

The Google Calendar **COMPUTER SIGN-OUT CALENDAR** is all set and ready for you to use when you sign-out the iPads and chromebooks. Please use the following format:

Options are:

iPad 1

iPad 2

Chrome 3

Chrome 4

Chrome 5

Ex: "9-12 chrome4 John Doe"

To access the calendar, login to your gmail account

click on the waffle

Choose: Calendar

Choose: Computer Sign-out (from the list of calendars on the left)

Choose: 'Display only this Calendar' from the drop-down menu

Click on a date, the event box will open.

Enter the time, type of cart and your name - be sure to put it in quotes as shown above.

Let me know if you have any questions.