

Learner Full Name: _____ School: _____
 Assigned Workstation: _____ Class: _____

Session 30: Calendars, Video Calls & Cloud Storage

Clubs, schools, churches, mosques and businesses all need to answer the same three questions: *When do we meet? Where do we meet? Where are our files?* Today you will learn the three online tools people use to answer them, and at the end you will plan a whole team meeting online, from the invitation to the shared folder.

1. Plain Talk: The Club Noticeboard Moved Online

Think of the noticeboard outside the Hub. It shows the meeting dates, and someone has to remember to look at it. The meeting itself happens in a room you must walk to. And the club's files sit in a cupboard you can only open when you are in the building.

Now imagine all three moved online:

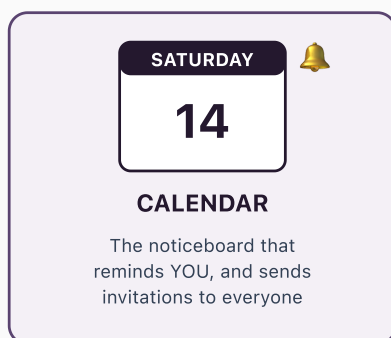
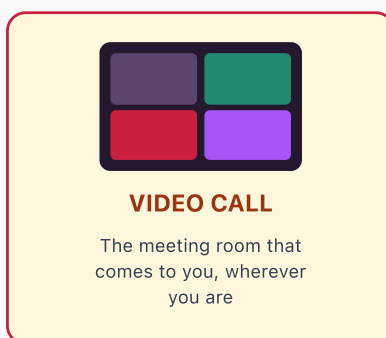
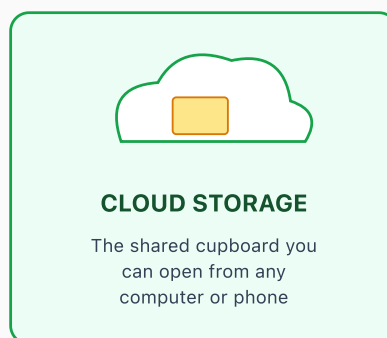


Figure 30.0: The club noticeboard, meeting room and cupboard, moved online.

🔑 TODAY'S ACCOUNT

You will use the **Hub's learning account** (Google or Microsoft) that your mentor gives you. Never sign in with a parent's account on a club computer, and always **sign out** at the end.

1. Create an Event with a Reminder

The two most common calendars are **Google Calendar** (calendar.google.com) and **Outlook Calendar** (in Outlook or outlook.com). Both work in the same way. An **event** is anything with a date and time: a meeting, a match, a birthday.

- 1 Click **Create** (Google) or **New event** (Outlook), or simply click an empty time on the calendar grid.
- 2 Type a clear **title** ("Tech Club planning meeting"), set the **date**, **start** and **end time**, and add a **location** or a video meeting link.
- 3 Add a **reminder** (Google calls it a notification), for example "1 day before" and "30 minutes before".
- 4 To invite people, type their email addresses under **Add guests** (Google) or **Invite attendees** (Outlook), then **Save** and **Send**.

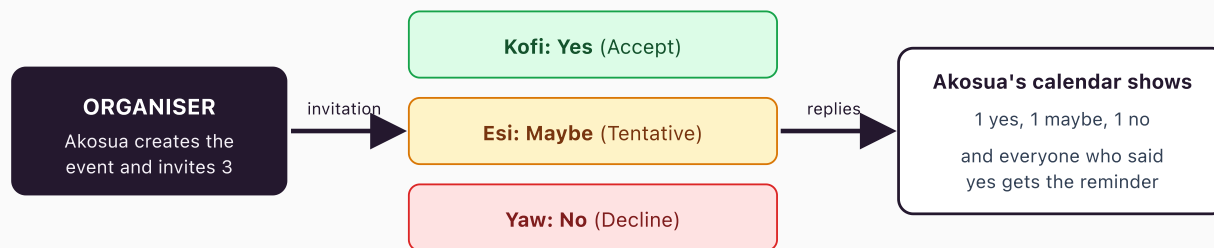


Figure 30.1: An invitation and the three replies. Always reply, so the organiser knows who is coming.

A **shared club calendar** is one calendar that several people can see (and some can edit). The club secretary adds every meeting, match and holiday once, and everyone sees it on their own phone or computer. In Google Calendar, a new calendar is made under **Other calendars** → +; your mentor will share the club one with you.

2. Plan Your Week on Paper First

Before you type anything, plan your own (fictional or real) week. Fill in at least one thing a day: school, chores, Tech Club, study time, football, rest.

Day	Fixed (school, chores)	Planned (club, study, fun)	Reminder? When?
Monday	-----	-----	-----
Wednesday	-----	-----	-----
Friday	-----	-----	-----
Saturday	-----	-----	-----

Then copy two of these into the calendar as events with reminders. Use **Repeat** (Google: "Does not repeat" → "Weekly") for things that happen every week.

1. Joining a Video Meeting

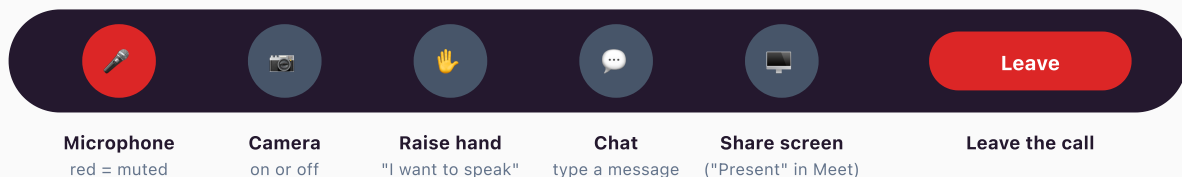
The best-known video meeting tools are **Google Meet**, **Zoom** and **Microsoft Teams**. You can join in two ways:

BY LINK

Click the link in the calendar event or the message (for example meet.google.com/abc-defg-hij). Check your name, microphone and camera, then click **Join now** or **Ask to join**.

BY CODE

Open the app or website and type the **meeting code** (Meet), or the **meeting ID** and **passcode** (Zoom and Teams). The organiser gives you these.



The buttons sit in a different order in each app, but the icons are nearly the same.

Figure 30.2: The control bar of a video meeting. Find these six buttons in any app.

VIDEO EATS DATA

On a phone, an hour-long video call can use hundreds of megabytes, sometimes over 1 GB, of your data bundle. Use Wi-Fi when you can. Turning your **camera off** saves some data; **audio only** or the low-quality/data-saver setting saves much more (audio only uses a few tens of MB an hour), and the call often works better on a weak signal.

2. Meeting Manners

Do this	Why
Be on time (join 2 minutes early)	You can fix sound problems before the meeting starts.
Stay muted until you speak	Background noise (a generator, a cockerel, the TV) drowns out the speaker.
Find a quiet place with light on your face	People can hear and see you clearly.
Check your background	Nothing private, no family members who didn't agree, no address or uniform. Use a blur if the app has one.
Raise your hand ; use chat for links	Only one person talks at a time.
Never share meeting links publicly	A link posted on a public page lets strangers join and disrupt the meeting.

1. What Is "the Cloud"?

Cloud storage means keeping your files on a company's big computers (called **servers**) instead of only on your own PC. You reach them through the internet, from any computer or phone, by signing in. The two you will meet most are **Google Drive** (drive.google.com) and **Microsoft OneDrive** (onedrive.com, and built into Windows 11).

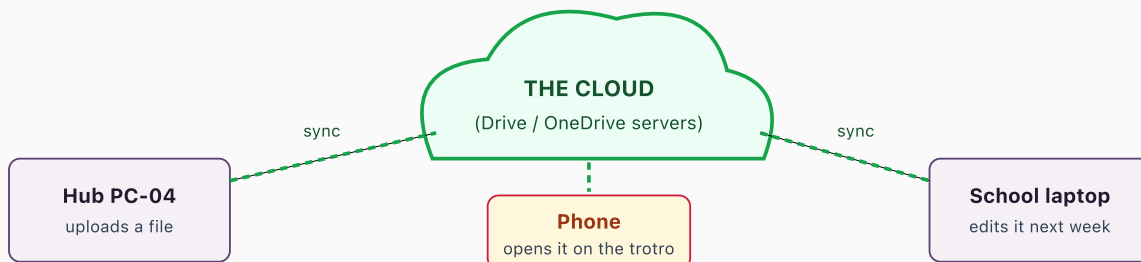


Figure 30.3: Sync. One file in the cloud; every device you sign in on sees the newest copy.

2. The Five Cloud Jobs

Job	How (Google Drive; OneDrive is almost the same)
Folder	New → New folder . Name it with the BIH naming standard, e.g. TechClub_Meeting_Team3.
Upload	New → File upload , or drag a file from File Explorer into the browser window.
Download	Right-click the file → Download . A copy lands in your Downloads folder.
Sync	In Windows 11, OneDrive appears in File Explorer. A cloud icon means "online only"; a green tick means "also on this PC"; arrows mean "syncing now".
Share	You learned this in Session 29: Viewer, Commenter or Editor, and share with named people, not "anyone with the link".

3. Storage Limits

Free cloud space is limited. A free Google account gets **15 GB**, shared between Gmail, Drive and Photos. A free Microsoft account gets **5 GB** of OneDrive. (School and work accounts can be different.) Remember Session 6: 1 GB is about 1,000 MB.

Your turn: Selasi's phone videos are about **100 MB** each. About how many fit in 5 GB of OneDrive?

CLOUD SAFETY ON SHARED COMPUTERS

On a club or school PC, always **sign out** of Drive or OneDrive when you finish, or the next person can open your files. Don't tick "Stay signed in" on a shared computer. The cloud is a cupboard, so lock it!



1. Warm-Up: Club Planner (3D Lab)

Open the **Club Planner** 3D lab on your session page. Schedule a club meeting and invite members, run a mock video call (mute, camera, raise hand, share screen), and move files into the cloud cupboard.

2. Lab Mission: The Whole Meeting, End to End

Your team is planning the Tech Club Open Day. One pupil is the **organiser**; then swap so everyone has a turn.

- 1 Shared folder:** in Drive (or OneDrive), make a folder TechClub_OpenDay_TeamN. Upload one file from today (for example your Session 27 poster). Share the folder with your teammates' Hub learning accounts as **Editor**.
- 2 Calendar event:** create "Open Day planning meeting" for a day next week, 30 minutes long. Add a **Google Meet** (or Teams) video link, a reminder 30 minutes before, and paste the folder link into the **description**.
- 3 Invite:** add your teammates and your mentor as guests and send. Each teammate opens the invitation and replies **Yes, Maybe** or **No**.
- 4 Practice call:** join the meeting from the link (on headphones, to avoid a loud squeal of feedback). Each person: unmute and say hello, mute again, raise a hand, send a chat message. The organiser shares their screen and shows the folder.
- 5 Tidy up:** everyone leaves the call, then **signs out** of the account.

Check	What I did or saw	Done
Folder name and who it is shared with	-----	☐
Event title, date and time	-----	☐
Reminder set for	-----	☐
Replies (yes / maybe / no)	-----	☐
In the call I used: mute, camera, hand, chat, share	-----	☐
Signed out at the end	-----	☐



MEETING RACE

Which team can get every member into the practice call, muted, with hands raised, first? The mentor watches from the call. Team points for the winners, and for every team with all six checks done.

1. Scenario Decisions: Good Idea or Bad Idea?

Scenario	Good idea	Bad idea
Ama adds a reminder one day before the club meeting.	☐	☐
Kofi posts the class video meeting link on his public social media page.	☐	☐
Esi stays muted in a meeting until it is her turn to speak.	☐	☐
Yaw leaves the Hub PC without signing out of Google Drive.	☐	☐
Naa turns her camera off on a weak phone signal to save data.	☐	☐

2. Written Review Questions

Question 1: What are two advantages of keeping your files in cloud storage instead of only on one computer?

Question 2: You receive a calendar invitation for a meeting you cannot attend. What should you do, and why?

3. Self-Assessment & Mentor Sign-Off

Tick the column that reflects your confidence at the end of Session 30:

Online Organising Competency	With Help	Almost Alone	All By Myself!
1. I can create a calendar event with a reminder and invite people.	☐	☐	☐
2. I can join a video meeting and use mute, camera, chat, raise hand and share screen.	☐	☐	☐
3. I can follow meeting manners and keep meeting links private.	☐	☐	☐
4. I can make folders, upload and download files in cloud storage, and sign out safely.	☐	☐	☐

Mentor Signature: _____

Date Completed: _____