1. **Description**

During the 2014-2015 school year, I developed a Google Calendar for my school. This calendar was used by all staff members to see online the various events within our school and district. The calendar also incorporated our Technology Lab calendar. Prior to the calendars being set up in Google Calendar, the school was still using a whiteboard in the hallway for the school calendar and a whiteboard in the Computer Lab for the Lab schedule. This was not an efficient plan for the staff.

2. **Impact**

I believe the development of this online calendar was extremely beneficial and my experience creating it has helped me to become more educated on the use of this tool and responsive to the needs of our school. I feel this field experience qualifies for the Leadership category for those reasons. I also had never used an online calendar before, so the confidence I have gained throughout the Instructional Technology program has encouraged me to not only create the calendar for my school, but one for my family.

Our school had been using a whiteboard/calendar outside of the principal’s office for many years. When the principal updated the calendar, most of the time it was up to the staff to notice it on their own when they passed by her office. Occasionally there were emails that were sent out regarding new events, but often this wasn’t until many staff members had questioned what something was on the whiteboard/calendar. This was not an efficient or productive way to keep our schedules organized, especially in this day and age with so many technological advancements. By setting up this shared online calendar, everyone could easily see all the events that were going on in the school and they didn’t have to make a daily walk past the calendar with a notebook in hand to see and record anything new that was added.

The development of the Google Calendar for our Technology Lab was also beneficial. Again, we had been using a whiteboard/schedule hanging on the wall of the Computer Lab. The Technology teacher recorded when the Lab was scheduled for her classes and individual teachers chose 1-2 times a week to bring their own class in. Often times, teachers names would get erased from the schedule since it was located right where the students would line up. Several teachers lost their time slots at the beginning of the year because it was erased and another teacher then signed up during their time. Also, the Google Calendar makes it easy to take your name off a time when you know you will not be using the lab. That allows other teachers to visit the lab if they know it will be open. A teacher can easily pull up their Computer Lab Google Calendar on their computer and look to see if it’s open, without having to physically run down to see the whiteboard/schedule.
Other schools and staff in our district had been using Google Calendar for some time. Therefore, setting it up in my own building has been a valuable tool for teachers to use in order to keep their schedules organized and make appointments for meetings with teachers in our building and other buildings in our district. My principal was pleased that I had set this up for us.

3. Intent

With Google Calendar set up for use in our school, the plan is to continue using it and to make sure that everyone in the school is trained and capable of using it. Adding to the calendar when they are either setting up events (which may apply to the entire school or just certain people), as well as making changes to the Technology calendar when a time can be deleted or added to a teacher’s plans for the week, will be worthwhile for everyone. Incorporating the calendar with our e-mail accounts (Google) and being able to send out invitations to meetings will become much easier for the staff. We will have a new principal this upcoming school year and I am hopeful that she will embrace this technology.