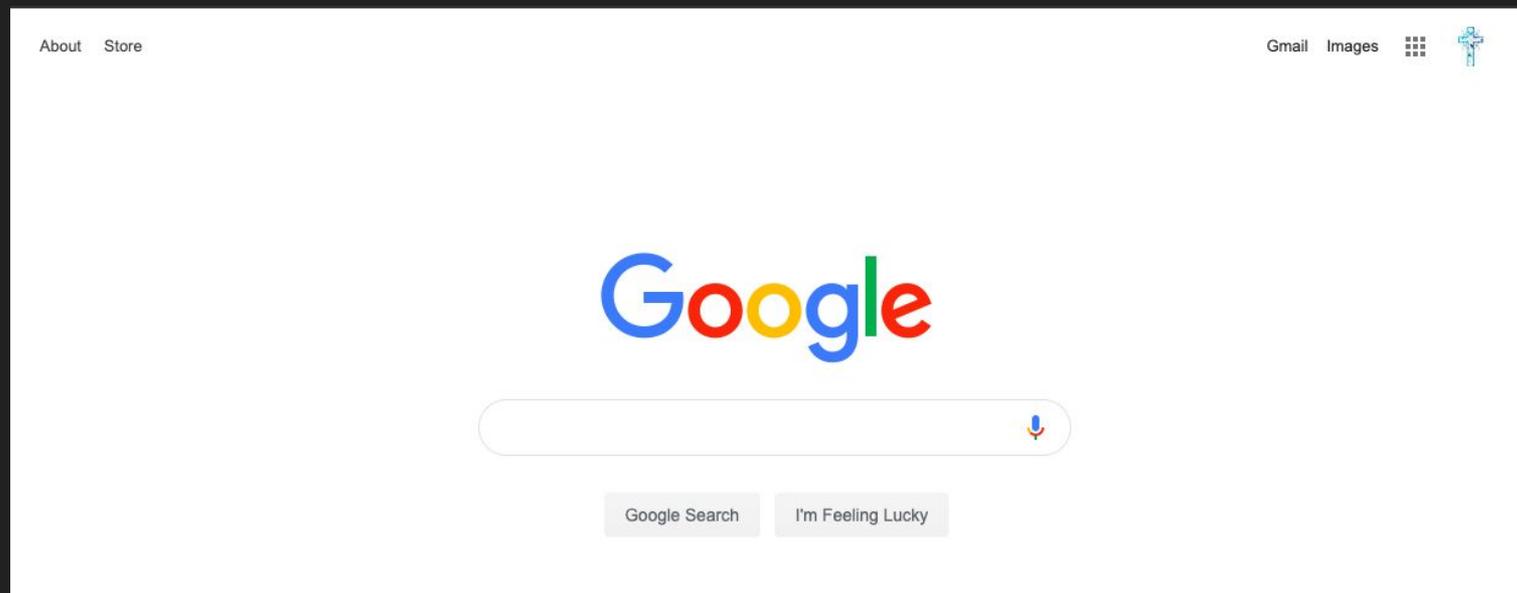
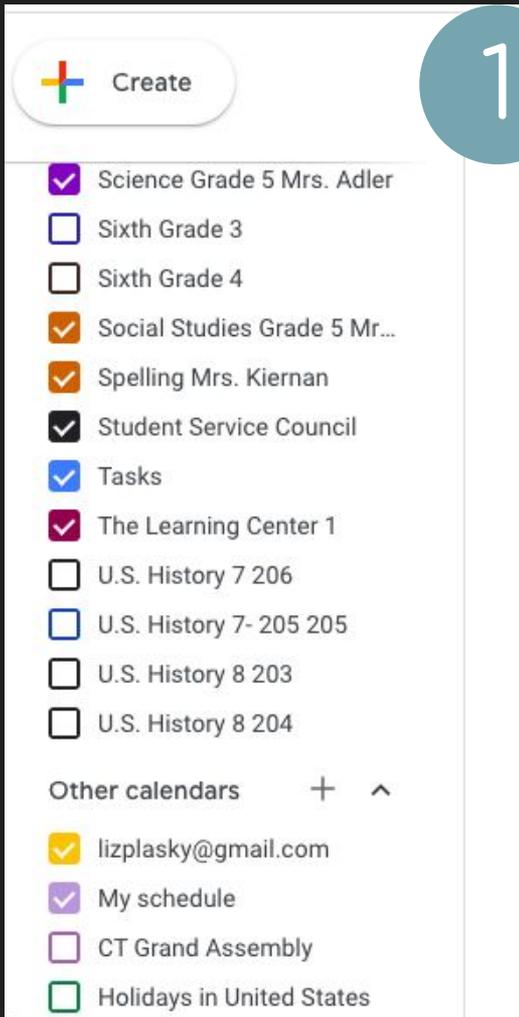


Share your Online Office Hours on Google Classroom



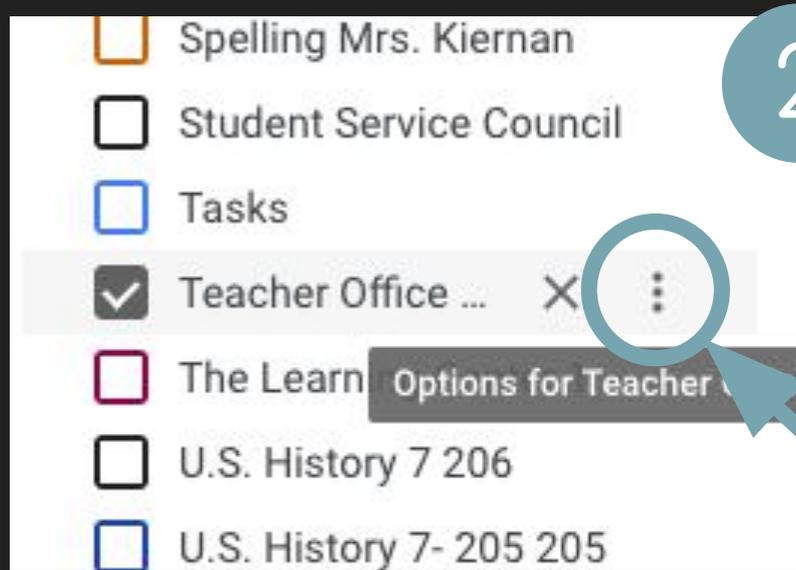
Sign into your Google Suite account and open your Google Calendar





1

Select your office hours calendar from the list of calendars on the left hand side of your screen

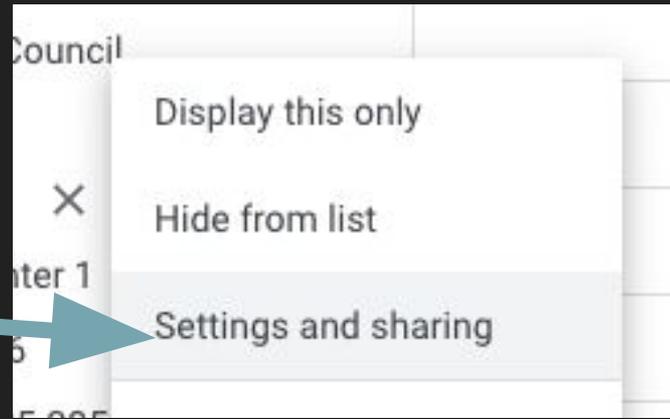


2

Click on the 3 dots

1

Select Settings and sharing



2

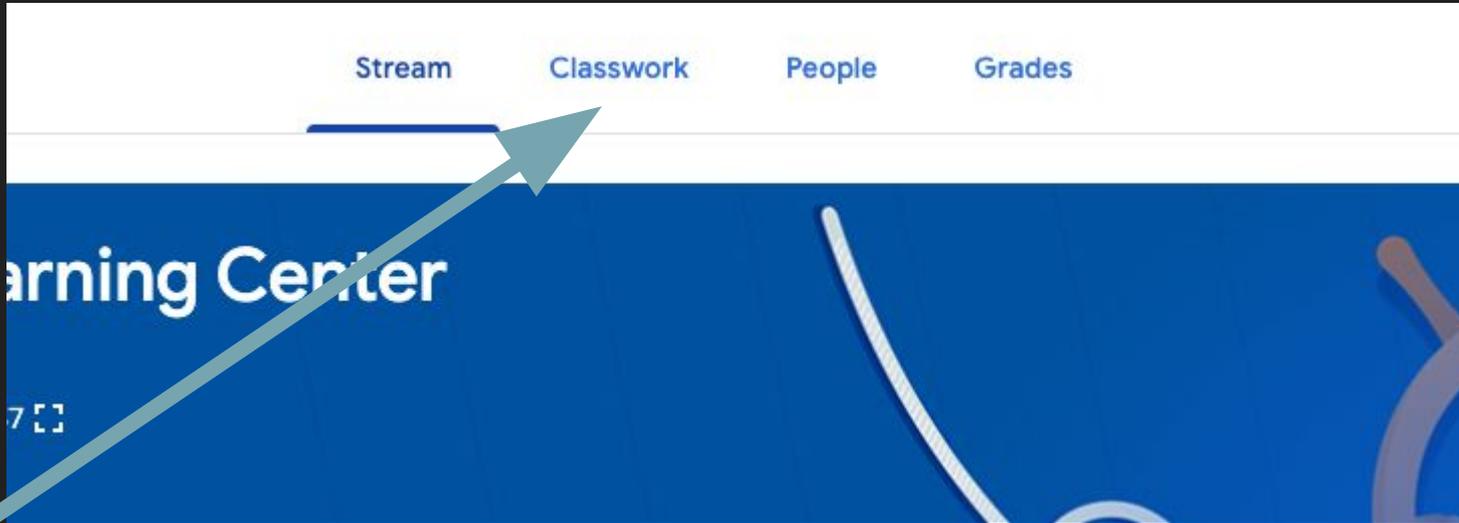
Integrate calendar

Calendar ID
smsmilford.com_335jv7q4kdtad4tf6msqlh2fjk@group.calendar.google.com

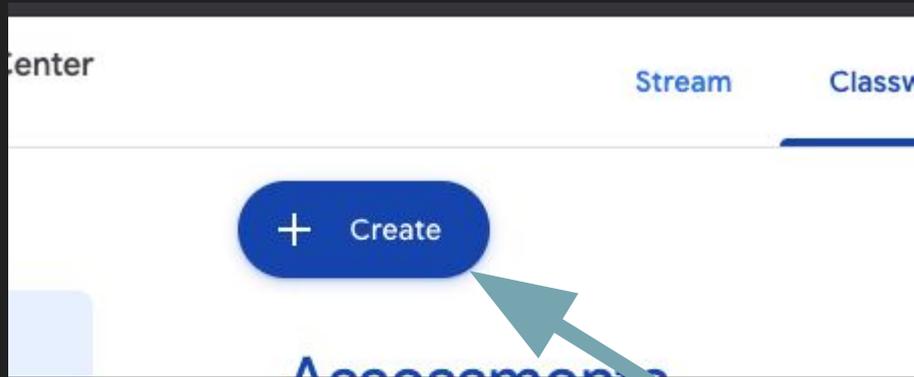
Public URL to this calendar
https://calendar.google.com/calendar/embed?src=smsmilford.com_335jv7q4kdtad4tf6msqlh2fjk@group.calendar.google.com

Use this URL to access this calendar from a web browser.

Scroll down to copy the Public URL to the calendar



Open your Google Classroom and click the Classwork tab at the top of your classroom

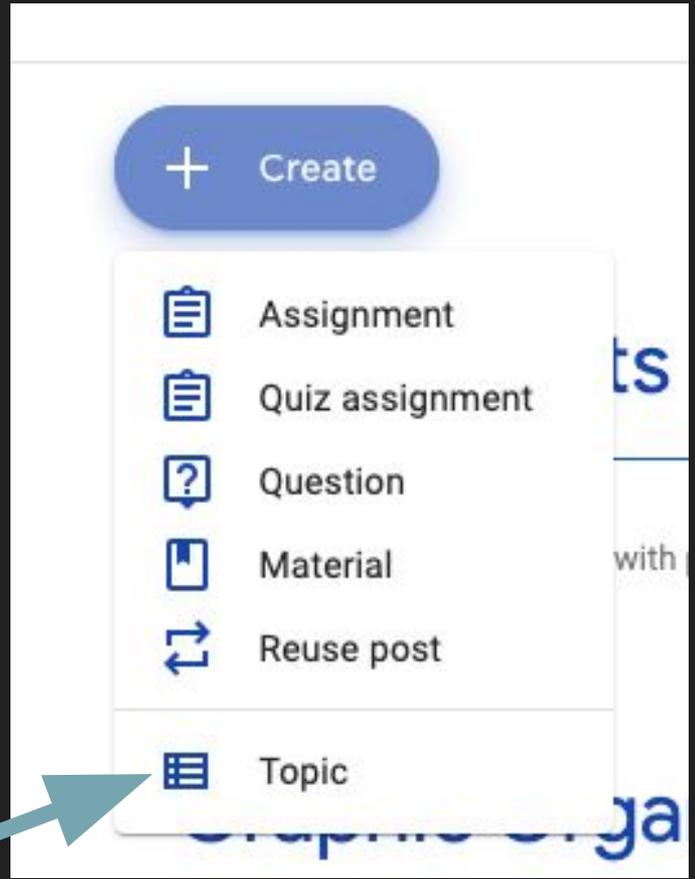


1 Click Create

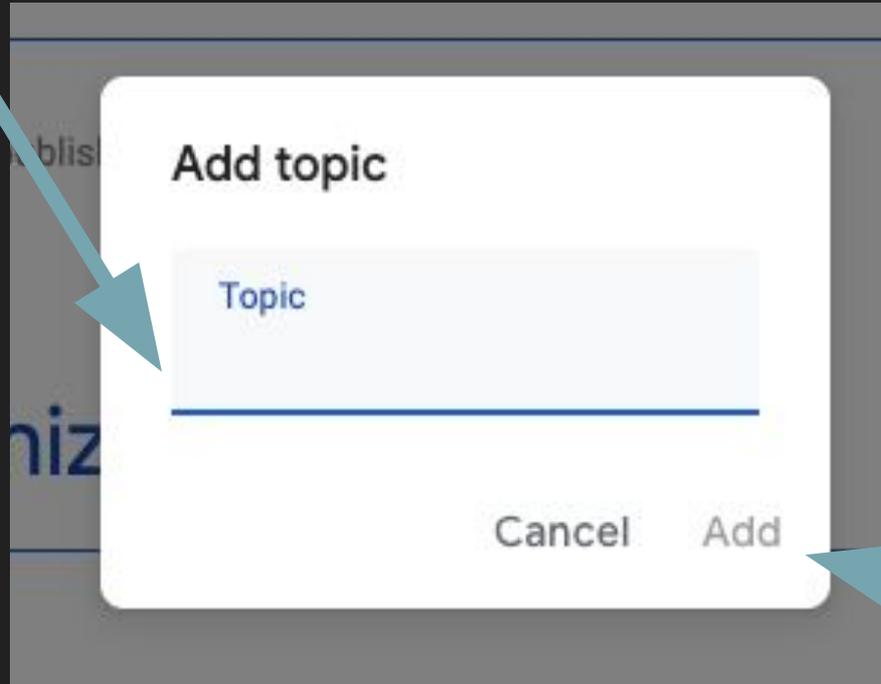


2

Click Topic

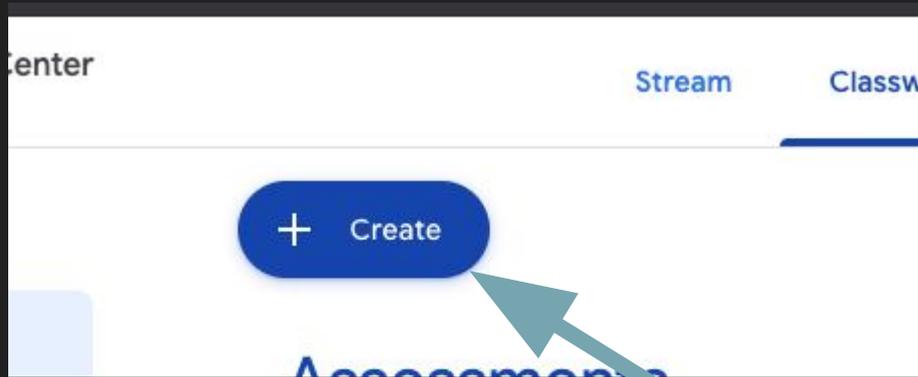


Name your Topic, Office Hours

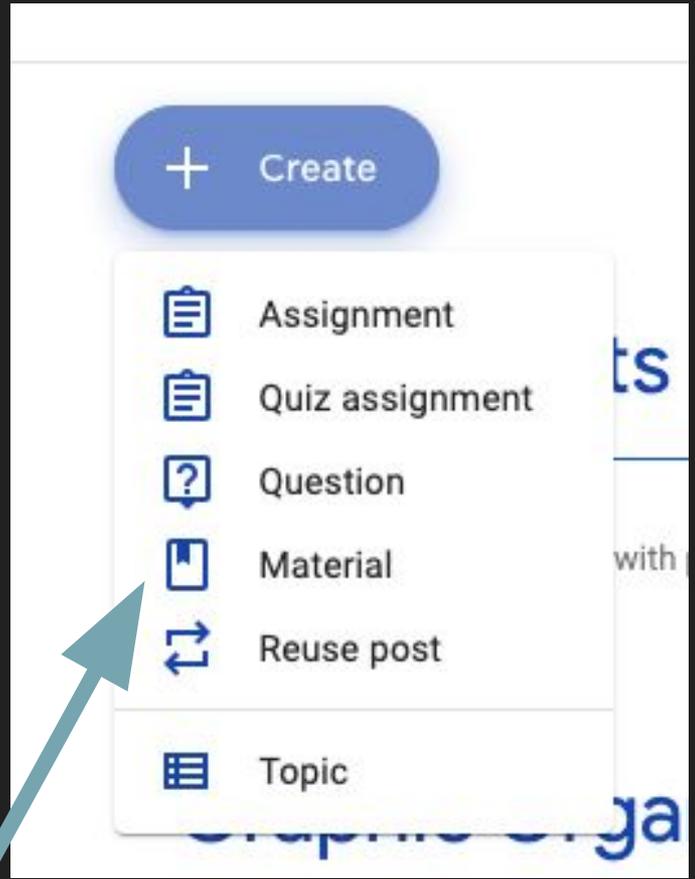


The image shows a white dialog box titled "Add topic" centered on a dark background. Inside the dialog, there is a text input field with the placeholder text "Topic". Below the input field is a horizontal blue line. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Add" on the right. A light blue arrow points from the top-left towards the input field, and another light blue arrow points from the bottom-right towards the "Add" button.

Click Add



1 Click Create



2

Click Material

Material

Title

Teacher Office Hours

Description (optional)

Please sign up for Office Hours if you have questions



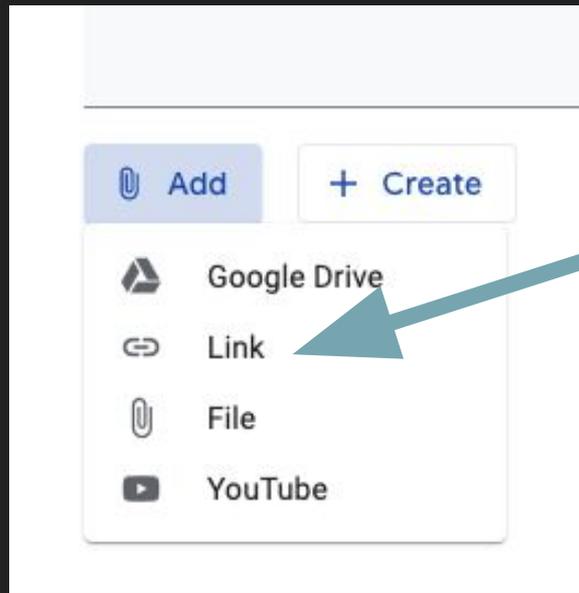
Add

Create

Fill in the title for
your Office Hours

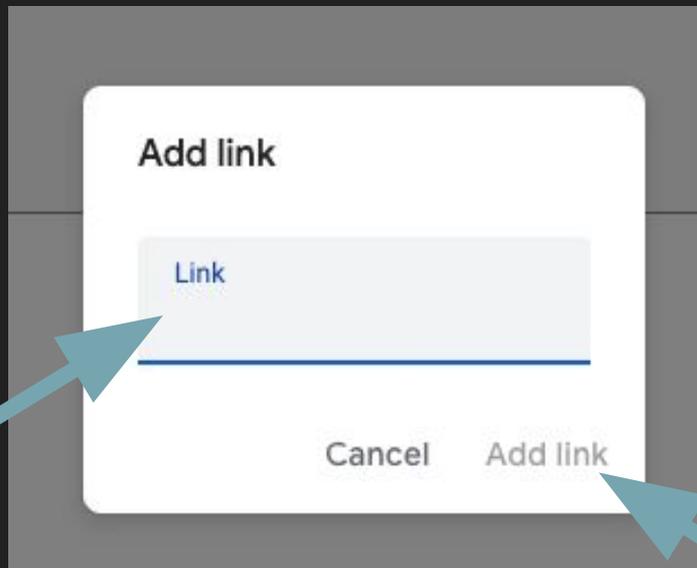
Fill in description for
your Office Hours

Click Add



1

Click Link



2

Paste the link copied from your calendar

3

Click Add Link

Title

Teacher Office Hours

Description (optional)

Please sign up for Office Hours if you have questions.

 Add

 Create



Google Calendar - Sign in to Access & Edit Your Schedule

https://calendar.google.com/calendar/embed?src=smsmilford.com_335jv7q4kdtad4tf6msqlh2fjk%40gro...



Your Calendar will appear as a link at the bottom of your Material post.



Click Post

Your Office Hours
Calendar will now
appear on your google
classroom.

