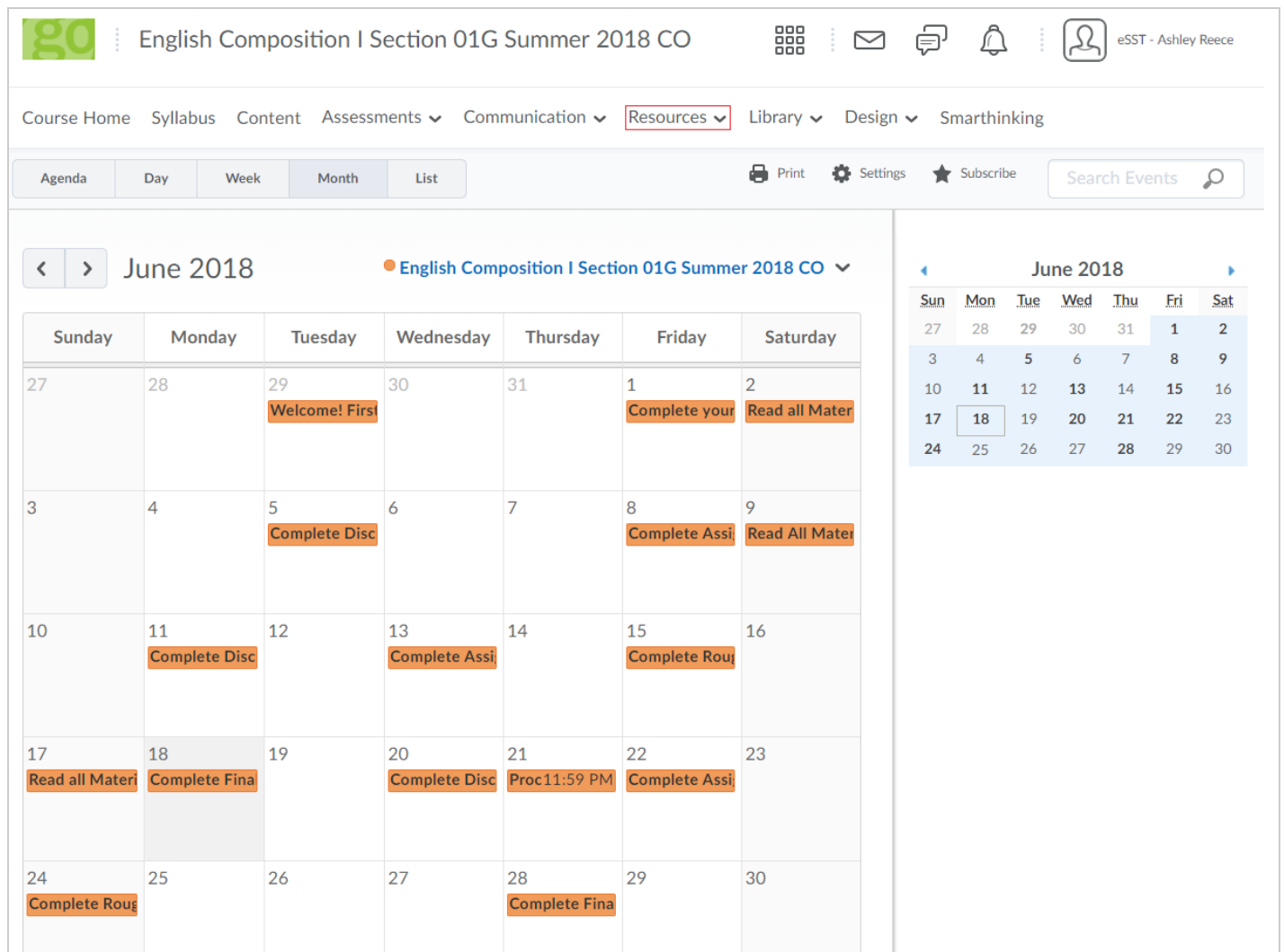


Syncing your GoVIEW and Personal Calendars

Syncing your GoVIEW course calendar with your personal calendar can be a great way to stay on track with a course.

Access the Course Calendar

- Log into GoVIEW.
- Select the appropriate course
- Select Calendar from the Resources Drop down on the navigation bar.



The screenshot shows the GoVIEW interface for the course "English Composition I Section 01G Summer 2018 CO". The navigation bar includes links for Course Home, Syllabus, Content, Assessments, Communication, Resources (highlighted), Library, Design, and Smarthinking. Below the navigation bar, there are tabs for Agenda, Day, Week, Month, and List. The main content area displays a calendar for June 2018. The calendar shows events for various dates, including "Welcome! First", "Complete your", "Read all Mater", "Complete Disc", "Complete Assi", "Read All Mater", "Complete Disc", "Proc11:59 PM", "Complete Assi", and "Complete Roug".

Enable Calendar Sharing & Subscription

- First you must Enable Calendar Feeds. Click the calendar ⚙️Settings button located just under the navigation bar.
- Check the Enable Calendar Feeds Button and click save.

The screenshot shows the eCampus interface for 'English Composition I Section 01G Summer 2018 CO'. The 'Settings' dialog box is open, displaying 'Calendar Options'. It includes a 'Core Hours' section with a time range of 8:00 AM to 5:00 PM and a checked 'Show weekends' option. The 'Calendar Feeds' section has a checked 'Enable Calendar Feeds' option, with a note: 'This enables a private address that can be used to subscribe to your calendars via an iCal feed'. The dialog has 'Save' and 'Cancel' buttons.

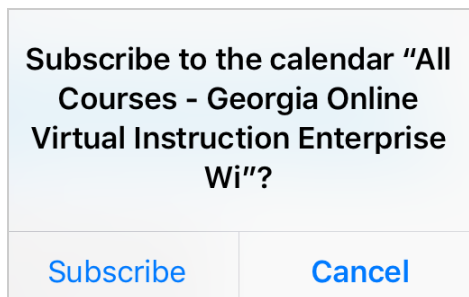
- Next, click the ★ Subscribe button and select the calendar you would like to sync. You also have the option to select all calendars which is a great idea if you are taking multiple courses.

The screenshot shows the eCampus interface with the 'Subscribe' button highlighted. The 'Calendar Subscriptions' dialog box is open, showing a dropdown menu with 'English Composition I Section 01G Summer 2018 CO' selected. Below the dropdown, it says: 'Copy and paste the following URL into any external calendar application to subscribe to events for the selected calendar(s)'. The URL is: <https://go.view.usg.edu/d2l/le/calendar/feed/user/feed.ics?token=aw08nx0aofv7phzj83685&feedOU=1605394>. There are 'Download' and 'Reset' buttons. A note below the buttons states: 'Clicking the Reset button generates a new private address and invalidates any existing feeds you have subscribed to.' There is also a 'Close' button.

- You may now copy and paste the link into your personal calendar application or download the iCal file to sync with outlook.

Syncing with a Mobile Device

- Copy the link provided and email it to yourself.
- Access the email through your mobile device and click the link.
- A prompt will open.
- Click Subscribe and the calendar contents will sync to your mobile device-default calendar.



Syncing with a Web Application Like Gmail

- Open the web application on your computer.
- Click Settings - For gmail there are two options:
 - Add by URL
 - Click Add calendar
 - Click from URL
 - Paste the URL from GoVIEW into the field and click Add Calendar
 - Add by iCal file
 - Click Import & Export
 - Upload the iCal file from GoVIEW and click Import
- Syncing with other web applications will be similar but may differ slightly. For instructions to sync with a different Web Application, review their instructions for adding an iCal file.

Syncing with Outlook

- In GoVIEW, click the download button.
- Open your Outlook client
- Open the downloaded file and it will automatically sync to your Outlook calendar.