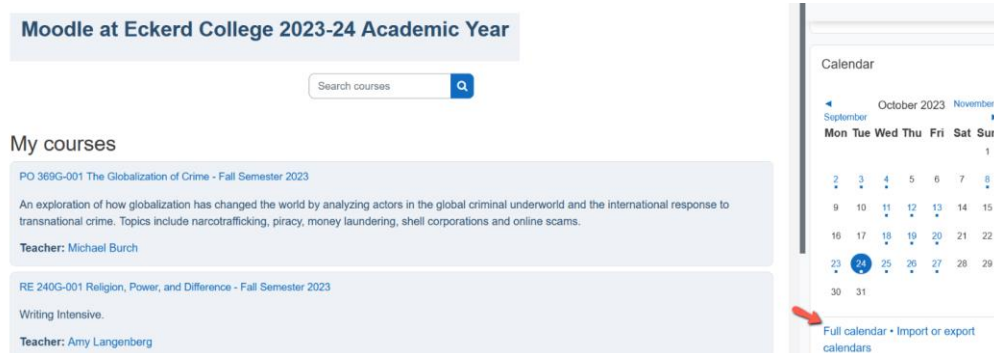


How to sync your Moodle calendar to Google calendar ?

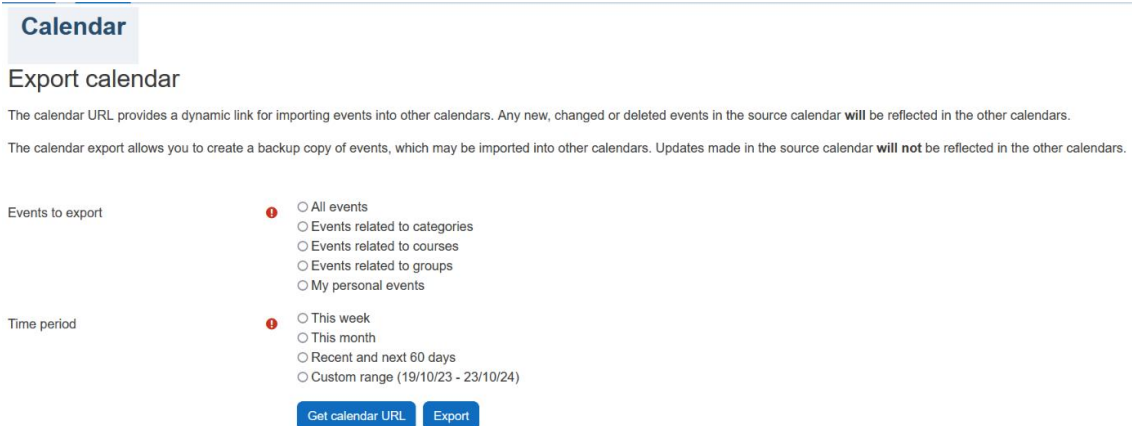
These steps are specifically for syncing to Google Calendar, but the process is very similar for other calendar apps. The Export file is an ICS file so it could be added to any calendar that supports them, like MacOS Calendar.app or Microsoft Outlook.

1. Login to Moodle. Scroll down to the Calendar block. It may be at the very bottom of your course page.
2. Export Your Calendar. At the bottom of your calendar, select the Import or export calendars link. Then select the blue Export calendar button.



The screenshot shows the Moodle interface for 'Moodle at Eckerd College 2023-24 Academic Year'. It features a search bar, a 'My courses' section with two course listings (PO 369G-001 and RE 240G-001), and a calendar widget on the right. The calendar is for October 2023, with a red arrow pointing to the 'Full calendar • Import or export calendars' link at the bottom.

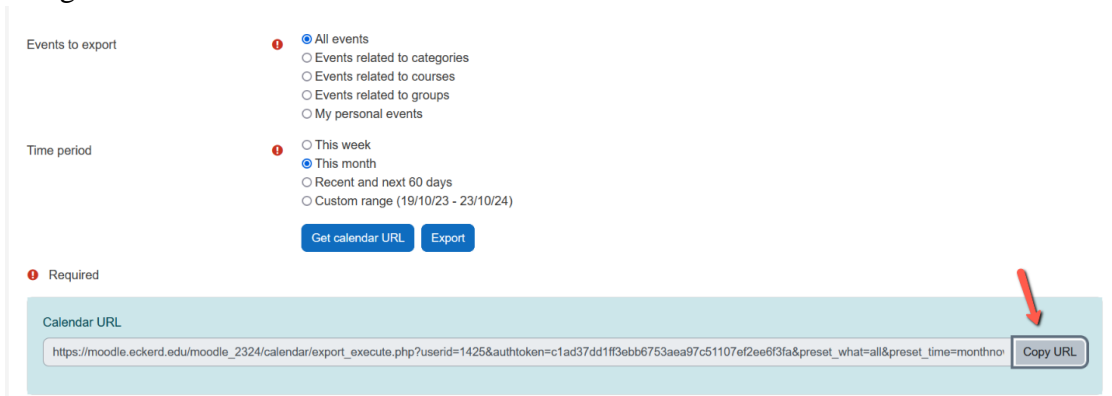
3. Choose Your Settings. Select the export settings you want. We recommend choosing All events and Recent and next 60 days on this page, then selecting Get Calendar URL.



The screenshot shows the 'Calendar' section with the 'Export calendar' sub-section. It includes a description of the calendar URL and export options. The 'Events to export' section has radio buttons for 'All events', 'Events related to categories', 'Events related to courses', 'Events related to groups', and 'My personal events'. The 'Time period' section has radio buttons for 'This week', 'This month', 'Recent and next 60 days', and 'Custom range (19/10/23 - 23/10/24)'. At the bottom, there are two buttons: 'Get calendar URL' and 'Export'.

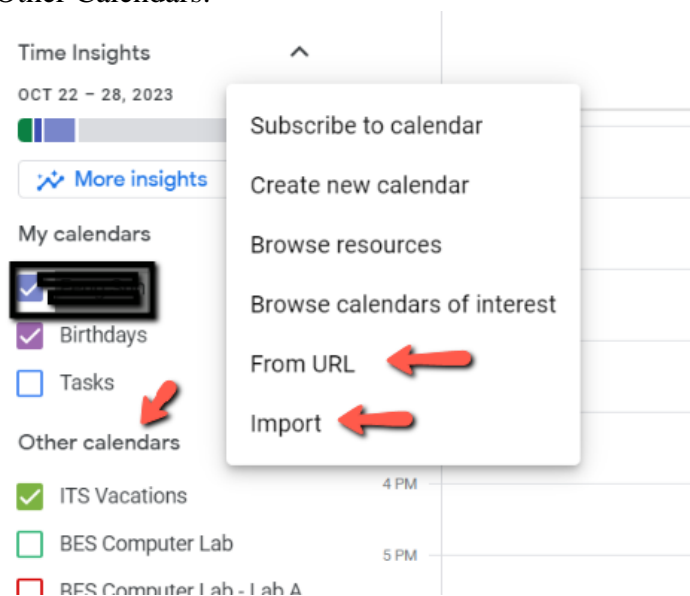
4. Events to export lets you export only certain types of events from Moodle. For instance, you may choose to export only Events related to courses (which will include assignment due dates) as opposed to everything. Time period determines how far into the future you want your calendar to sync events from Moodle. You could, for instance, only export events from this month or you could specify a custom range which includes the next two years. Finally, the two buttons at the bottom are different types of exports. **The Calendar URL** lets you set up a persistent sync; your calendar will continually pull data from the URL, meaning that new and changed events will stay up to date. **The Export** button creates a file that is a snapshot of your calendar. The Export will not stay up to date and events added after the export will not be included.

5. If you do a URL export, click Copy URL button, because you will need the URL in your Google calendar.



The screenshot shows the Moodle calendar export interface. Under "Events to export", "All events" is selected. Under "Time period", "This month" is selected. There are two buttons: "Get calendar URL" and "Export". Below this, a "Required" section shows a "Calendar URL" field containing a long URL. A red arrow points to the "Copy URL" button next to the URL field.

6. Add this calendar to Google. Go to Google Calendar. Click the plus + icon next to Other Calendars to add a new calendar. If you chose the URL export, select From URL and paste the URL. If you chose an Export file, select Import and then upload the file. Select Add Calendar when you're done. The new calendar will show up under your list of Other Calendars.



← Settings

General

Add calendar ^

Subscribe to calendar

Create new calendar

Browse resources

Browse calendars of interest

From URL

Import & export

From URL

URL of calendar

https://moodle.eckerd.edu/moodle_2324/ca

Make the calendar publicly accessible

You can add a calendar using the iCal format by its address.

Add calendar

Settings for my calendars

Notes: calendars take hours to reflect changes. If you choose a URL export, then your calendar application will need to periodically pull fresh events data from Moodle. This schedule depends on the app and it can take up to several hours for changes to appear. Some calendar apps may let you manually refresh their data.

Any help, let me know at moodle @eckerd.edu

Updated 9/15/2023