

Percorso Formazione
DDI - “Didattica digitale per ripensare l’educazione”

CALENDAR

Gestione del Calendario

• CREARE UN CALENDARIO

The image shows a screenshot of the Google Calendar web interface. On the left sidebar, the 'Crea' (Create) button is highlighted with a red '1'. Below it, the 'Altri calendari' (Other calendars) section is visible. A red '2' is placed next to the 'Crea nuovo calendario' (Create new calendar) option in the dropdown menu that appears when clicking the plus icon. The main calendar view shows February 2021, with the 8th of February highlighted. The right sidebar shows the week view for February 12th and 13th.

Calendar Interface Details:

- Header:** Calendar logo, navigation buttons (Oggi, <, >), current month (Febbraio 2021), search, help, settings, and view selector (Settimana).
- Left Sidebar:**
 - Crea:** Button to create a new calendar.
 - Febbraio 2021:** Monthly calendar view with the 8th highlighted.
 - Cerca persone:** Search for people to share the calendar with.
 - I miei calendari:** List of calendars: Francesco Minichini, Francesco Minichini, Promemoria, Tasks.
 - Altri calendari:** Section with a plus icon to expand more options.
 - scuoleiciseo@gmail.com:** Account name.
- Main View:** Daily view for February 2021, showing the 8th of February highlighted.
- Right Sidebar:** Week view for February 12th and 13th.

Dropdown Menu (Altri calendari):

- Iscriviti al calendario
- Crea nuovo calendario** (highlighted)
- Sfogliate calendari di interesse
- Da URL
- Importa

• CONDIVIDERE UN CALENDARIO

The image illustrates the process of sharing a Google Calendar in three steps:

- 1. Select the calendar to share:** In the Google Calendar interface, a calendar is selected from the sidebar. A context menu is shown with the option "Impostazioni" (Settings) highlighted.
- 2. Access the calendar settings:** The "Impostazioni" (Settings) page for the selected calendar is displayed. The "Impostazioni generali" (General settings) section is visible, showing options like "Aggiungi calendario" and "Importazione ed esportazione".
- 3. Share the calendar with specific people:** The "Autorizzazioni all'accesso" (Access permissions) section is shown. The option "Rendi disponibile pubblicamente" (Make available publicly) is unchecked. The "Condividi con persone specifiche" (Share with specific people) section is highlighted, showing a list of people to share with, including the owner (Francesca Minichini).

- CREARE UN EVENTO

The image shows the Google Calendar interface with a modal dialog for creating a new event. A red arrow points from the calendar grid to the dialog.

Calendar Interface:

- Top left: "Crea" button with a plus icon.
- Top: Days of the week (DOM, LUN) and dates (12, 13).
- Left sidebar: "Incontrati con..." section with a "Cerca persone" input field. Below it, "I miei calendari" section with checkboxes for various calendars (e.g., "Promemoria", "Tasks", "Test 1").
- Right sidebar: "Altri calendari" section with a checkbox for "Festività in Italia".

Event Creation Dialog:

- Title: "Aggiungi titolo"
- Event type: "Evento" (selected), "Fuori sede", "Promemoria", "Attività", "Spazi per appuntamenti".
- Date and time: "13 lug 2020 5:00PM - 6:00PM 13 lug 2020".
- Invite: "Aggiungi invitati".
- Video conference: "Aggiungi videoconferenza di Google Meet" (button).
- Location: "Aggiungi luogo".
- Description: "Aggiungi descrizione".
- Calendar: "Carlo Puglisi" (dropdown).
- Bottom right: "Altre opzioni" and "Salva" button.

• MODIFICARE UN EVENTO

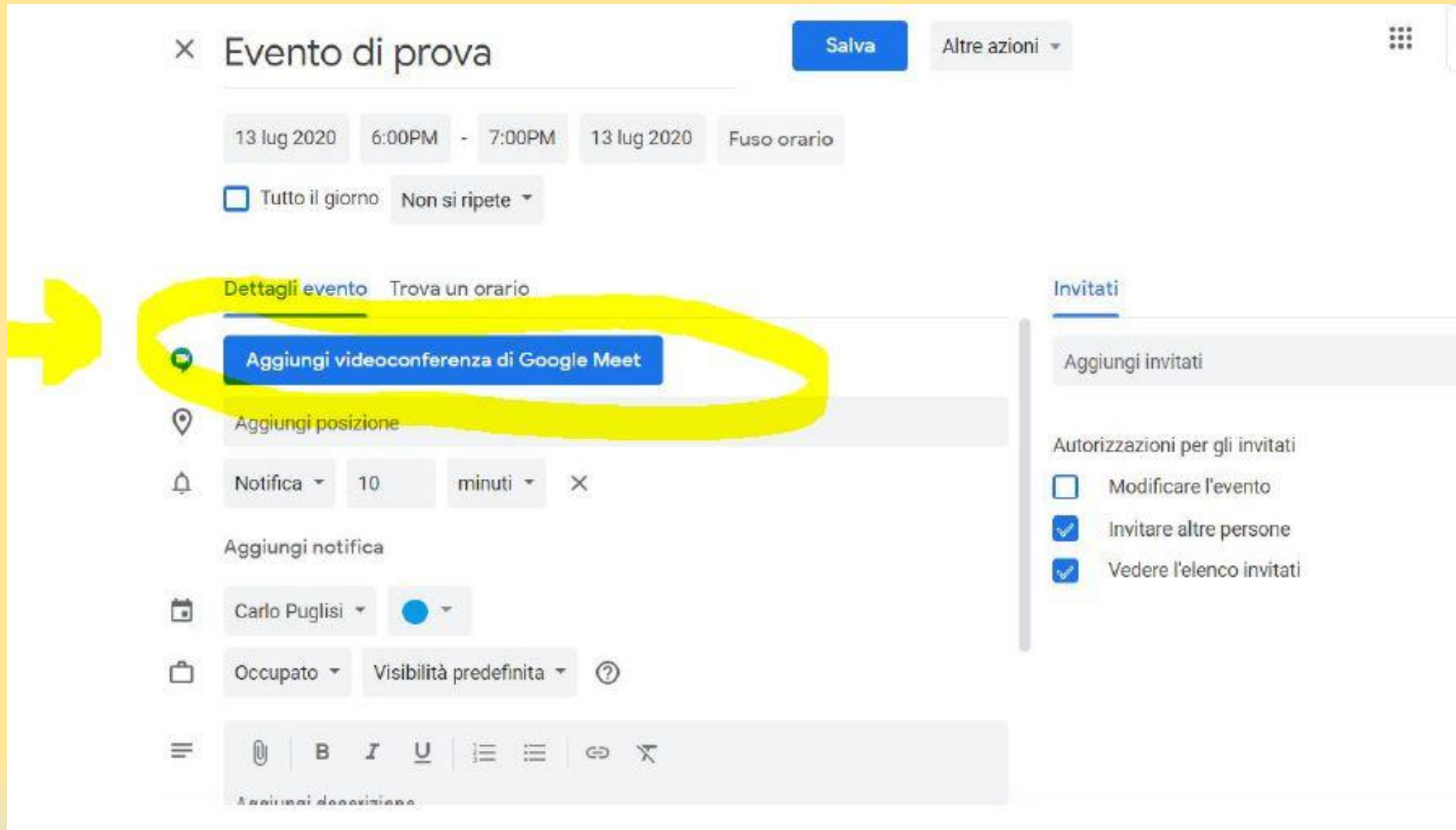
The image shows the 'Modifica evento' (Edit event) interface in Google Calendar. On the left, there are six pink callout boxes with orange labels pointing to specific parts of the form:

- durata** (duration) points to the date and time selection area.
- posizione** (location) points to the location input field.
- notifiche** (notifications) points to the notification settings.
- calendario di rif.** (reference calendar) points to the calendar selection dropdown.
- descrizione** (description) points to the description text area.
- allegati** (attachments) points to the attachment icon in the description toolbar.

The main form contains the following elements:

- Event title:** Evento di prova
- Buttons:** Salva (Save), Altre azioni (More actions)
- Date and Time:** 13 lug 2020, 6:00PM - 7:00PM, 13 lug 2020, Fuso orario (Time zone)
- Recurrence:** ☐ Tutto il giorno (All day), Non si ripete (Does not repeat)
- Tabs:** Dettagli evento (Event details), Trova un orario (Find a time)
- Google Meet:** Aggiungi videoconferenza di Google Meet (Add Google Meet videoconference)
- Location:** Aggiungi posizione (Add location)
- Notifications:** Notifica (Notification), 10 minuti (10 minutes), X (Close)
- Reference Calendar:** Aggiungi notifica (Add notification), Carlo Puglisi (Calendar selection), [Blue dot] (Color selection)
- Visibility:** Occupato (Busy), Visibilità predefinita (Default visibility), ? (Help)
- Description:** [Rich text editor toolbar with icons for bold, italic, underline, list, link, etc.]
- Invitati (Invitees):** A yellow highlight is over the 'Invitati' tab. It contains 'Aggiungi invitati' (Add invitees) and 'Autorizzazioni per gli invitati' (Permissions for invitees).
- Permissions:** ☐ Modificare l'evento (Modify the event), ☒ Invitare altre persone (Invite other people), ☒ Vedere l'elenco invitati (View the list of invitees)

- PROGRAMMARE LA VIDEOCONFERENZA



× Evento di prova Salva Altre azioni ▾

13 lug 2020 6:00PM - 7:00PM 13 lug 2020 Fuso orario

☐ Tutto il giorno Non si ripete ▾

Dettagli evento Trova un orario

 **Aggiungi videoconferenza di Google Meet**

 Aggiungi posizione

 Notifica ▾ 10 minuti ▾ ×

Aggiungi notifica

 Carlo Puglisi ▾ 

 Occupato ▾ Visibilità predefinita ▾ ?

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Aggiungi descrizione

Invitati

Aggiungi invitati

Autorizzazioni per gli invitati

- ☐ Modificare l'evento
- ☒ Invitare altre persone
- ☒ Vedere l'elenco invitati