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Google Calendar 101

by Keith Engwall, Web & Emerging Technologies Librarian

At last month's faculty meeting, there was chatter on how to set up and share our OU Google calendars. This is not a comprehensive guide to the OU Google calendar, but it can help you get started with your calendar and share it with others.

NAVIGATING YOUR GOOGLE CALENDAR:
To access your OU Google calendar, log in to **OU Webmail** and select Calendar at the top of the page. There are several views you can choose from, but the week view provides a good balance between viewing today's events and what's coming up in the days ahead. As expected, events with a specific beginning and end time are shown as blocks, but all-day events display at the top of the day and can be easy to overlook when planning your schedule *(or when others are checking your schedule for free time)*. If an all-day event is going to impact your schedule (as opposed to all-day events such as birthdays, holidays, etc.), you can block off the day as "busy" by setting an early begin time and a late end time.

ADDING EVENTS:
Adding events is a simple matter of clicking the time when the event will begin. An event of the default length (which you can change in the calendar settings) will appear. You can give the event a name and click Edit Event to change its length, provide additional details, set reminders and invite others. You can set multiple reminders for events, which can be handy if you need to prepare ahead of time.

SHARING YOUR CALENDAR:

1. Click the gear icon in the upper right and select Settings.
2. Click the Calendars heading
3. In the calendar with your name, under the Sharing column on the right side, click Shared: Edit Settings
4. Check the box next to "Share this calendar with others." This is sufficient to let you share your calendar with individuals you specify (see step 8 below).
5. If you want to allow others with an OU Google account to see your calendar without having to invite them first, you may check the box next to "Share this calendar with everyone in the organization "Oakland University" and specify whether you want them to See Event Details or just Free/Busy.
6. If you want to share your calendar with those who do not have an Oakland University Google account, you may check the box next to "Make this calendar public" and specify whether you want them to See Event Details or just Free/Busy.
7. To share a calendar with an individual, enter their e-mail address beneath "Share with specific people" and set their permissions. In addition to the choices of showing details or just when you're busy, you can give an individual permission to make changes to your calendar or even make changes to calendar sharing. They will receive an e-mail inviting them to add your calendar to their list of calendars.
8. Click Save (top or bottom of settings) to return to the calendar settings page, and then Back to Calendar to return to your calendar. You can return to the calendar settings to add or remove people with whom you wish to share your calendar, change share permissions, etc.

We hope this helps you get started with your Google Calendar. Additional help is available at the
Google Calendar Help Page

If you have any suggestions for future technology topics, please contact Keith Engwall at
engwall@oakland.edu

New! Library Website

Dear OUWB Faculty, Students, and Staff,

As I get settled in at the Medical Library, I will be making changes to the Medical Library website. The site will be undergoing a major redesign over the next year, but in the meantime, I will be identifying a variety of issues and making changes to address them. As always, this is a balance between improving functionality and retaining familiarity. To help maintain this balance, I will be communicating with you regarding changes to the web site through e-mail, if immediate communication seems appropriate, and through the monthly newsletter. Here are some of the key changes made to the web site this month:

- **Ask A Medical Librarian Form** for requesting a variety of medical library services (reference, instruction, and more).
- Redesigned **Medical Library Staff Directory** to help you get to know us a little better.
- Redesigned **Find Books** page with improved organization, textbook lists by course, and online reference resources

We welcome your feedback about these changes as well as suggestions for other changes. You input will be very useful as we plan the web site redesign.

> *--Keith Engwall*

Library Mobile Resources

Did you know you have access to the mobile versions of many of our library resources for FREE?
Our **Mobile Resources Quick Guide** provides information on device compatibility and download/access instructions for these resources and many more!

- AccessMedicine
- DynaMed
- MDConsult
- Micromedex

If you encounter any problems in accessing the mobile versions of our resources simply contact us at medref@oakland.edu or (248) 370-3772.

Student Corner

Library Lunch 'n Learns for Students start this September!

The library is pleased to host monthly lunch workshops for M1 and M2 students expanding on the information mastery content taught in the Capstone course. These sessions are meant as open forums to ask questions and tailor your information needs for your Capstone projects and beyond!

- **Tuesday, September 18, 2012: PubMed Refresher** (11:45-12:45pm, KL 100). Dr. Misa Mi will review anything and everything to do with PubMed based on your questions and information needs!

- **Monday, October 29, 2012: Keeping Up with the Literature for your Capstone Project** (11:30-12:30pm, KL 100). Stephanie Swanberg will share tips and strategies for keeping abreast of the latest literature and news on your Capstone topic using RSS and email alerts. Demonstrations of Google Reader, PubMed/MyNCBI, and Web of Science will be featured.

LUNCH IS PROVIDED so please RSVP to the Medical Library at medref@oakland.edu by Tuesday, September 11 if you plan to attend the PubMed Refresher! Seating is limited!

Places to Study in Kresge Library

Too many distractions in O'Dowd Hall or at home? Remember Kresge Library is now open **24/7** and there are plenty of places to study in addition to the Medical Library Study Room and SOM study carrels on a first come, first serve basis:

- *First Floor:* Non-SOM individual study rooms
- *Second Floor:* Groups tables, public computers, and study pods
- *Third Floor:* QUIET STUDY ONLY! Individual study rooms and tables
- *Fourth Floor*: Group study rooms and tables

Faculty Corner

Highlighted Faculty Publications

Greer K, **Swanberg S**, Hristova M, Switzer A, Daniel D, Wynn-Perdue S. **Beyond the web tutorial: Development and implementation of an online, self-directed academic integrity course at Oakland University.** *The Journal of Academic Librarianship.* 2012; 38(5):251-258.

- Stephanie Swanberg serves as Assistant Professor and Information Literacy and eLearning Librarian at the OUWB Medical Library
- Katie Greer, Mariela Hristova, Anne Switzer, and Dominique Daniel serve as Assistant Professors at the Oakland University Library
- Sherry Wynn-Perdue serves as the Director of the Oakland University Writing Center

Safian RD. Vascular surgeons and carotoid revascularization: What's theirs is theirs, and what's our is theirs. *Catheter Cardiovasc Interv*. 2012; 80(2):335-336. *(Dr. Robert Safian serves as Director of the Center for Innovation and Research in Cardiovascular Diseases (CIRC) at Beaumont Hospital Royal Oak and Professor of Internal Medicine at the OUWB)*

Shah C, Lanni TB, Ghilezan MI, **Gustafson GS**, Marvin KS, Ye H, Vicini FA, Martinez AA. **Brachytherapy provides comparable outcomes and improved cost-effectiveness in the treatment of low/intermediate prostate cancer.** *Brachytherapy.* 2012 Jun 22. *(Dr. Gary Gustafson serves as the Director of Radiation Oncology at Beaumont Hospital Troy and Associate Professor in the Department of Radiation Oncology at the OUWB)*

Faculty Development Opportunities

Medical Education Research Faculty Learning Community continues! Please join us for the following events and feel free to bring a brown bag lunch! Please email Misa Mi, mi@oakland.edu, with any questions.
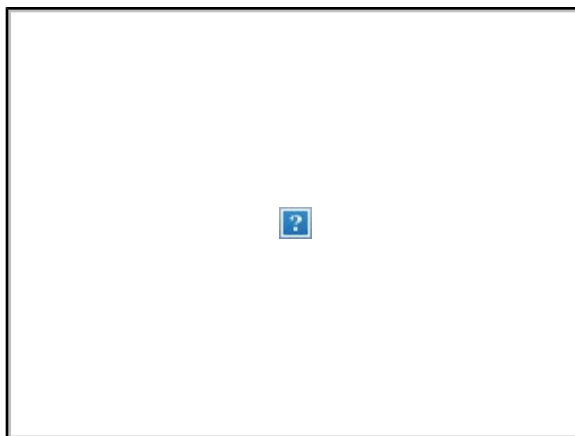
- **Friday, September 7, 2012: Introduction to Rubrics** (12:00-1:00pm, KL 100). *Facilitator*: Judith Ableser PhD, Director of the Center for Excellence in Teaching and Learning, Oakland University.

- **Friday, September 28, 2012: Research Forum** (12:00-1:00pm, KL 100). Faculty members across disciplines will be invited to present on their teaching projects and educational research work. *Facilitator:* Misa Mi PhD, Associate Professor, Oakland University William Beaumont School of Medicine Library.

All OUWB faculty interested in education research are encouraged to participate. Visit the **website** to learn more about the faculty learning community or view the complete **2012 Program Schedule**.

National Library of Medicine Exhibit: A Voyage to Health

The Medical Library is pleased to host the National Library of Medicine exhibit: *A Voyage to Health*, an exhibition exploring the resurgence of Native Hawaiian culture to heal the soul of the community focusing on Kaho'olawe, traditional voyaging. The exhibition touches on the history of voyaging, Kaho'olawe and the Hawaiian Movement, and the legacy and revival of the voyaging tradition.

It is now on display through September 22, 2012 in the Kresge Library Lobby so stop and take a look!

130 Kresge Library, 2200 North Squirrel Road, Rochester, MI 48309-4401
(248) 370-3772 | (248) 370-4302 fax | **http://library.oakland.edu/medical** | **medref@oakland.edu**