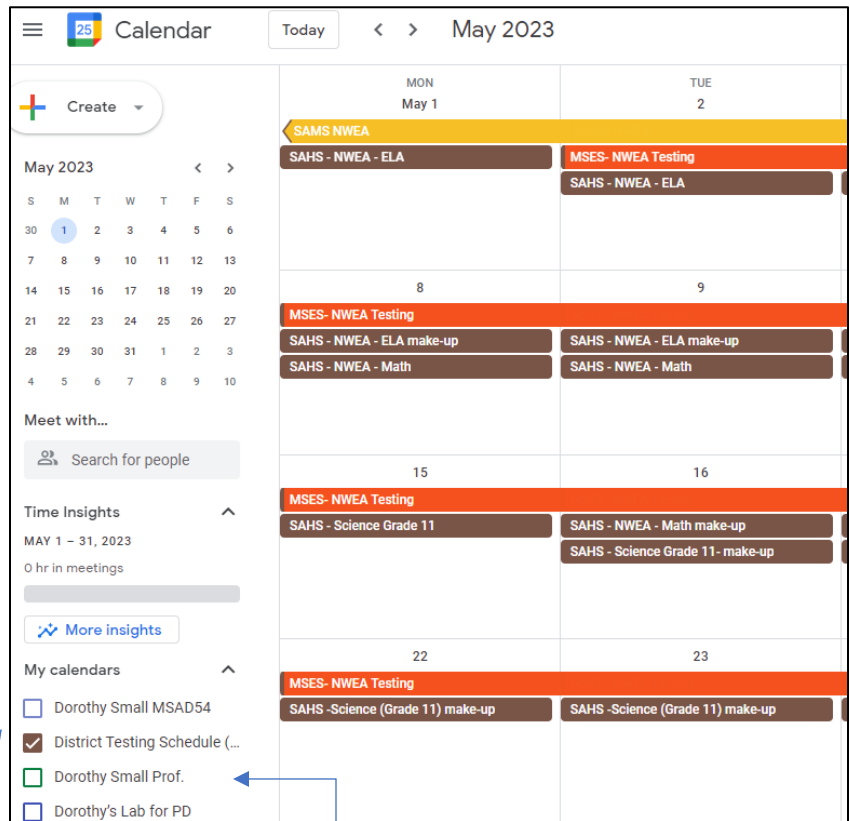# Entering Dates in the District Testing Calendar

Guide for Administrators

Please enter specific dates for testing in the area where testing will occur not just an 'All Day' from one date to an end date. We are asking this so that we can be sure the computers are ready. This does not have to be by class/teacher. Tech just needs to know what area of your school will be testing so that we can concentrate on that area first.

To enter dates in the calendar you will go to your Google Calendar.

If you do not see "District Testing Schedule' please let Dorothy know and she will add you to sharing privileges.

Be sure you only have the 'District Testing Schedule' checked.

Double Click on the date you wish to enter your testing session.

Add your session with **(School-Test Name-Group Being Tested)** Please add Make-up if it is a make-up test.

Once you have finished scheduling the classes/teams/departments in the District Testing Calendar you can 'Turn on (Check)' your other calendars.