

# **Google Calendar Mashup Application**

**June 1**  
**2010**

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UNCG Calendar Mashup Application

This document explains how to use the Google Calendar Mashup application to view multiple public calendars in one calendar view.

The UNCG Google Calendar Directory helps you keep up to date on the latest departmental and group schedules. This document was created to help guide you through the process of searching for; finding and combining the calendars that you are interested in, into one view or “mashup” calendar.

In order to create a combined view of several calendars, or a “mashup,” you first have to search for and locate the calendars that you are interested in viewing. This is where we will start. You can “mash” together or combine as many calendars as you want to into one calendar view. For the purpose of this example, we will work with just three calendars.

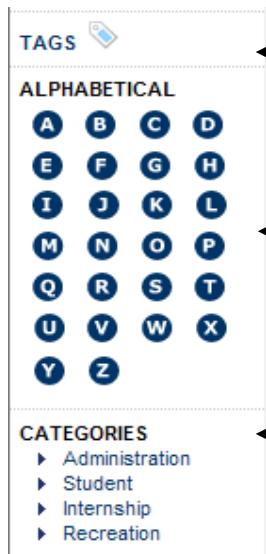
Locate the calendars that you want to combine.

**Example Calendars to use:**

- Career Services
- Department of Library and Information Studies
- EUC

## Search for your calendar(s)

You can locate a calendar in several ways:



The screenshot shows a search interface with three main sections: 'TAGS' at the top, 'ALPHABETICAL' in the middle, and 'CATEGORIES' at the bottom. The 'ALPHABETICAL' section contains a grid of letters from A to Z. The 'CATEGORIES' section lists 'Administration', 'Student', 'Internship', and 'Recreation'. Three arrows point from the text descriptions on the right to these sections: the top arrow points to 'TAGS', the middle arrow points to 'ALPHABETICAL', and the bottom arrow points to 'CATEGORIES'.

**Tags** - words or key phrases that describe a calendar and its events.

**Alphabetical List** - search based on the name of a department or organization

**Categories** - The major common areas under which most calendars are grouped together

## Locate and select your calendar

(For this example we searched the alphabetical listing for the **Career Services** calendar)

### Alphabetical: Calendars Whose Name Start with the Letter C


#### **Campus Activities & Programs (CAP)**

 student activities, student organizations, student affairs, euc


#### **Career Services**

 student, career, jobs, internship, resume, interview, student affairs, euc

#### **Community-Engaged Scholarship**

 research, community, scholarship, partners, collaborate, social, transformation, student affairs, leadership, service-learning, euc

#### **Co-Curricular Service**

 leadership, service-learning, euc, students, student affairs

Click on the name of the calendar you are searching for.

This will take you to more detailed information about the calendar (see below). A preview of the calendar. If there are no current or future events scheduled on that calendar, the preview will appear blank.

## Calendar Details

### **Career Services**



#### Description

*Events sponsored by the Career Services Center*

#### Tags

student, career, jobs, internship, resume, interview, student affairs, euc

#### Questions about these events? Contact the Calendar Maintainer

Jodi Barber via [jsbarber@uncg.edu](mailto:jsbarber@uncg.edu)

[XML](#) [ICAL](#) [HTML](#)

### **Career Services**

Today   Wednesday, May 19  Week Month Agenda 

Showing events after 4/15. [Look for earlier events](#)

**Thursday, April 15**

Student Employee Appreciation Week

**Friday, April 16**

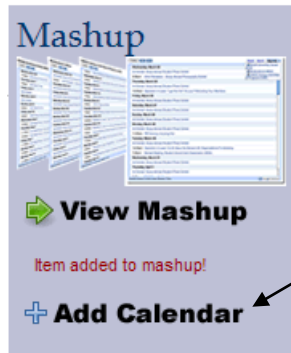
Student Employee Appreciation Week

Showing events until 1/31. [Look for more](#)

Calendar Preview

## Add Your Calendar To A Mashup

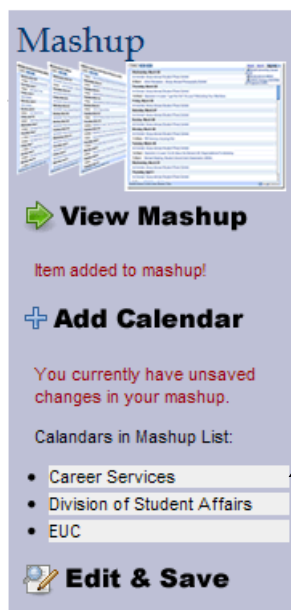
To add the calendar to a mashup of multiple calendars, click on **ADD CALENDAR** just below the VIEW MASHUP button on the right hand side of the screen.



**CLICK HERE**

To add a calendar to a mashup

As you add calendars to your mashup, a list will appear in the right column under “**Calendars in Mashup List.**” It will look like this:



### **Calendars in Mashup List**

3 calendars have been added to your

**UNSAVED** Mashup list. To save the list,

Click on “**EDIT & SAVE**” and log in.

You can add as many calendars to the mashup as you wish but in order to **and save the calendar for mashup for later, you must be logged into iSpartan.** If you are not logged in, you may still create a mashup **but it will not be saved** for later viewing.

## Log in to iSpartan



In order to save the mashup you have created, you must log in using your UNCG Novell/E-Spartan account username and password. This is the same username and password you use to access your email daily or to log in to your computer at work.

Click on **“EDIT & SAVE”** to log in and save your mashup. This will bring you to the **“Edit Mashup List”** page. On this page you can remove calendars from your mashup list and/or log in to save your mashup list. The page will look like this:

### Edit Mashup List

**NOTE: You currently have unsaved items in your Mashup List.**

Highlighted Items have not been saved.

 **Career Services**  
 *Delete from List*

### Save Mashup List

Saving a Mashup List allows you to return at a later time and still have the same Mashup.

In order to save your Mashup List, or retrieve a previously saved Mashup List, log in with your UNCG username and password.

**Authenticate: Sign in using your UNCG Novell/E-Spartan account**

Username: <input type="text"/>	<b>What's my Username?</b> Members of the UNCG community are given an eight digit username. Your username is the the initials of your first and middle name followed by either the first six digits of your last name, or the first five and then a number.
Password: <input type="password"/>	<b>What's my Password?</b> UNCG has several passworded systems. Your Novell and E-spartan password are typically kept in sync.
<input type="button" value="Login"/>	If you do not know your password, visit <a href="#">UNCG's Self Service Password Resetting Form</a> and follow directions.

**TO DELETE A CALENDAR FROM THE MASHUP LIST:** click on the yellow trash can located beside the words **“Delete from List,”** below the calendar you wish to delete.

**TO SAVE YOUR MASHUP LIST:** log in using your UNCG Novell/eSpartan account at the bottom of the page and click on **LOGIN**.

You will be asked to confirm that you wish to save this mashup. Review the list of calendars in your mashup to make sure they are correct and then click on **“SAVE THIS MASHUP LIST”** to save the mashup.


# Calendar Mashup


[View](#)

[Edit & Save](#)

[What is a "Mashup"?](#)

## Edit Mashup List

 **Career Services**

 *Delete from List*

← **CLICK HERE** to delete the calendar from your mashup list.

## Save Mashup List

Saving a Mashup List allows you to return at a later time and still have the same Mashup.

You are Logged On as: Idbaldwi (Danielle Baldwin)

[Save This Mashup List](#)

← **CLICK HERE** to save your mashup list

Once you click on **"SAVE THIS MASHUP LIST,"** a message stating that your mashup was saved will appear above the save button. It looks like this: **Mashup List saved.**

## Additional Information

You can log in **BEFORE** adding calendars to your mashup by clicking on **LOG IN** located in the left column of the page. This is also the location where you can view your mashups, log out, and submit a calendar and more.


### DIRECTORY HOME

- ▶ [About](#)
- ▶ [SUBMIT](#)  
[Calendar](#)

### MY MASHUP

- ▶ [View Mashup](#)
- ▶ [Edit & Save](#)
- ▶ [LOG OUT](#)  
Idbaldwi  
Danielle Baldwin

## A view of the entire left menu:

<b>DIRECTORY HOME</b> <ul style="list-style-type: none"><li>▶ About</li><li>▶ SUBMIT Calendar</li></ul>	←	<b>About</b> the directory <b>Submit</b> a calendar to the directory
<b>MY MASHUP</b> <ul style="list-style-type: none"><li>▶ View Mashup</li><li>▶ Edit &amp; Save</li><li>▶ LOG OUT Idbaldwi Danielle Baldwin</li></ul>	←	<b>View</b> your mashup <b>Edit &amp; Save</b> your mashup <b>Log Out</b>
<b>TAGS</b> 	←	<b>Tags</b> that help you find the calendars you are looking for based on descriptive words
<b>ALPHABETICAL</b> A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	←	<b>Alphabetical</b> listing of calendars already listed in the directory
<b>CATEGORIES</b> <ul style="list-style-type: none"><li>▶ Administration</li><li>▶ Student</li><li>▶ Internship</li><li>▶ Recreation</li></ul>	←	<b>Categories</b> for the calendars already in the directory. You can use this as a search tool.

