oh.us"/></p> <p>Password: <input type="password" value="....."/></p> <p><input checked="" type="checkbox"/> Stay signed in</p> <p><input type="button" value="Sign in"/></p> <p><a href="#">I cannot access my account</a></p>
<p>5. Turn off <b>all</b> of the equipment calendars.</p>	 <p>▼ My calendars</p> <ul style="list-style-type: none"> <li>Edgewood High Sch... ▼</li> <li>Computer Lab ▼</li> <li>Computer-Apple ▼</li> <li>Computer-Dell A ▼</li> <li>Computer-Dell B ▼</li> <li>Computer/Library/MC ▼</li> <li>Projector 1 ▼</li> <li>Projector 2 (no spe... ▼</li> <li>Projector 3 ▼</li> </ul>
<p>6. Click on the equipment calendar that you would like to reserve.</p>	 <p>▼ My calendars</p> <ul style="list-style-type: none"> <li>Edgewood High Sch... ▼</li> <li>Computer Lab ▼</li> <li>Computer-Apple ▼</li> <li>Computer-Dell A ▼</li> <li>Computer-Dell B ▼</li> <li>Computer/Library/MC ▼</li> <li>Projector 1 ▼</li> <li>Projector 2 (no spe... ▼</li> <li>Projector 3 ▼</li> </ul>

7. If the equipment is available click on the date you would like to reserve.

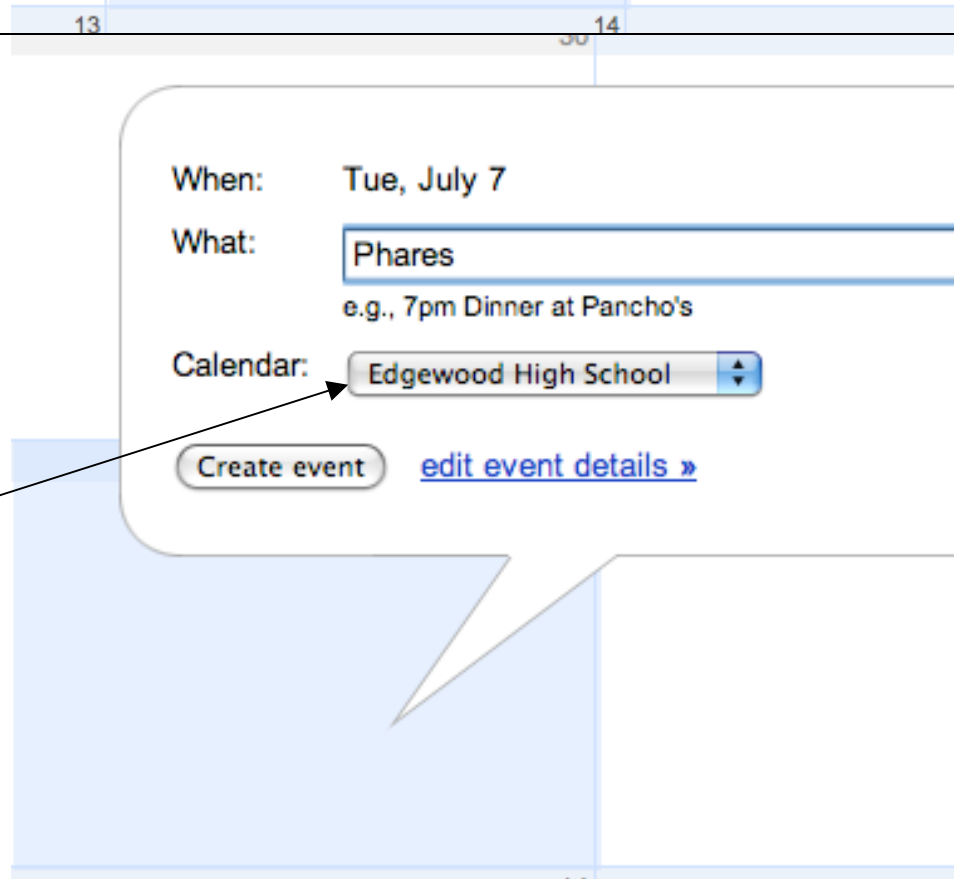
**DOUBLE CHECK TO MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT EQUIPMENT!**



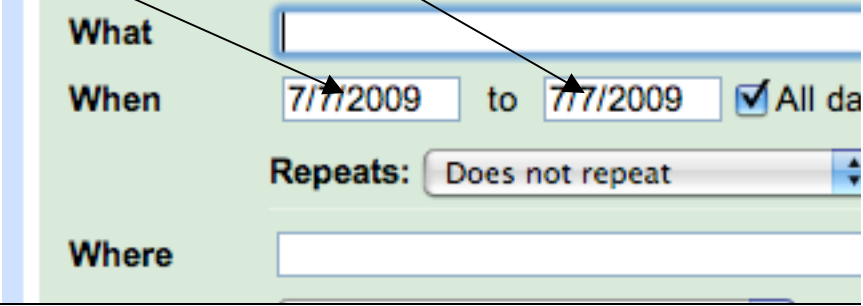
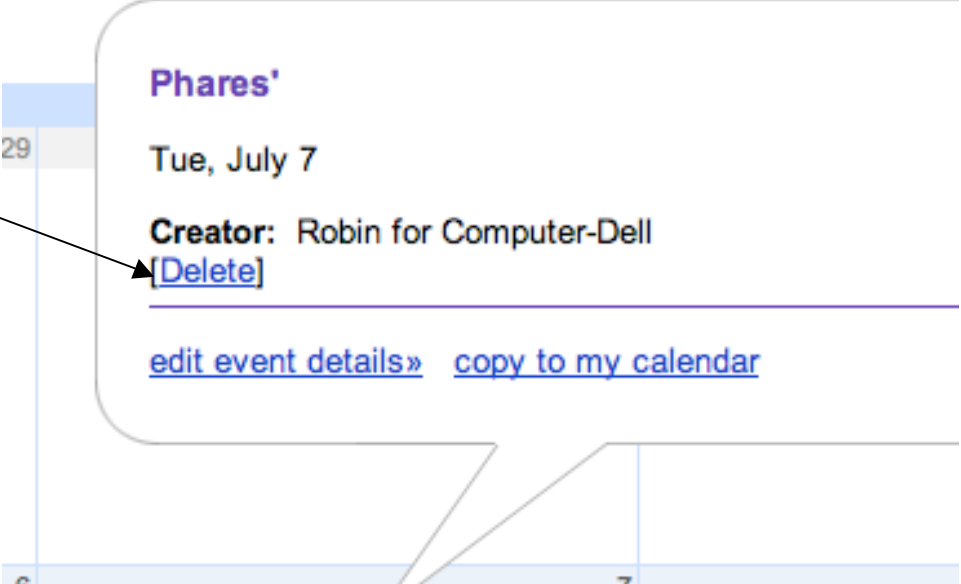
A screenshot of a calendar interface. At the top, a horizontal bar shows dates 29 and 30. Below this, a form is displayed with the following fields: 'When:' set to 'Tue, July 7'; 'What:' with an empty text box and a hint 'e.g., 7pm Dinner at Pancho's'; and 'Calendar:' with a dropdown menu showing 'Edgewood High School'. Below the form are two buttons: 'Create event' and 'edit event details »'. A blue arrow points from the 'DOUBLE CHECK TO MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT EQUIPMENT!' text in the adjacent column to the 'Calendar:' dropdown menu.

8. Type your name in the “what” field.  
Click “Create Event”

**DOUBLE CHECK TO MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT EQUIPMENT!**



A screenshot of a calendar interface, similar to the one above. The 'When:' field is 'Tue, July 7'. The 'What:' field now contains the text 'Phares', with the same hint 'e.g., 7pm Dinner at Pancho's' below it. The 'Calendar:' dropdown menu still shows 'Edgewood High School'. The 'Create event' and 'edit event details »' buttons are at the bottom. A blue arrow points from the 'DOUBLE CHECK TO MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT EQUIPMENT!' text in the adjacent column to the 'Calendar:' dropdown menu.

<p>9. If you would like to reserve the equipment for more then one day, click “edit details” and adjust the dates. <b>CLICK SAVE</b></p>	 <p>What <input type="text"/></p> <p>When <input type="text" value="7/7/2009"/> to <input type="text" value="7/7/2009"/> <input checked="" type="checkbox"/> All day</p> <p>Repeats: <input type="text" value="Does not repeat"/></p> <p>Where <input type="text"/></p>
<p>10. If you need to cancel your reservation, click on the event and click “delete.”</p>	 <p><b>Phares'</b></p> <p>Tue, July 7</p> <p><b>Creator:</b> Robin for Computer-Dell</p> <p><a href="#">[Delete]</a></p> <hr/> <p><a href="#">edit event details»</a> <a href="#">copy to my calendar</a></p>