

Google Calendar

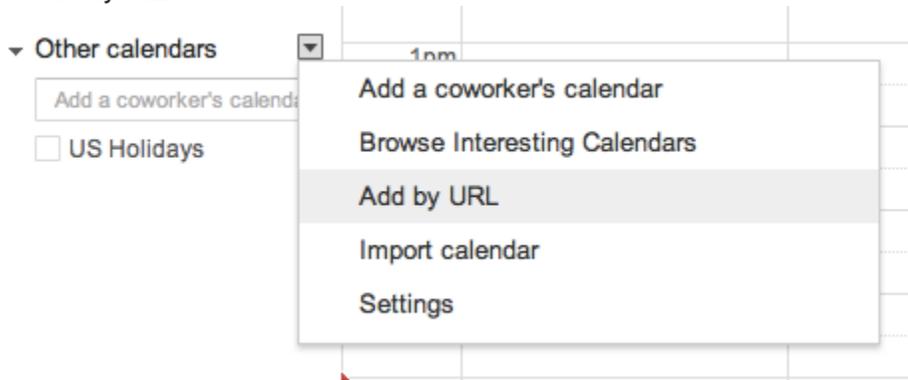
Subscribe to your GradesFirst Calendar

Step 1: Get Your GradesFirst calendar feed URL

1. In GradesFirst, navigate to the **Calendar** tab.
2. Click the **Subscriptions** tab.
3. Click on **Setup Calendar Integration**.
4. On the **External Calendaring Setup** tab, you will see a URL displayed, beginning with "webdav://". Select the text of this URL and copy it to your clipboard (Control + C).

Step 2: Subscribe to your GradesFirst calendar

1. Navigate to Google Calendar.
2. Click on the down arrow to the right of Other calendars.
3. Select **Add by URL**.



4. Paste your GradesFirst calendar URL into the URL field.
5. Click **Add Calendar**.

You should now see a new calendar under Other calendars. It may take a few minutes for your events to display.

Publish your Google calendar events to GradesFirst

Calendar subscription is a tool that allows you to integrate your Google calendar with your GradesFirst calendar. Once this subscription is complete, your calendars will sync and you will see your Google calendar events listed on your GradesFirst calendar.

To synchronize your Google Calendar events into your GradesFirst calendar:

1. From your **Calendar** tab click the **Subscriptions** tab.

Home Calendar Conversations Campaigns Tutors Cases Reports Analytics Search

My Calendar

Calendar View List of Calendar Items **Subscriptions**

LEGEND ADVISING ASSIGNMENT TUTORING GENERAL COURSE FREE BUSY CANCELLED

Add Calendar Event Print Calendar

May 2014

today < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 2:30p Make an Advising Appointment	29	30	1	2	3 9a Make an Advising Appointment
4	5	6	7	8	9	10
11	12	13 1p Make an Advising Appointment	14 7:30a Make an Advising Appointment	15 8a Make an Advising Appointment 9a Cancelled: Make an Advising Appointment 9:30a Make an Advising Appointment	16	17
18	19 8a Make an Advising Appointment 7:30a Make an Advising Appointment	20 11a Make an Advising Appointment	21 7:30a Make an Advising Appointment	22	23 8a Cancelled: Make an Advising Appointment 7:30a Make an Advising Appointment	24
25	26 7:30a Make an Advising Appointment	27	28 7:30a Make an Advising Appointment	29 1p Make an Advising Appointment	30 7:30a Make an Advising Appointment	31
1	2	3	4	5	6	7

2. On the **Subscriptions** tab, click **Setup Free/Busy Integration**.

My Calendar

Calendar View List of Calendar Items Subscriptions

SUBSCRIPTIONS

Setup Calendar Integration Last updated at 11/19/2013 01:26 PM

Setup Free/Busy Integration Last updated at 05/27/2014 09:41 PM

3. Click the **Google Apps Integration** tab.

Windows Outlook Integration Mac Outlook Integration **Google Apps Integration**

Using Microsoft Outlook To Post Your Free/Busy Times On Windows

Outlook 2010

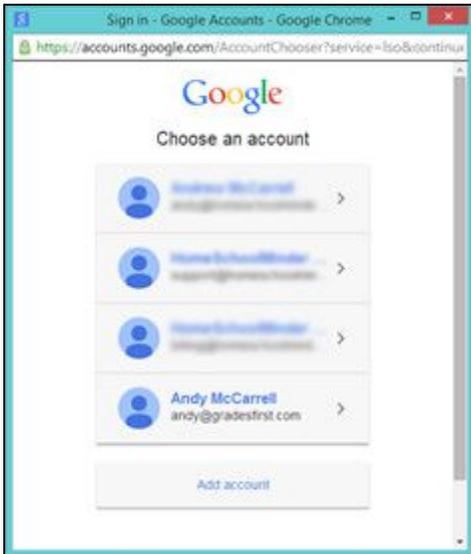
Outlook 2007

Outlook 2003

4. On the **Google Apps Integration** tab, click **Connect with Google**.



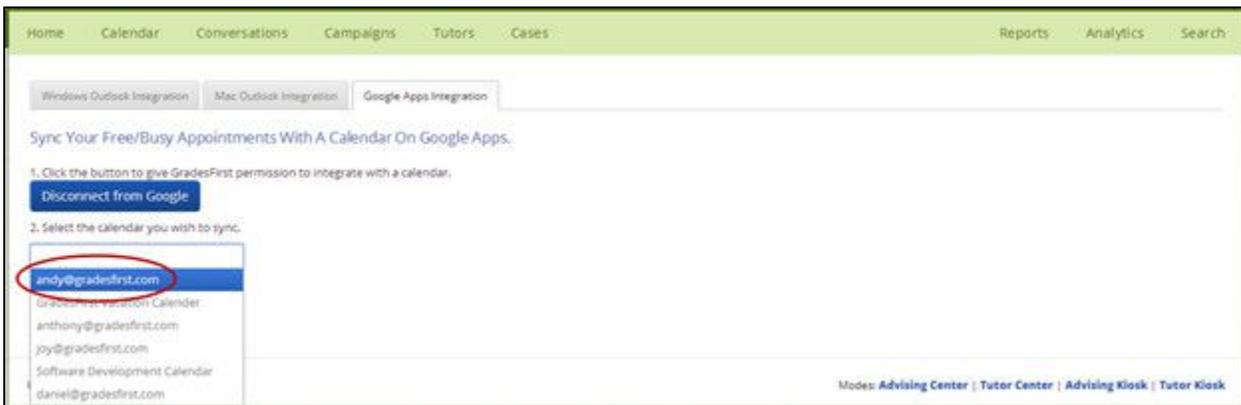
5. In the **Sign in – Google Accounts** dialog, users should find their Google account as an option. If your Google account is not listed, click the **Add Account** option and login to your Google account.



6. In the **Request for Permission** dialog, click the **Accept** button to continue.



6. Select which Google calendar, or calendars, you wish to add to GradesFirst.



7. Click Save.

After all calendar's have been selected/synced, click on the Calendar tab to view your newly added events. If your events do not immediately appear, click your browser's refresh button. Please note, it may take a few minutes for your calendars to synchronize. Once synchronized, any events added to your Google calendar will automatically be added to your GradesFirst calendar as "Busy" events.

The screenshot shows the 'My Calendar' interface. At the top, there are navigation tabs: Home, Calendar, Conversations, Campaigns, Tutors, Cases, Reports, Analytics, and Search. Below the tabs, the title 'My Calendar' is displayed. There are three sub-tabs: 'Calendar View', 'List of Calendar Items', and 'Subscriptions'. A legend is provided with the following categories: **ADVISING** (red), **ASSIGNMENT** (orange), **TUTORING** (green), **GENERAL** (blue), **COURSE** (teal), **FREE BUSY** (purple), and **CANCELLED** (grey). There are buttons for 'Add Calendar Event' and 'Print Calendar'. The calendar is for May 2014, with navigation for 'today', 'day', 'week', and 'month'. The calendar grid shows events for various dates:

SUN	MON	TUE	WED	THU	FRI	SAT
27	28 7:30p Make an Advising Appointment	29	30	1	2	3 9a Make an Advising Appointment
4	5	6	7	8	9	10
11	12	13 1p Make an Advising Appointment	14 7:30a Make an Advising Appointment	15 8a Make an Advising Appointment 10a Cancelled Make an Advising Appointment 10:30a Make an Advising Appointment	16	17
18	19 8a Make an Advising Appointment 7:30a Make an Advising Appointment	20 11a Make an Advising Appointment	21 7:30a Make an Advising Appointment	22	23 5a Cancelled Make an Advising Appointment 7:30a Make an Advising Appointment	24
25	26 8:07a Busy 7:30a Make an Advising Appointment	27 8:45a Busy 11a Busy	28 7:30a Make an Advising Appointment	29 8:45a Busy 7p Make an Advising Appointment	30 7:30a Make an Advising Appointment 10a Busy	31
1	2 9a Busy	3 8:45a Busy 11a Busy	4 8a Busy	5 8:45a Busy	6	7