

Calendar : Canton Public Schools

File Edit Format Message Collaborate View Admin Help

New Print Delete Show Today List Go to Today Day Work Week Week Month Find Directory Help

Calendar 251 Events 0 Tasks Canton Public Schools : Mike Wentland Unlimited

My Calendars

- Desktop
- Admin. Calendar (999+)
- Administrative Meetings Calendar (105)
- Calendar
- IT Test Calendar
- Tech Calendar
- CHS Calendar (999+)
- CHS Events Calendar (999+)
- Field Trip Calendar (607)
- GMS Events Calendar (999+)
- Hansen Events Calendar (88)
- Hansen Faculty Calendar (88)
- IT Test Calendar
- JFK Calendar (999+)
- JFK Events Calendar (999+)
- Luce Events Calendar (305)
- Rodman Conference Room Calendar (5)
- Rodman Early Childhood Calendar (999+)
- Trash Can

Desktop

Mail

Calendar

Contacts

Conferences

FCWS

Instant Message

Workspaces

Documents

Web Publishing

File Storage

Bookmarks

Today

Calendars

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31	Apr 1			4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	May 1	2	3	4

Wednesday, March 20, 2019

Today

Phase #1 Export Firstclass Calendar

Step #1 Open your Calendar

Wednesday, March 20, 2019 1:41 PM (GMT-5:00) Eastern Time

Calendar : Canton Public Schools

File Edit Format Message Collaborate View Admin Help

Open Close Ctrl+F4 Upload... Download... Import Export... Save Save As... Delete Ctrl+D Undelete Properties... Alt+Enter Print Layout Print... Ctrl+P Exit Alt+Shift+F4

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Today Calendars April 2019

Wednesday, March 20, 2019 Today

Sunday Mar 31 Monday Tuesday Wednesday Thursday Friday Saturday

4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 May 1 2 3 4

Step #2 is to Click File, Export

Desktop Mail Calendar Contacts Conferences FCWS Instant Message Workspaces Documents Web Publishing File Storage Bookmarks

Exports an item.

The screenshot shows a web-based calendar application. The 'File' menu is open, and the 'Export...' option is highlighted with a green arrow. A green box is drawn around the 'Export...' option with the text 'Step #2 is to Click File, Export'. The calendar view is set to 'Month' for April 2019. The interface includes a top menu bar, a toolbar with navigation icons, a left sidebar with navigation links, and a main calendar grid. A status bar at the bottom indicates 'Exports an item.'

- Calendar
- My Calendars
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Calendar 251 Events 0 Tasks Canton Public Schools : Mike Wentland Unlimited

Today Calendars

April 2019

Today

Wednesday, March 20, 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31				4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	May 1	2	3	4

Export Calendar

Select the file format in which you want events and tasks exported.

Calendar export format

- iCalendar (.ics)
- For use with Outlook (.csv)
- For use with BlackBerry (.csv)

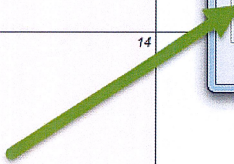
Cancel OK

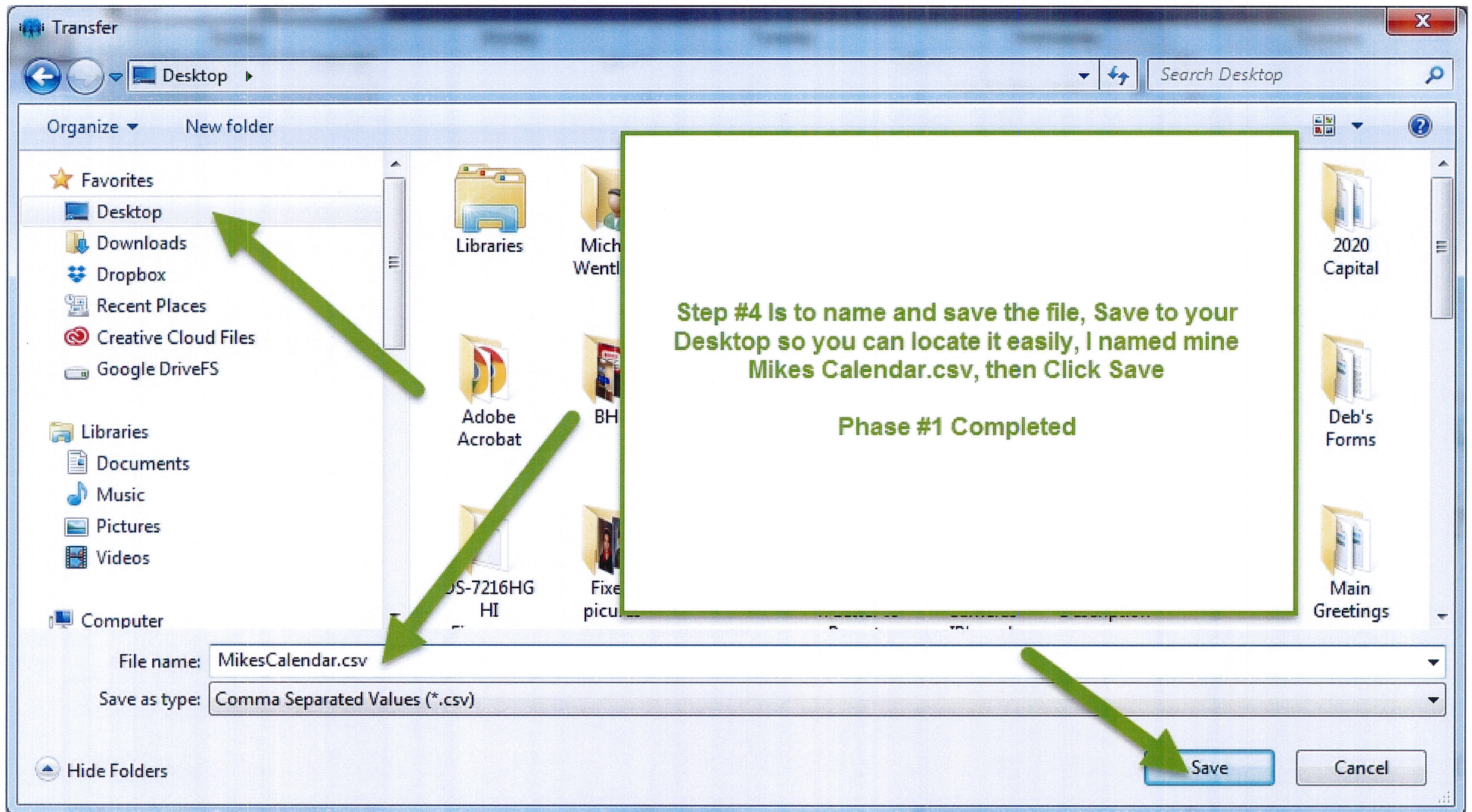
Wednesday, March 20, 2019

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Wednesday, March 20, 2019 1:44 PM (GMT-5:00) Eastern Time

Step #3 is to Click this radio button and click OK





Create

March 2019

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Add calendar

My calendars

- Michael Wentland
- Birthdays
- Canton High School CPU ...
- CPS Technology Departm...
- IT Testing Classroom
- Reminders
- Tasks
- Teacher Device Pilot 2018-...

Other calendars

- Holidays in United States
- Technology

GMT-04	SUN 17	MON 18	TUE 19	WED 20	THU 21	FRI 22
	St. Patrick's Day					
9 AM		Order phones 9 - 10am				
10 AM		Order maintenance cameras 10 - 11am			Canton Schools Equipment Review 9:30am, Canton, MA	
11 AM		Setup Brett w/ Rodman Door Camera 11am - 12pm			Pay Comcast and JD 11am - 12pm	
12 PM						
1 PM					MPS Proposal Discussion with HP/M 12:30pm, Skype Meeting	
2 PM						
3 PM						
4 PM						
5 PM						
6 PM						
7 PM						
8 PM						
9 PM						
10 PM						
11 PM						

Phase # 2
Import your Firstclass Calendar into Google

#2
Click the three dots

#1
Open Calendar

Account Gmail Drive

Classroom Docs Sheets

Slides Calendar Meet

Google+ Sites Contacts

Support

More

Create

March 2019

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

SUN	MON	TUE	WED	THU	FRI	SAT
17	18	19	20	21	22	23
St. Patrick's Day	Order phones 9 - 10am		MPS Proposal Discussion with HP/M 12:30pm, Skype Meeting	Canton Schools Equipment Review 9:30am, Canton, MA		
	Order maintenance cameras 10 - 11am			Pay Comcast and JD 11am - 12pm		
	Setup Brett w/ Rodman Door Camera 11am - 12pm					

#3
Click "Import"


- Add calendar
- Create new calendar
 - Browse resources
 - Browse calendars of interest
 - From URL
 - Import
- My calendars
- Michael Wentland
 - Birthdays
 - Canton High School CP
 - CPS Technology Depart
 - IT Testing Classroom
 - Reminders
 - Tasks
 - Teacher Device Pilot 2018...
- Other calendars
- Holidays in United States
 - Technology

- General
- Add calendar ▾
- Import & export** ▸
- Import
- Export

- Settings for my calendars
- Michael Wentland
- Birthdays
- Canton High School CPU Pilot
- CPS Technology Department
- IT Testing Classroom
- Teacher Device Pilot 2018-2...

- Settings for other calendars
- Holidays in United States
- Technology

Import

 Select file from your computer

Add to calendar
Michael Wentland ▾

You can import event information in iCal or CSV (MS Outlook) format.

Import

#4
Selected the .csv file you exported from Firstclass

Export

- Michael Wentland
- Birthdays
- Canton High School CPU Pilot
- CPS Technology Department
- IT Testing Classroom
- Teacher Device Pilot 2018-2019

You can download all calendars you can view and modify in a single archive.

Export

#5
Click Import

General

Add calendar ▾

Import & export ▲

Import

Export

Settings for my calendars

- Michael Wentland
- Birthdays
- Canton High School CPU Pilot
- CPS Technology Department
- IT Testing Classroom
- Teacher Device Pilot 2018-2...

Settings for other calendars

- Holidays in United States
- Technology

Import

📁 Select file from your computer

Add to calendar
Michael Wentland ▾

You can import event information in iCal or CSV (MS Outlook) format.

Import

Export

- Michael Wentland
- Birthdays
- Canton High School CPU Pilot
- CPS Technology Department
- IT Testing Classroom
- Teacher Device Pilot 2018-2019

You can download all calendars you can view and modify in a single archive.

Export

Imported 687 out of 687 events.

OK

#6
Ya !!
Your Done !!!