

Module 2 of 9 · 0/4 lessons done · Quiz: not taken · 0%

[← Family course](#)

QUIZ NOT STARTED · pass mark 80%

Family Module 2 · Connecting · about 46 minutes · 4 lessons + 10-question quiz

Connecting Calendars, Email and School Apps

Plug in what you already use. How to connect your calendar and email, how school and team apps usually reach the assistant, and why some connections 'vary'.

▶ Open slides

Download the PDF workbook

Exercises work with Grok Bot or any AI assistant. Use non-sensitive information only.
App connections marked "varies" depend on your school, team or provider and are confirmed during setup.

Lessons

Lesson 1 · How connections work (and what 'varies' means) (~8 min)

Lesson 2 · Connecting your calendar (~10 min)

Lesson 3 · Connecting email (~9 min)

Lesson 4 · School and team apps (~11 min)

Module quiz (10 questions, ~8 min)

Send feedback

Lesson 1 · ~8 min

How connections work (and what 'varies' means)

You will be able to

- Explain the three ways information reaches the assistant
- Know why some apps are marked 'varies'

Your assistant gets information in three ways: a direct connection you approve (like Google Calendar or Gmail), a calendar subscription link many apps provide, or the notification emails apps already send you. Not every app offers all three, and features change, so in this course any app we haven't verified for your exact setup is marked **varies**. We confirm it together during setup.

Step by step

1. List the apps your family uses: school portal, team app, calendar, email, pharmacy, grocery.
2. Next to each, note whether it emails you notifications (most do).
3. Check if it offers a 'subscribe to calendar' or iCal link (many team and school apps do).
4. Mark anything you're unsure of as 'varies'. That's fine.

Example

TeamSnap and GameChanger usually send schedule-change emails and many teams publish a calendar link, so the assistant can read schedule changes through your email or calendar, not a direct TeamSnap login. Exact options vary by team and app version.

Checklist

- ☐ I have a list of my family's apps
- ☐ I know which ones email me notifications
- ☐ Uncertain apps are marked 'varies'

Key points

- Three paths: direct connection, calendar link, notification email.
- 'Varies' is honest. We confirm during setup.
- Email notifications are the most universal path.

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Mark complete & next: Lesson 2 →

Lesson 2 • ~10 min

Connecting your calendar

You will be able to

- Connect Google Calendar or Outlook
- Set up a shared family calendar

The family calendar is the backbone of most routines. Grok Bot can connect directly to Google Calendar and Outlook after you approve access. Apple iCloud calendars and kitchen displays like Skylight: varies, often handled by sharing a Google calendar to them.

Works with: Google Calendar, Outlook: direct connection. iCloud, Skylight and other displays: varies.

Step by step

1. In your assistant, ask to connect your calendar and follow the sign-in screen from Google or Microsoft. You type your password there, never in the chat.
2. Create (or pick) one calendar called 'Family' and share it with your spouse or co-parent.
3. Ask the assistant: "List what's on the Family calendar next week." Check it's right.
4. If you use a kitchen display, follow its own instructions to show the Family calendar (varies by device).

Example

After connecting, Nils asks, "Anything clash next week?" The assistant spots the dentist overlapping the band concert on Thursday and suggests moving the dentist.

Checklist

- ☐ My calendar is connected through the official sign-in
- ☐ There's one shared Family calendar

The assistant read next week correctly



Key points

- Connect through the provider's sign-in page only.
- One shared Family calendar beats five scattered ones.
- Verify with a simple read before relying on it.

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Mark complete & next: Lesson 3 →

Lesson 3 · ~9 min

Connecting email

You will be able to

- Connect Gmail or Outlook safely
- Set up a filter or label for family mail

Most family logistics arrive by email. Connecting your inbox lets the assistant find and summarize school, team, bill and pharmacy messages. It reads and drafts; it doesn't send as you without your OK.

Works with: Gmail, Outlook: direct connection. Other providers: varies (forwarding usually works).

Step by step

1. Connect Gmail or Outlook through the official sign-in screen.
2. Create a label or folder called 'Family' (school, teams, doctors, bills).
3. Optional: set up filters so school and team emails land there automatically.
4. Ask: "Summarize this week's Family emails in five lines."

Example

Fourteen emails from ParentSquare, the coach and the PTA become: "Sign the field-trip form by Thursday. You're on napkins Friday. Practice moved to Field 3."

Checklist

☐ My email is connected through the official sign-in

Family mail has a label or folder

☐

☐ I tested a weekly summary

Key points

- Gmail and Outlook connect directly.
- Labels keep the assistant focused on family mail.
- Read and draft only. Sending needs your yes.

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Mark complete & next: Lesson 4 →

Lesson 4 • ~11 min

School and team apps

You will be able to

- Get school and team updates flowing to the assistant
- Know the limits for each app type

School portals (Canvas, Google Classroom, PowerSchool, Infinite Campus) and messaging apps (ParentSquare, ClassDojo, Remind) differ by district. Most can email you grades, missing-work alerts and announcements. That email is what the assistant reads. Direct logins to these portals: varies, and we don't set them up without the district allowing parent access.

Works with: Canvas, Google Classroom, PowerSchool, ParentSquare, ClassDojo, TeamSnap, GameChanger: varies (usually via notification emails or calendar links).

Step by step

1. In each school app, open notification settings and turn on email alerts for missing work, grades and announcements.
2. Choose a weekly or daily email summary if offered (Canvas and Google Classroom both offer guardian summaries in many districts; varies).
3. In team apps, turn on schedule-change emails and copy the calendar subscription link if there is one.
4. Tell the assistant which kid each school or team belongs to.

Example

Canvas sends a guardian email each Sunday. The assistant turns it into: "Maya: 2 missing, science lab due Monday. Leo: math test Thursday."

Checklist

- ☐ Email alerts are on in each school app
- ☐ Team schedule emails or calendar links are set up
- ☐ The assistant knows which kid goes with which school and team

Key points

- Notification emails are the reliable bridge.
- Direct portal access varies by district.
- Tell the assistant who's who.

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[Mark complete & next: Quiz →](#)

Connecting Calendars, Email and School Apps quiz

10 questions, about 8 minutes. Pass mark 80%. Your best score is saved in this browser.

1. What are the three ways information usually reaches the assistant?

- ☐ A direct connection, a calendar subscription link, and notification emails

- ☐ Fax, mail and phone
- ☐ Only through the App Store
- ☐ Your kids typing it in

2. What does 'varies' mean in this course?

- ☐ The app is broken
- ☐ The connection depends on your school, team, provider or app version and is confirmed during setup
- ☐ The app costs extra
- ☐ The app is not allowed

3. Which path is the most universal for school and team apps?

- ☐ Screen scraping
- ☐ Direct portal login
- ☐ Notification emails the apps already send you
- ☐ Texting the coach

4. Where do you type your password when connecting Google Calendar?

- ☐ In an email reply
- ☐ In the assistant chat
- ☐ On Google's own sign-in screen

- ☐ In a text message

5. Why create one shared 'Family' calendar?

- ☐ It hides events from your spouse
- ☐ It makes events cost less
- ☐ It's required by Google
- ☐ One shared calendar beats five scattered ones and lets clash checks work

6. After connecting your calendar, what should you do first?

- ☐ Turn on every routine
- ☐ Delete old events

- ☐ Ask the assistant to list next week and check it's right
- ☐ Share it publicly

7. What's the purpose of a 'Family' email label or folder?

- ☐ To keep the assistant focused on school, team, doctor and bill messages
- ☐ To forward mail to teachers
- ☐ To hide email from the assistant
- ☐ To auto-delete spam

8. How does the assistant typically learn about missing schoolwork?

- ☐ From guardian or parent summary emails you turn on in the school app (varies by district)

- ☐ It logs into every district portal automatically
- ☐ From the teacher calling it
- ☐ It guesses

9. Which setting should you turn on in team apps like TeamSnap?

- ☐ Public profile
- ☐ Dark mode
- ☐ Auto-pay for snacks
- ☐ Schedule-change emails and, if available, a calendar subscription link

10. Why tell the assistant which kid belongs to which school and team?

- ☐ It's needed for billing
- ☐ So digests and alerts are sorted and sent about the right child
- ☐ It's not useful
- ☐ So it can contact the coach

Check answers

← Previous: Module 1

Next: Module 3 →