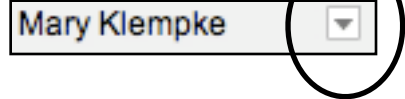


If you want your events to default to your classroom calendar ...

- Click on your calendar name
- Add events by clicking on the **CREATE** button

Setting your calendar notifications

1. Click on the arrow next to your classroom calendar name



2. Click on **Notifications**

- Display only this Calendar
- Hide this calendar from the list
- Calendar settings
- Create event on this calendar
- Share this Calendar
- Notifications
- Send to a coworker

3. Uncheck email reminders, if you don't want them

Choose how you would like to be notified:

	Email
New events: You won't receive an email notification when somebody invites you to an event. Learn more	<input type="checkbox"/>
Changed events: Receive a notification when someone sends an update about a changed event.	<input type="checkbox"/>
Canceled events: Receive a notification when someone sends an update about a cancelled event.	<input type="checkbox"/>
Event responses: Receive a notification when guests respond to an event for which you can see the guest list.	<input type="checkbox"/>
Daily agenda: Receive an email with your agenda every day at 5am in your current time zone.	<input type="checkbox"/>

4. Click **SAVE** button

