Time planning and management

This consists of creating and using calendars in an organized manner with the calendar applications of Google and Microsoft. Each person creates their own calendar to plan personal, academic and professional time. It is possible to create a calendar with meeting invitations, generate reminders of deadlines or colour codes them. These features can be used to plan and coordinate planning meetings, work deadlines, supervise student activity, etc.

Possible uses of the following tools:

Teachers' guide to using Google apps at the UOC

- Students
- Teachers
- Administration staff

Edition: October 2019

1. Add the calendar to my calendars.
2. Publish milestones.
3. Manage simultaneous display with other calendars.
4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.

How do we do it?

Management and planing of individual work

Personal time consists of self-motivated and autonomous commitments that would have to be coordinated and scheduled with other people to maintain personal autonomy.

Management and planning of group work between students

Creation of a shared calendar for planning tasks, assigning deadlines or calling online meeting (Hangouts Meet) for projects and collaborative activities related with the academic and professional sphere, as this is part of our right to confidentiality.

We should respect other users' decision to turn down a call and which, in some cases, may overlap.

We should avoid sharing our personal calendars with others, as we can do with other calendars.

4. Publish and manages pending tasks.
5. Publish and manage annotations.
6. Call other users to a milestone or a meeting.
7. Define or decide the purpose (teaching use).
8. Create the calendar.
9. Assign viewing and access permits.
10. Select users with whom the calendar is associated with, who will be shared and assign permitted rights to them.