Subscribing to a calendar with Google Calendar

Can I have a course's calendar appear in Google Calendar?

Yes. To see a D2L course calendar in Google Calendar, you will need to:

1. Enable calendar subscriptions.
2. Get the course calendar's subscription URL (web address).
3. Supply that subscription URL to Google Calendar.

Enabling Calendar Subscriptions

These instructions assume you have already logged in to D2L.

1. In the navbar click Resource.
2. In the menu that opens, click Calendar.
3. In the bar near the top of the page, just below the navbar, click Settings.
4. In the Settings window that opens:
   1. Check the box for Enable Calendar Feeds.
   2. Click the Save button.

Getting a Calendar's Subscription URL

These instructions assume you have already logged in to D2L.

1. In the navbar click Resource.
2. In the menu that opens, click Calendar.
3. In the bar near the top of the page, just below the navbar, click Subscribe.
4. In the Calendar Subscriptions window that opens:
   1. Click All Calendars and Tasks.
   2. In the drop-down list that appears, choose the course to which you wish to subscribe.
   3. Select the entire URL displayed in the middle of the window. Be careful to select the entire URL. It will be similar to:

   ```
   https://millersville.desire2learn.com/d2l/le/calendar/feed/user/feed.ics?feedOU=12345&token=abcdefgijklmnopqrstuvwxyz
   ```

   4. Copy the selected URL.

Adding the Calendar Subscription in Google Calendar

1. Log in to Google Calendar.
2. In the left column, locate the Add calendar field.
3. Click the to the right of that field.
4. In the menu that opens, click From URL.
5. In the URL of calendar field, paste the calendar URL you copied above.
6. Do not check the box to make the calendar publicly accessible.
7. Click the Add calendar button.
8. In the left column, under Settings for other calendars, click the URL you just added.
9. At the top of the Calendar settings page, in the Name field, type a name for this calendar. The name of the course is a good choice.
10. (optional) Under General notifications set your notification preferences for this calendar.
11. In the top bar, to the left of Settings, click .

The calendar will be listed in the left bar, under Other calendars.

See also:

- Subscribing to a calendar with Apple Calendar
• Subscribing to a calendar with Outlook