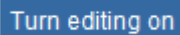Integrating your course's Moodle calendar with Outlook

The following tutorial will allow your students to integrate your course's calendar with their Outlook Calendars.

Steps to follow:

1. Make sure your "Calendar" block in enabled in your course's front page
2. If you do not have the "Calendar" block enabled, activate it by clicking on the "Turn editing on" button

3. Go to the bottom-left area of your course's front page and under the "Add a block" area select "Calendar"
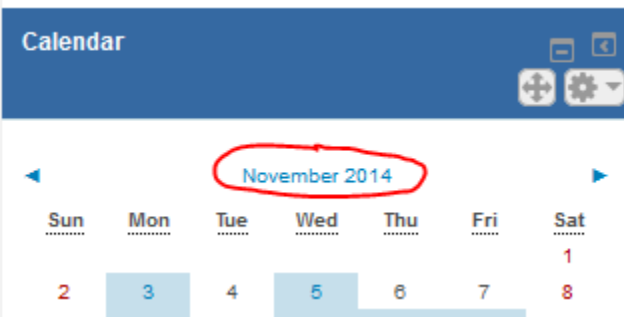

4. The calendar block will show up, feel free to move it where you feel is more convenient in your course's front page
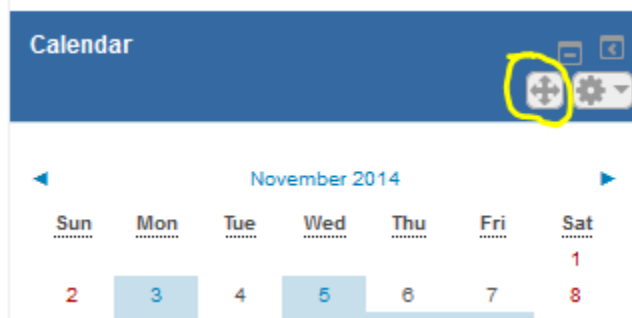
The following instructions can be used by those instructors and students that want to integrate their Moodle calendar into Outlook

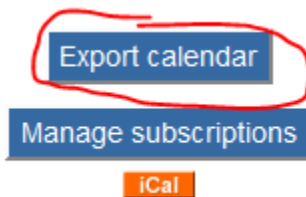1. Click on the month's name in your course's calendar

Calendar

	November 2014					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8

2. Make sure that "Detailed month view" shows the name of the course

Detailed month view for: FA2014-CHMN-630-001_1

◄ October 2014

3. Click on the "Export calendar" button

Export calendar

Manage subscriptions

iCal

4. Select the Export options, usually "All events" and "Recent and next 60 days" or "Custom range" are good choices

Export
Options
Export

⦿ All events
◯ Events related to courses

for:

◯ This week
◯ This month
⦿ Recent and next 60 days
◯ Custom range (9/11/14 - 14/11/15)

Get calendar URL   Export
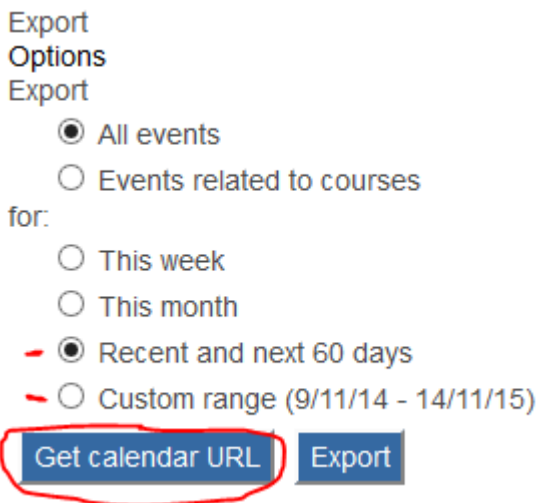
5. The URL link to your calendar will be displayed, highlight it, right-click on it and select "Copy"

Calendar URL: https://learninghub.andrews.edu/calendar/export_execute.php?userid=4&authtoken=7415bad7b2bd548348976cde8cba77dbff37c048&preset_what=all&preset_time=recentupcoming

6. Open your Outlook Calendar, **right-click** on "Other Calendars", select "Add Calendar", then select "From Internet"
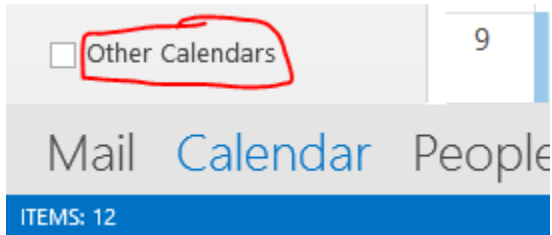
7. Paste the URL that you copied in step 5 (right-click and select "Paste"), click the "OK" button
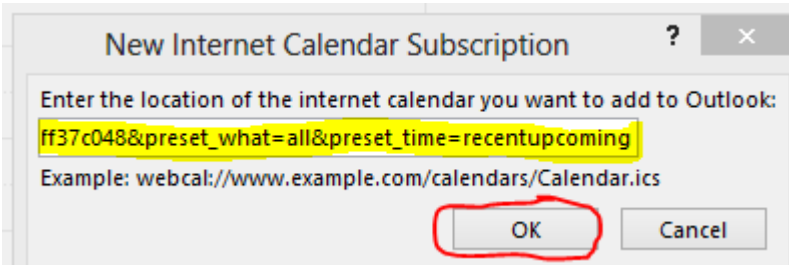
8. A new calendar item will show up under "Other Calendars" with the name of "Untitled". Right click on "Untitled" and select "Rename Calendar", give it a name related to the course that it is linked to (e.g. ART 101)
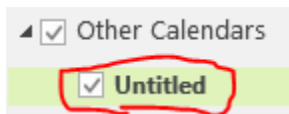
Now that you have these two calendars synchronized, all items added or deleted in the course will be reflected in the new Outlook calendar depending on the refresh settings that Outlook is configured to. **If you want to manually synchronize calendars**, just click the "Send/receive All Folders" button in the "SEND / RECEIVE" tab.