

How to Connect Your Moodle Courses Calendars to Google Calendar

David Raco - 2019-07-22 - [Comments \(0\)](#) - [Students](#)

This knowledgebase article will show you how to connect your Moodle course calendars to your Google Calendar for ease of access. You can [learn more about the features of Moodle's calendar system here](#).

Step 1 - Access your Moodle calendar (<https://moodle.sou.edu/calendar>). Look for the Calendar icon in the sidebar on the left side of the screen. Click it, then click on the Export button at the bottom of the calendar.

The screenshot shows the Moodle user interface. On the left is a sidebar with a dark background and white text. It contains links: Home, Dashboard, Calendar (highlighted in red with a blue arrow and a circled '1'), Private files, My courses, Annual Disability Training, IT Coordinators, and Plagiarism Review Options. The main content area is titled 'Calendar' and shows a 'Detailed month view for: All courses'. It displays a calendar for July 2019. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Events are shown as orange dots with labels: 'David...' on Monday, July 22, and 'Later ...' on Wednesday, July 31. At the bottom of the calendar grid, there is a blue box around the 'Export calendar' button, with a blue arrow and a circled '2' pointing to it. To the right of the 'Export calendar' button is a 'Manage subscriptions' button. A 'New event' button is located in the top right corner of the calendar area.

Step 2 - Select to export all events, or narrow it down to just courses. Then select the time period for the export. We recommend either "recent and next 60 days" or the custom range that extends out by about a year. After that, click the "Get calendar URL" button and be sure to copy the URL that appears below. You will need it in an upcoming step.

Export calendar

i How do I subscribe to this calendar from a calendar application (Google/Outlook/Other)?

Events to export

- ☒ All events
- ☐ Events related to categories
- ☐ Events related to courses
- ☐ Events related to groups
- ☐ My personal events

Time period

- ☐ This week
- ☐ This month
- ☒ Recent and next 60 days
- ☐ Custom range (07/17/19 - 07/21/20)


Get calendar URL

Export

There are required fields in this form marked .

Calendar URL: https://moodle.sou.edu/calendar/export_execute.php?userid=10079&authtoken=f8c6e2d990c57f9600f71407a4c3900044a4b4e5d&preset_what=all&preset_time=recentupcoming

Step 3 - Go to Google Calendar (<https://calendar.google.com>) and click on the + sign next to "Other calendars" on the left side of the screen. Then select "From URL" within the menu that appears.

 Create

July 2019



M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Meet with...

Search for people

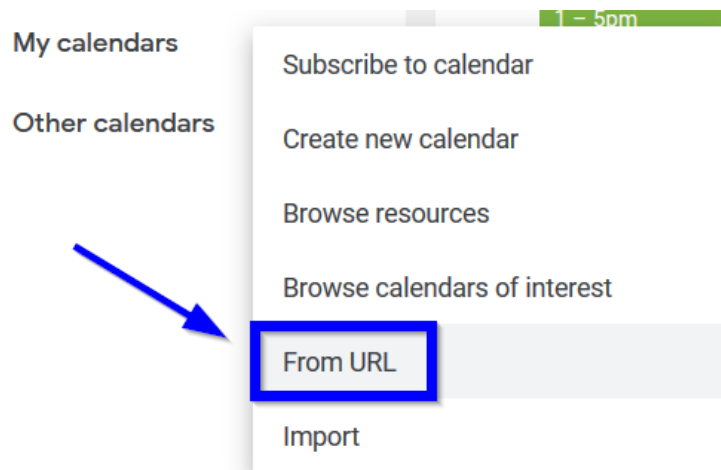
My calendars



Other calendars



Add other calendars



Step 4 - Paste in the Moodle calendar URL that you copied in Step 2 and then click the Add calendar button.

From URL

URL of calendar
ab1cd&preset_what=all&preset_time=recentupcoming

1

☐ Make the calendar publicly accessible

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

Add calendar

2

The events from your Moodle calendar will now appear on a brand new calendar within your Google Calendar account named after the URL that you used to connect them. You can rename that calendar to something easier on the eyes and add notifications to its events using the [Google Calendar settings](#).

Calendar settings

Name

My Moodle Calendar

Time zone

(GMT-07:00) Pacific Time - Los Angeles

URL

https://moodle.sou.edu/calendar/export_execute.php?userid=...

Permissions settings

Anyone can

See nothing

You can

[See all event details](#)

Event notifications

Notification ▼

10

11

minutes ▾

Email ▼

2

11

days ▼

×

[+ Add notification](#)