

SCHOOLGY: SHARING CALENDARS

Info: Directions for importing a Schoology calendar feed into Google Calendars / iCal. This will allow the calendar to continuously be updated in your personal calendar whenever something new is added to the student's Schoology calendar.

Note: Please login with the **student** account to retrieve the calendar feed.

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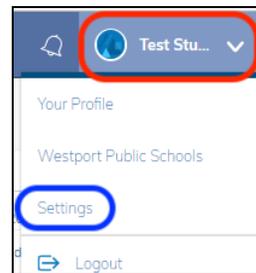
Sharing Schoology Calendar

Enable Schoology Calendar Feed

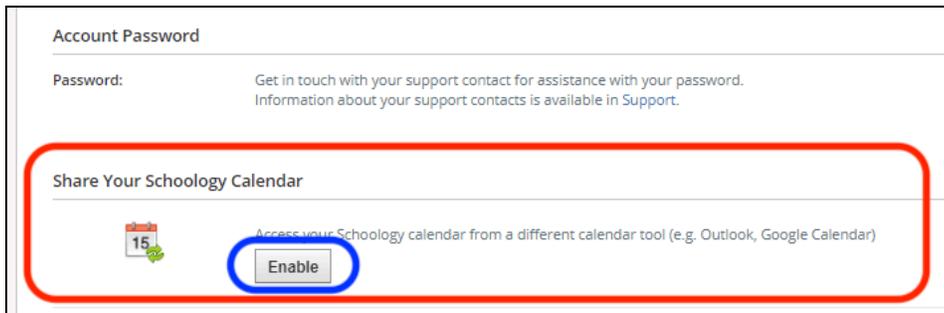
Log in to **WPS Schoology** with the student account.

Click on the **Student Profile** name in the upper right.

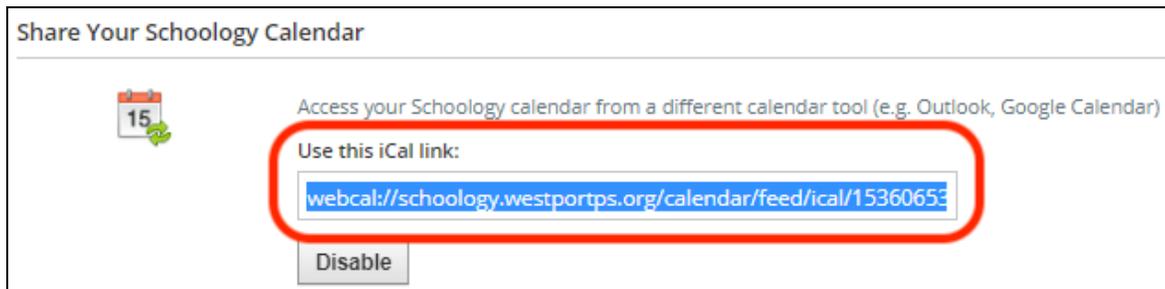
Choose **Settings** from the drop down menu.



Then, under the **Share Your School Calendar** section, click the **Enable** button:



Then, **highlight the link** that is generated in that section and copy it (Ctrl-C on a PC and Cmd-C on a Mac).



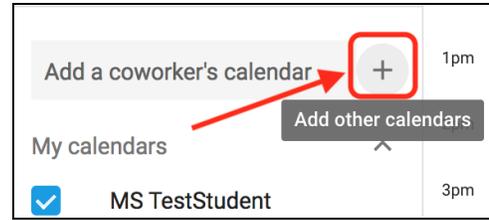
Note: The Share Your Schoology Calendar setting only works if you have at least one entry in your personal Schoology Calendar. If the Calendar is blank, you cannot link it or access it from other calendars and an error message will display when you try.

Import Calendar Feed

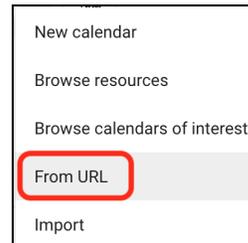
Google Calendar

To import to Google Calendar, open up Google Calendar.

In the left hand-navigation bar, Click the **Plus Sign** to the right of "Add a coworker's calendar."



Choose the From URL option in the drop down menu:

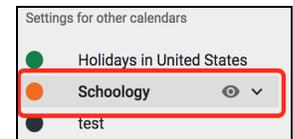
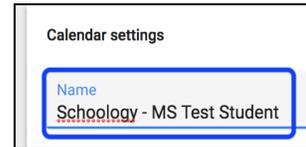


Paste in the copied URL from the Schoology Calendar:



To personalize the calendar name, click the **Schoology calendar** under Settings on the left

Then update the **Calendar name**.

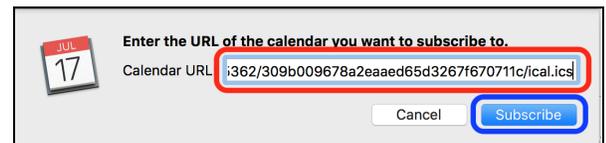


Apple Calendar

Open up Apple Calendar on a Macintosh computer.

From the File menu, select "New Calendar Subscription."

Paste the URL you copied from Schoology into the **Calendar URL field** and click **Subscribe**.



Change the **Calendar name** to add more descriptive information (such as the child's name) and set the Auto-refresh frequency to **Every Day** and click **OK**.

When set to iCloud location, this calendar can then sync to iCal on your mobile devices.

