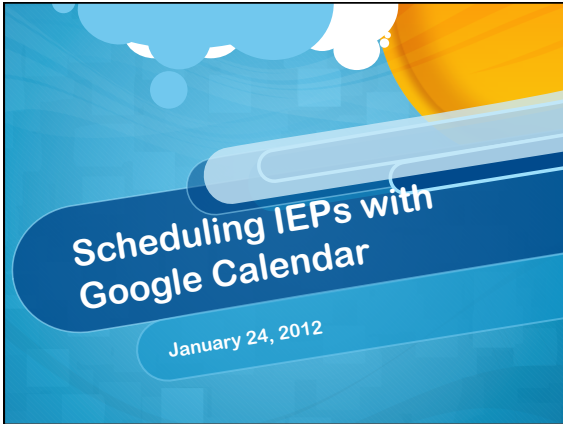
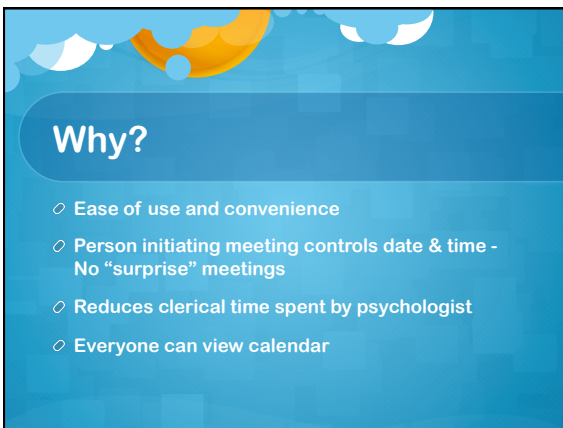


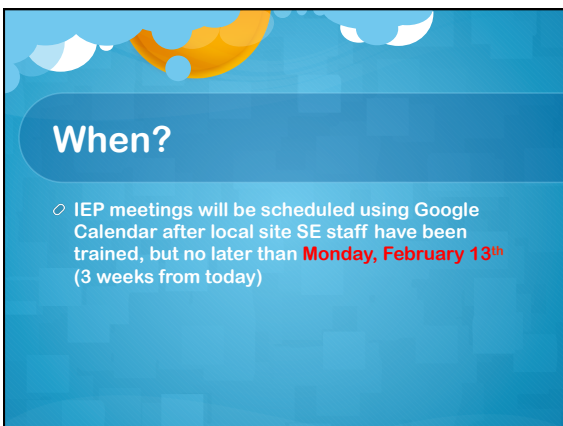
AGENDA

Date: January 24, 2012
Time: Session 1: 9:00 a.m. - 11:00 a.m. Session 2: 12:30 to 2:30
Place: Technology Resources, El Cajon
Topic: Using *Google Calendar* to Schedule IEP Meetings
Presenters: John Theilmann and Eloise Tronto

- **Why?**
- **When?**
- **Accessing and Navigating Google Calendar**
- **Creating and Sharing School's IEP Calendar**
- **Posting IEP Meeting on Google Calendar**
- **Scheduling Responsibilities**
- **Canceling/Rescheduling IEP Meetings**
- **Additional Features and Tips**
- **Arranging Language Interpreters for IEP Meetings - GUHSD EL Department**











Accessing and Navigating Google Calendar

- ◊ Access Google Mail
- ◊ Click on Calendar




Creating and Sharing School's IEP Calendar

- ◊ Only have to do this one time
- ◊ Select "Create New Calendar" from "My Calendar" drop-down list (left side of calendar)
- ◊ Enter "Calendar Name" (e.g., El Capitan IEP Calendar)
- ◊ Enter names of persons that will need access to calendar



Creating and Sharing School's IEP Calendar

- ◊ Assign Privileges
 - ◊ "Edit" for those that will need to post IEPs (all SE certificated staff at school site, Psych Secretary, Psych Aide, Admin. Designee, etc.)
 - ◊ "View" for anyone else that will need access (School's Admin Team, Counselors, etc)



Posting IEP Meeting on Google Calendar

- When possible, contact parent to determine if proposed date/time are acceptable
- Select Name of IEP Calendar (e.g., El Capitan IEP Calendar)
- Select Date
 - Only regular IEP meeting days, unless authorized by Admin. Designee
 - Annual Reviews: At least 4 weeks in advance of due date
 - All Other Meetings: At least 1 week before meeting




Posting IEP Meeting on Google Calendar

- Click "Edit event"
- Enter Time (only within regular meeting day schedule e.g., 8:00 to 3:00)
- What: Enter Student's ID Number, Name (Last, First), Purpose (e.g., AR/ITP), and Name of Advocate Teacher
- Click "SAVE"



Posting IEP Meeting on Google Calendar

- As Needed
 - Enter Description
 - Enter "Place" if different from regular meeting room
 - Invite "Guests" (e.g., GE Teacher, Related Service Providers)
 - Set-up reminders



Scheduling Responsibilities

- When possible, pre-arranging date/time with parent – **Person initiating meeting**
- Posting IEP Meeting on Google Calendar
 - Initial IEPs, Triennials, and 30-Day Reviews – **Psychologist**
 - Annual Reviews – **Advocate Teacher**
 - All other meetings (amendments, etc.) – **Person requesting meeting**




Scheduling Responsibilities

- Notifying relevant School Staff
 - "Staffing Notice" sent to relevant staff - **Psychologists Secretary (remainder of this school year)**
 - Use of Google Calendar "Invite Guests" feature - **Person posting IEP meeting (optional for remainder of this year; required next year)**




Scheduling Responsibilities

- Notifying parents and outside agencies
 - Mailing IEP Meeting Notice – **Psychologist's Secretary (remainder of this school year);**
 - Reminder phone call – **Joyce Bassetti (remainder of this school year); Clerical Support at local school site (starting next school year)**




Scheduling Responsibilities

- Arranging for language interpreter – **Psych Aide**
- Rescheduling – **Psych Aide**




Canceling/Rescheduling IEP Meetings

- Do not cancel or replace an existing meeting for a student that is not on your Advocate List
- To cancel a meeting, click the “Delete” button. You will be asked whether you want to send automatic cancelation notices to “guests”
- Use Psych Aide to assist with reschedules



Additional Features and Tips

- Google Agenda (Click “Agenda” in upper right side of calendar)
- Printing Calendar (Click “More” in upper right side)
- Using Google HELP (Click the “gear symbol”  in upper far right side)



Language Interpreters

- Use Psych Aide to assist with arranging interpreters
- To request an interpreter:
 - Check availability on "Translation Services" calendar
 - Add type of interpreter (e.g., Spanish) after name of Advocate Teacher in the "What" field when posting the IEP meeting on Google Calendar (see Slide 8)
 - In "Location" specify name of school and IEP meeting room
 - Add "translation services" as a Guest.

Grossmont Union High School District

Educational Services Division

English Learner Programs

Instructional Resource Center

301 Mollison Avenue

El Cajon, CA 92021

TRANSLATION SERVICES

How to Request for Translation Services

(Revised 01/15/12)

Step-by-step instruction on how to request assistance with language interpretation via Google calendar. For document translation, please email request with attachment(s) to translationservices@guhsd.net or via district email with directions and desired completion date. Please allow for a 7 work-day window to ensure completion by desired date. For questions regarding translation and interpretation, please call or email the English Learner Programs secretary.

English Learner Programs, Secretary

(619) 593 – 2710

Lai Saeteurn, Director

(619) 593 – 2711

Scott Gaudet, Curriculum Specialist

(619) 593 - 2712

Jason Martinez, Counselor

(619) 593 – 2713

Maysoon Alkhouri,

Arabic Translator/Chaldean Interpreter

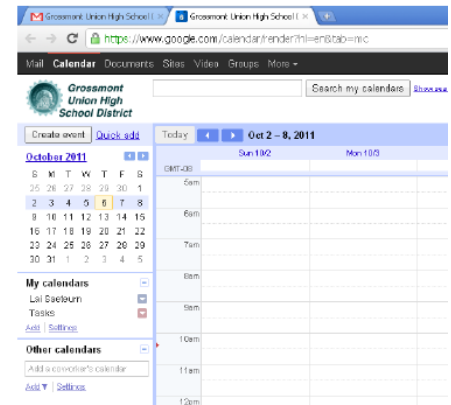
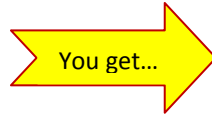
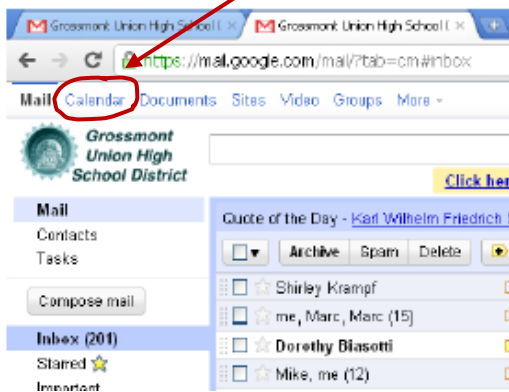
(619) 593 – 2714

Leo Marchena, Spanish Translator/Interpreter

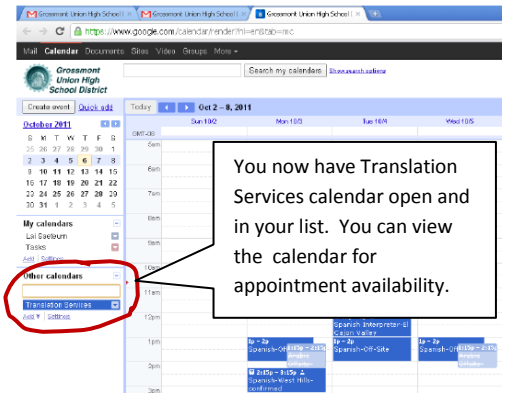
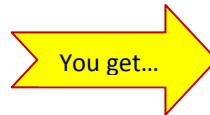
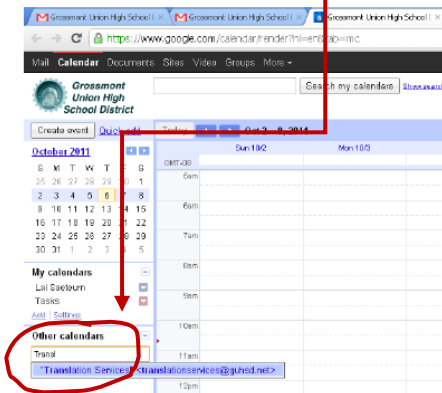
(619) 593 - 2712

After Gmail login, follow the steps below to create an event (aka an appointment).

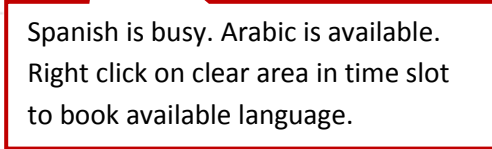
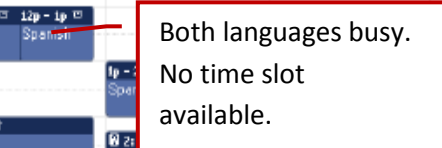
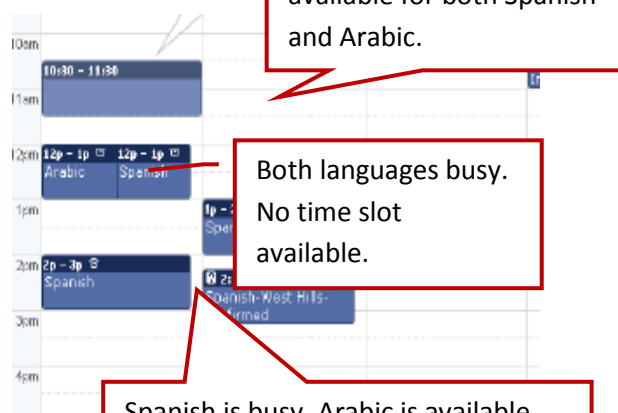
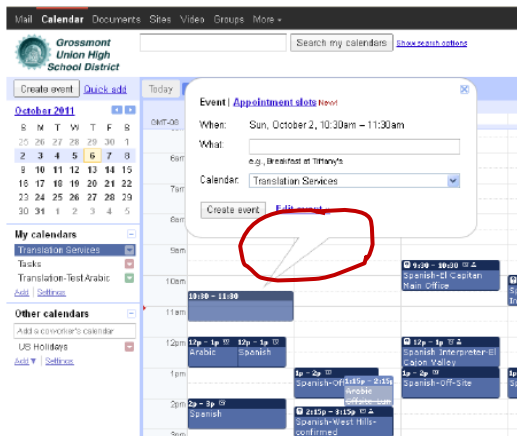
STEP 1: Left click on **Calendar** at the top left corner.



STEP 2: Enter "translation" into **Other Calendars** field and left click on "Translation Services" translationservices@guhsd.net.



STEP 3: Right click on available appointment slot (blank) and fill in **What** field. The calendar reflects events for both Arabic and Spanish that are independent of each other.

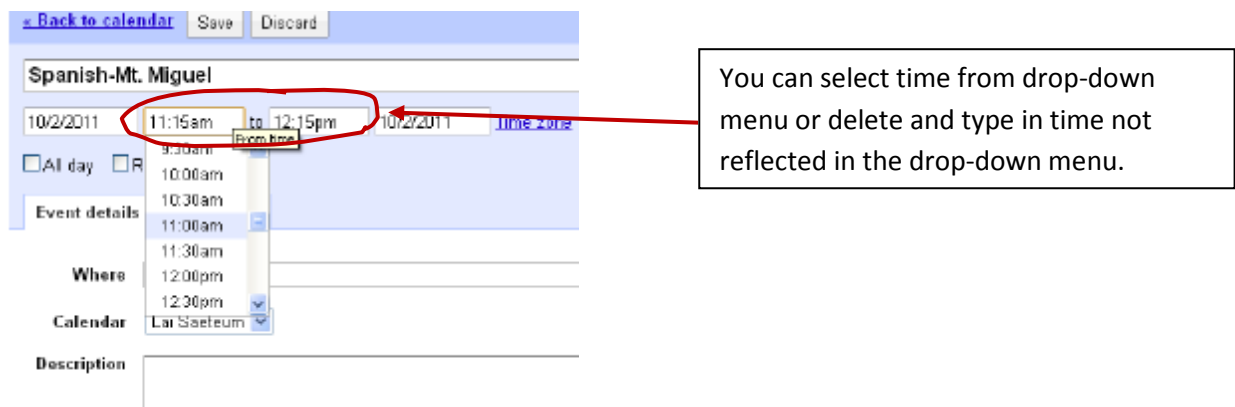


STEP 4: Fill **What** field with “Language-Site Name” and left click on **Edit event**.



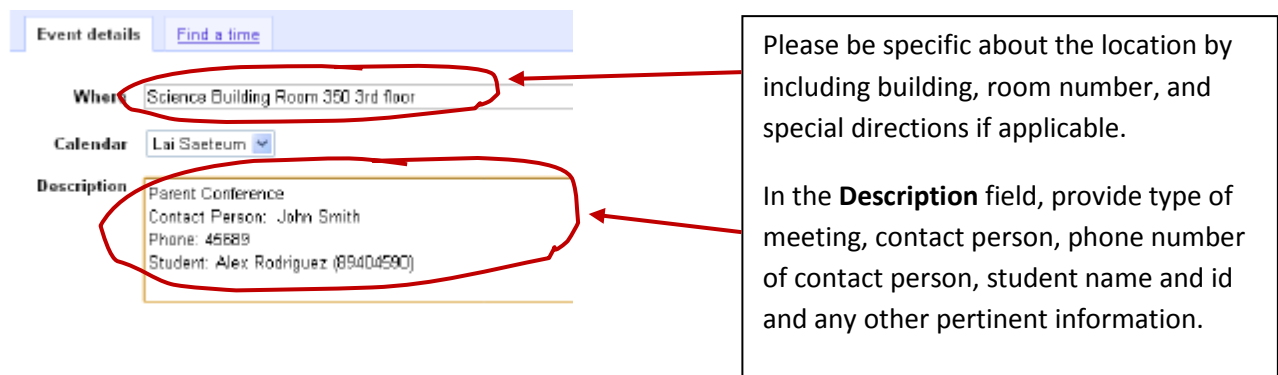
The image shows a calendar interface with a pop-up event window. The event is titled "Spanish-Mt. Miguel" and is scheduled for "Sun, October 2, 11am - 12pm". The "What" field is circled in red, and the "Edit event" button is also circled in red. A yellow arrow points from the event window to the right, where a detailed view of the event form is shown. In this detailed view, the "What" field is filled with "Spanish-Mt. Miguel", and the date and time are set to "10/2/2011 11:00am to 12:00pm".

Step 5: Verify time and date and make changes as needed.



The image shows a detailed view of the event form. The "What" field is filled with "Spanish-Mt. Miguel". The date is "10/2/2011" and the time is "11:15am to 12:15pm". A dropdown menu is open, showing a list of times from 9:30am to 12:30pm. A text box on the right explains that users can select time from the dropdown menu or delete and type in time not reflected in the dropdown menu.

STEP 6: Fill **Where** field and **Description** field. Please provide exact location and information about the event.



The image shows a detailed view of the event form. The "Where" field is filled with "Science Building Room 350 3rd floor". The "Description" field is filled with "Parent Conference", "Contact Person: John Smith", "Phone: 45688", and "Student: Alex Rodriguez (89404590)". A text box on the right explains that users should be specific about the location and provide detailed information in the description field.

STEP 7: Add Translation Services as a guest. Type “transl...” and right click on “Translation Services <translation services@guhsd.net>.”

Where: Science Building, Room 303

Calendar: Lai Saetum

Add: **Guests | Rooms, etc.**
Enter email addresses

Guests

Lai Saetum
Translation Services

Suggested times

Guests can: modify event, invite others, see guest list

You are adding Translation Services as a guest because you are actually creating the event/appointment on your calendar. Select Guest can: **modify event.**

Make sure **modify event, invite others and see guest list** are checked.

STEP 8: Repeat STEP 7 until you have added all attendees at the event.

Add: **Guests | Rooms, etc.**

Add

Make some attendees optional

Guests

Yes: 0, No: 0, Awaiting: 2

Dottie Blasotti
Scott Gaudet
Lai Saetum
Translation Services

Requestor adds guest(s) of his party. Translation Services will add the appropriate interpreter to the event if no interpreter has been selected.

STEP 9: Left click **Save** at bottom left corner or top left corner. Left click **Send**.

Save Discard changes

You get...

Send invitations?

Would you like to send invitations to guests?

Send Don't send

Guests can: modify event, invite others

VOILA! The appointment is populated into the calendar of the individual who created the event, Translation Services calendar and calendars of guests. Translation Services will add language interpreter to the **Guests** list if applicable.

Other calendars

Add a calendar

Translation Services

10am

11am

12pm

1pm

2pm

3pm

4pm

Spanish-Mt.
Miguel
Arabic
Spanish
Spanish
Spanish confirm

Step 10: Guest(s) are notified via their Google email. Left click on the invitation to open response feature.

★	Maysoon Alkhourii	New Event: Newcomer testing (3 students) @ Fri Oct 7 8:30am - 11:15am (Translation.Arabic) - more details > New	Oct 5
★	Maysoon Alkhourii	New Event: Arabic-El Cajon @ Fri Oct 7 8:30am - 12:30pm (Translation.Arabic) - more details > Arabic- El Cajon Tes	Oct 5
★	Maysoon Alkhourii	New Event: ECVJEP Meeting @ Wed Oct 19 12pm - 1pm (Translation.Arabic) - more details > ECVJEP Meeting Stu	Oct 5

Step 11: Confirm your attendance at the meeting. Left click on the bubble for **Yes, Maybe, No**. **Add Note** if applicable.

School District

Back to calendar Save Discard changes Remove from this calendar More

Going? Yes Maybe No Add note Report spam

Test Event

Sat, October 8, 9am - 10am

Event details Find a time

STEP 12: The individual who created the event/appointment and the EL Programs secretary will check on the status of attendees. Please confirm attendance within 24 hours of receiving an invitation. Left click on any appointment on your calendar and it will show you event details. Review the **Guest** list for confirmation of guests in advance of the event.

Left click to view details.

You get...

Yes, I am coming.

CANCELLATIONS: The individual who created the event is responsible for cancelling the event via google calendar if there is a 24-hour advance notice. If the cancellation is less than a 24-hour notice, the individual who created the event will cancel via Google calendar and also notify the EL Programs secretary by phone (619) 593 – 2710.

Left click Delete.

You get...

Left click Delete and notify guests.