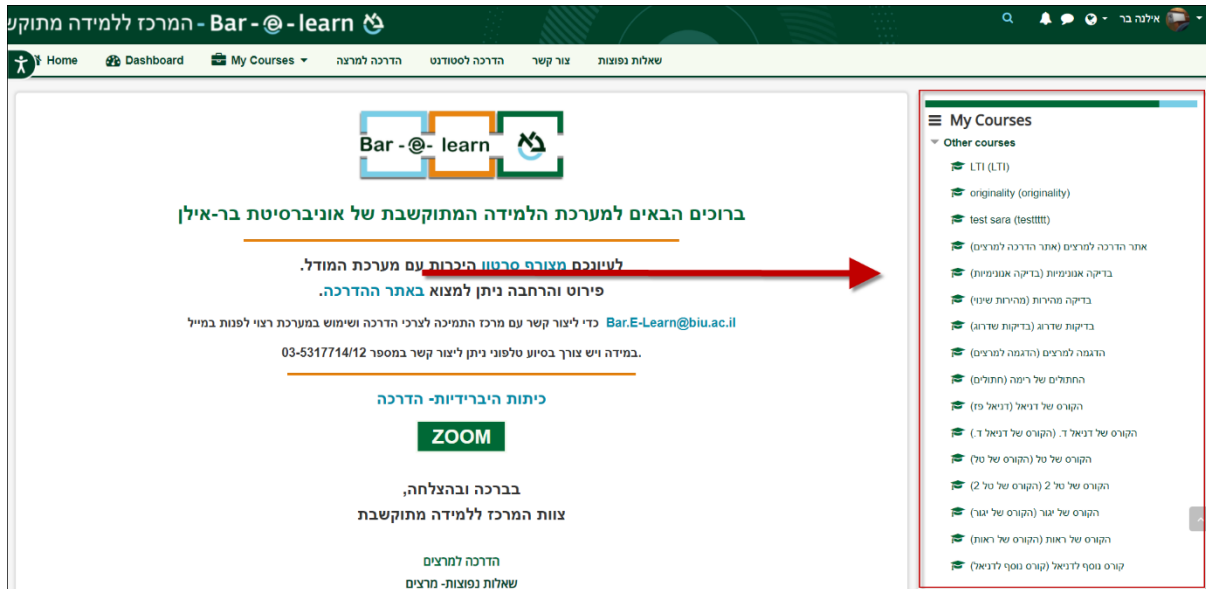


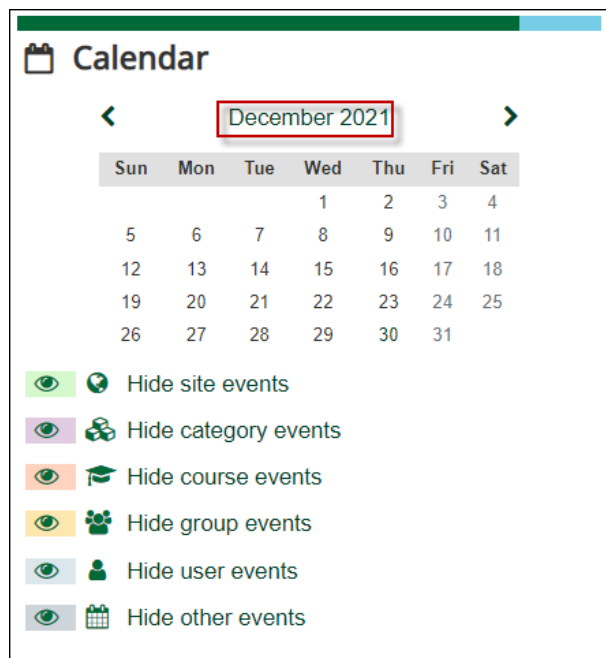
Importing Calendar from Moodle to Google Calendar

Exporting a Course Calendar

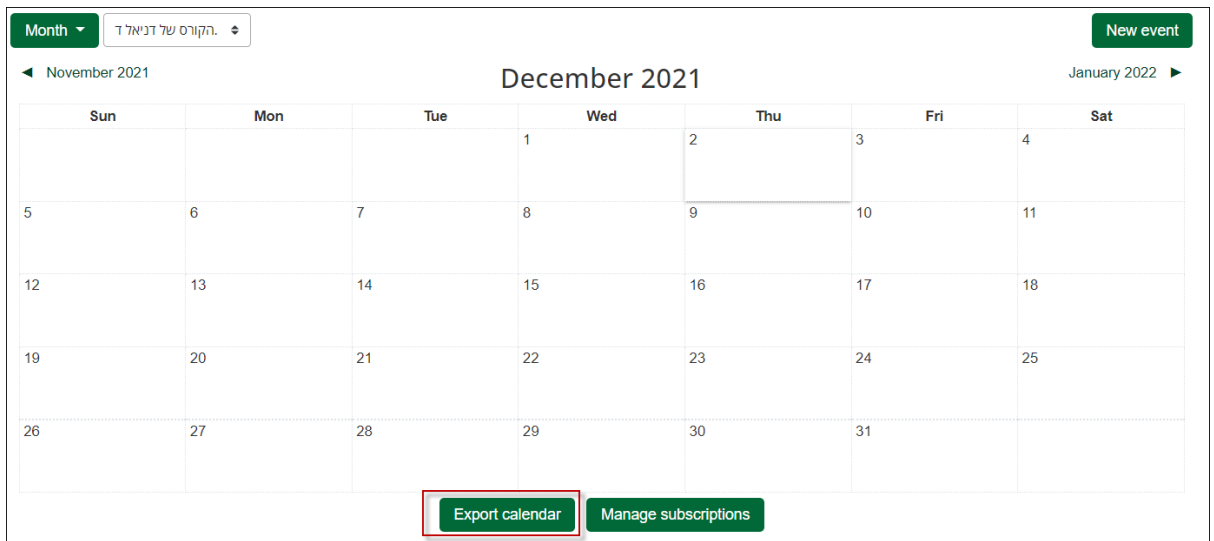
1. Firstly, we will enter the website of the course from which we want to export a calendar. You can access your course websites at the “My Courses” toolbar.



2. Once there, we can go to the calendar block, located at the right side of the screen, and select the name of month we want to export.



3. The calendar will now appear in full screen, and we will notice that an “Export calendar” button has appeared.

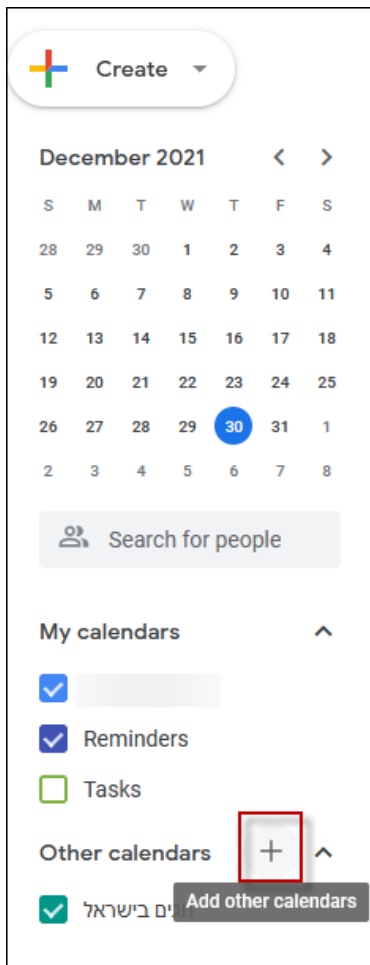


4. After clicking the export button, we will pick the events that will be exported and their timeframe. Once we have picked our preferences, we can press the “Export” button.

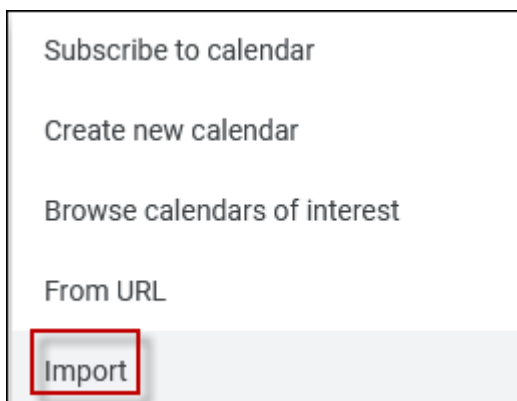
The screenshot shows the 'Export calendar' dialog box. It has a title 'Export calendar' and a subtitle 'How do I subscribe to this calendar from a calendar application (Google/Outlook/Other)?'. There are two sections: 'Events to export' and 'Time period'. In the 'Events to export' section, there are five radio button options: 'All events' (selected), 'Events related to categories', 'Events related to courses', 'Events related to groups', and 'My personal events'. In the 'Time period' section, there are five radio button options: 'This week', 'This month', 'Next month', 'Recent and next 60 days' (selected), and 'Custom range (25/12/21 - 30/12/22)'. At the bottom, there are two buttons: 'Get calendar URL' and 'Export' (highlighted with a red box).

Importing a Calendar to Google Calendar

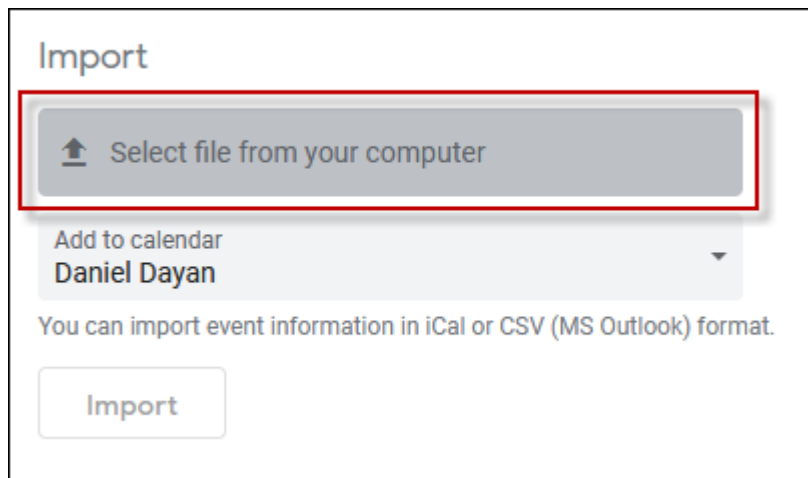
1. In Google Calendar, on the toolbar to the left, click the plus sign that says “Add other calendars” upon hovering on it.

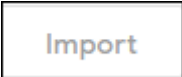


2. Click “Import”.



3. Now we can press the highlighted button and upload the file we have previously exported from the course website.



4. once we have done that, we can press  and all of our exported events will be added to Google Calendar.