# Google Calendar for Work Scheduling at Song Mai Primary School

Nguyễn Thị Mỹ Duyên
Thai Nguyen University of Information and Communication Technology
Thai Nguyen University, Thai Nguyen, Vietnam
student694@ictu.edu.vn

***Abstract*—This undergraduate thesis documents the use of Google Calendar for staff work scheduling at Song Mai Primary School in Bac Ninh Province. The student reviews an earlier process based on documents and internal messages, then describes shared calendars, event creation, invitations, permissions, reminders, updates, and printed schedules. The report concludes that these functions made changes easier to distribute and the schedule easier to inspect, while noting uneven staff adoption, internet dependence, and the risk of confusion when edit rights are unclear. It presents a qualitative account and interface examples, but no measured before-and-after delay, missed-event count, staff survey denominator, or cost analysis. This English summary therefore treats improved coordination as the author's assessment rather than a quantified result. It identifies roles, update rules, and regular checking as conditions for reliable use.**

***Index Terms*—Google Calendar, school administration, work schedule, shared calendar, coordination**

## I. Introduction

A primary school coordinates meetings, teaching activities, and administrative tasks among leaders, departments, and teachers. When schedules are shared through paper or message groups, later changes can be missed. The thesis asks whether a shared calendar can make updates and responsibilities clearer at Song Mai Primary School. The case is a local implementation study, not a comparison across schools [1]. Earlier ICTU undergraduate theses on related topics provide context [5], [6], [7], [8], [9], [10], [11]. These works were selected for this English summary and are not attributed to the source thesis bibliography. Published background sources on the methods and domain of this project provide context for the English summary [2], [3], [4].

## II. Methods

The student examined the school's scheduling practice and documented how Google Calendar can represent a common work calendar. The application chapter covers calendar creation, event times and guests, sharing and edit rights, notifications, updates, views by day or week, and printing. The evaluation section lists advantages and challenges based on the author's observation. This summary checks those procedures and the conclusion against the source. The report does not specify a controlled rollout, quantified task times, or systematic before-and-after event records [1].

Supervisor: Nguyễn Thị Thanh Mai, Thai Nguyen University of Information and Communication Technology (nttmai@ictu.edu.vn).

## III. Results

The manuscript shows a shared-calendar workflow with functions for entering events, notifying invitees, changing dates, and viewing a consolidated schedule on different devices. It describes quicker communication of changes and less reliance on separate manual notices. It also reports that some staff needed training, network access could interrupt use, and people who did not check their calendar or email could still miss information. No numerical adoption, missed-event, or time-saving result is supplied, so operational gains remain qualitative [1].

## IV. Discussion

A calendar can reduce ambiguity only when the owner, editors, and readers understand their roles and changes are entered consistently. The thesis recommends training, permission rules, regular checking, and a transition period with conventional notices. Those recommendations follow from the documented difficulties. A later evaluation could compare the number of schedule revisions, time until staff acknowledge a change, conflicts, and missed events over equivalent school terms. Earlier ICTU scheduling and school-information projects offer related context, but no measured benchmark for Song Mai [1].

## V. Conclusion

The thesis presents a practical Google Calendar workflow for Song Mai Primary School and describes its perceived benefits and implementation constraints. The available evidence supports a qualitative application case. Reliable routine operation and measurable coordination effects should be assessed over a longer period [1].

## References

[1] Nguyễn Thị Mỹ Duyên, "Google Calendar for Work Scheduling at Song Mai Primary School," internal undergraduate thesis (original in Vietnamese), Thai Nguyen University of Information and Communication Technology, 2026.
[2] K. C. Laudon and J. P. Laudon, Management Information Systems: Managing the Digital Firm, 16th ed. Pearson, 2020.
[3] I. Sommerville, Software Engineering, 10th ed. Pearson, 2016.
[4] R. S. Pressman and B. R. Maxim, Software Engineering: A Practitioner's Approach, 9th ed. McGraw-Hill Education, 2019. ISBN 9781259872976.

[5] ICTU Student 150, ”Construction of a Website for Grade 3 High School Students to Query Grades and Timetables,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2009.
[6] Nguyễn Thị Thu Hương, ”Analysis and Design of Software for Managing IT Project Schedules and Costs at Viet Culture and Media Joint Stock Company,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2013.
[7] Lộc Thị Thùy Linh, ”Development of a Work Management Software for 5 Châu Media Using Node.js and React.js,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2024.
[8] Nguyễn Thị Ninh, ”Applying Information Technology to Work Schedule Management at MH Production and Trading Co., Ltd., Pho Yen, Thai Nguyen,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2024.
[9] ICTU Student 137, ”Construction of a Website System for Managing and Reporting Student Academic Performance at Cam Duong High School, Lao Cai,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2009.
[10] Đặng Trần Đức Hoàng, ”A Google AppSheet Student Management Application for Sao Viet Education Center,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2024.
[11] ICTU Student 146, ”Construction of a Website for Managing and Announcing Academic Performance for Lạc Long Quân High School, Hòa Bình City,” internal undergraduate thesis, Thai Nguyen University of Information and Communication Technology, 2009.