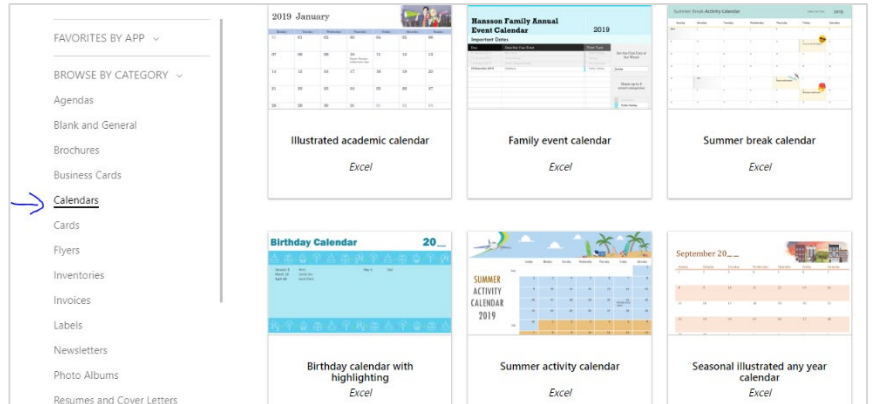


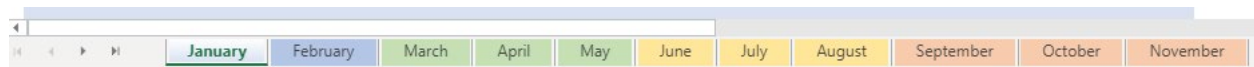
Create a Single Calendar in O365 to Embed in your Class Blog

Calendars come in all shapes and sizes. Using an excel calendar template is helpful as there is only one workbook that all calendars reside. Save this file in your OneDrive and share it on your class blog. Any updates needed can simply be changed in the file and your blog will automatically reflect the change. (no need to reupload a new document).

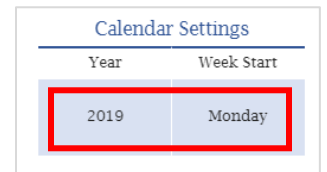
Find calendar templates from O365 online templates. Select one to download into your OneDrive.



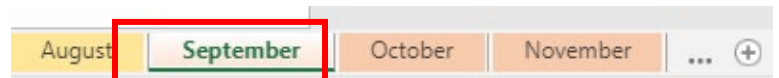
An excel workbook contains sheets (accessed via the tabs).



To set up the school year, scroll over to the right of the calendar to find **Calendar Settings**. Click in the **year** and change to current September year. You can also change the WEEK START.



Click on the month tab.



Select the cell box and start writing. O365 will autosave your content.

The screenshot shows a calendar grid for September 2019. The days of the week are listed at the top: Monday, Tuesday, Wednesday. The dates 26, 27, and 28 are visible in the first row. The date 2 is visible in the second row. The date 3 is selected, and a cell box is drawn around it. The text 'School Starts 9:00-10:00' is written inside this cell. The date 9 is visible in the third row. The date 10 is selected, and a cell box is drawn around it. The text 'Workshop-Make Your Laptop Your Best Friend (3:30-5:00)' is written inside this cell. The date 11 is visible in the third row.

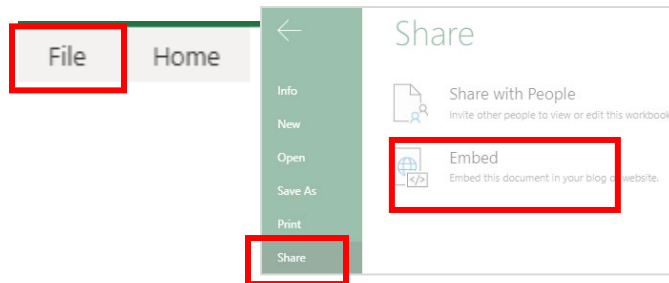
Monday	Tuesday	Wednesday
26	27	28
2	3 School Starts 9:00-10:00	4
9	10 Workshop-Make Your Laptop Your Best Friend (3:30-5:00)	11

Create a Single Calendar in O365 to Embed in your Class Blog

EMBED YOUR FILE IN YOUR CLASS BLOG

Select **FILE > SHARE**

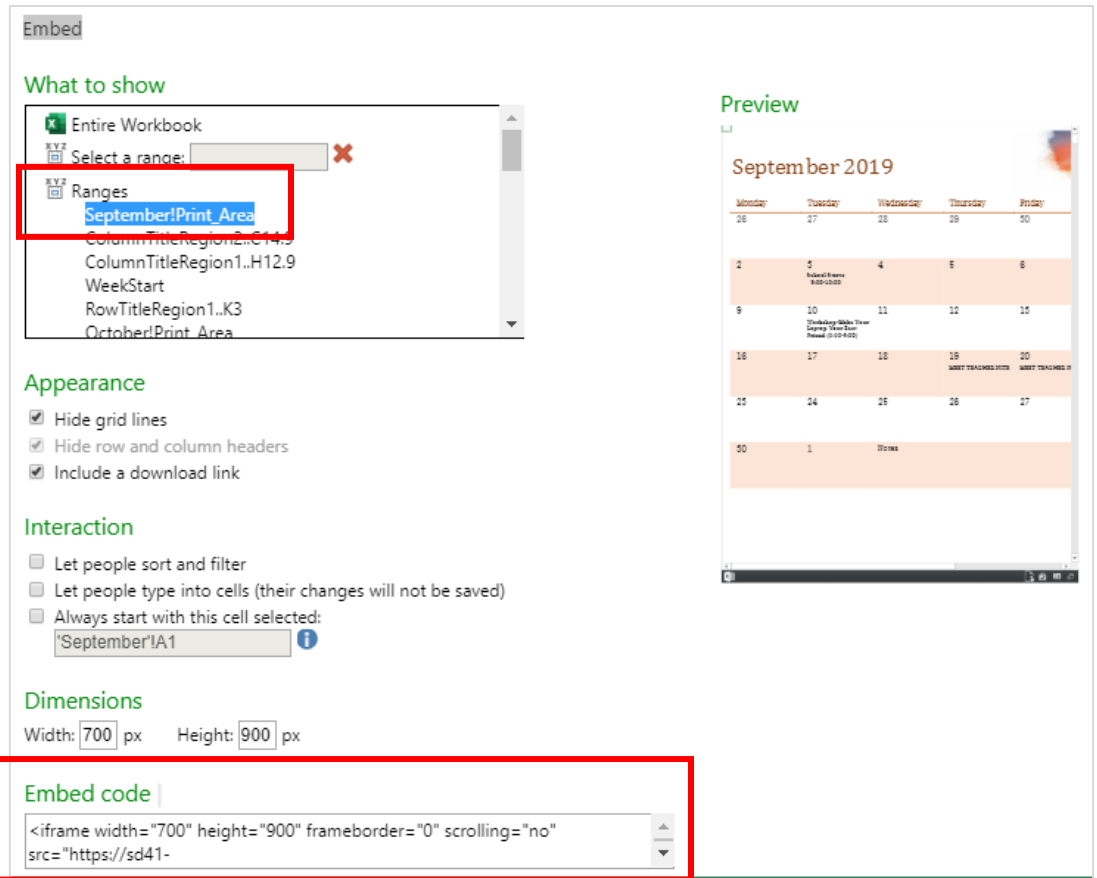
Select **EMBED**



Define **WHAT TO SHOW**. You can use the scroll bar for more.

Ranges: click the month. (This example show September...)

Embed Code: copy this



On your **class blog**, create a new post or page:

Give it a **title**

Select **TEXT** tab

Paste your code from the excel file

You may wish to change the **width** and **height** to better display on your blog. (In this example, I used width="850" height="600")

