

How to Add a Google Calendar into your Isidore Course

This tip will show you how to create a calendar in Google and add it to your Isidore course. In this example, we'll be adding calendars to the Lessons tools, but you can add calendars anywhere there's an HTML editor in Isidore.

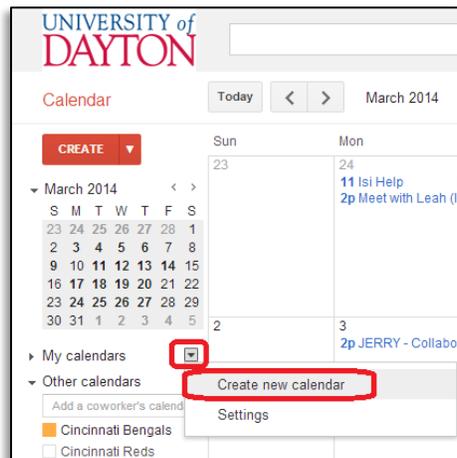
[Step 1: Create a new calendar in Google Calendar](#)

[Step 2: Copy the embed code \(or the link\)](#)

[Step 3: Paste the code \(or link\) into Isidore](#)

Step 1: Create a new calendar in Google Calendar.

- a. Open your Google Calendar. *UD Google Calendars can be accessed by going to: <http://porches.udayton.edu> and launching UDMail. Click on the 3x3 tile and select "Calendar."*
- b. When the calendar loads, click on the arrow next to "My calendars" and select "Create new calendar."



- c. Choose a name that makes sense to your students (i.e. ENG 101 02 Calendar – Spring 2014) and enter that in the "Name" text box.
- d. Click on the "Make this calendar public" checkbox. This ensures that students will have access to view it.
- e. Click on the "Create calendar" button.

Create New Calendar

Calendar Details

« Back to calendar | **Create Calendar** | Cancel

Calendar Name: **ENG 101 02 Calendar - Spring 2014**

Organization: University of Dayton

Description:

Location: e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: United States (choose a different country to see other time zones)
 Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: (GMT-05:00) Eastern Time Display all time zones

Share this calendar with others [Learn more](#)

Make this calendar public [See all event details](#)

Share this calendar with everyone in the organization **University of Dayton** [See all event details](#)

Share with specific people

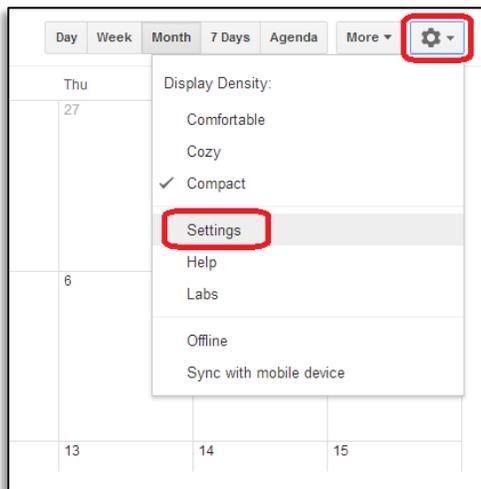
Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	See all event details	Add Person
"ibergman1@udayton.edu" <ibergman1@udayton.edu>	Make changes AND manage sharing	

« Back to calendar | **Create Calendar** | Cancel

- f. Add calendar entries (like class meetings, office hours, review sessions, and special events).

Step 2: Copy the embed code (or the link).

- a. While you have the calendar open, click on the "Gear" icon and select "Settings."



- b. Click on the "Calendars" tab.
- c. Click on the name of the calendar.

Calendar Settings

[General](#) [Calendars](#) [Mobile Setup](#) [Labs](#)

[« Back to calendar](#)

My Calendars Calendars I can view and modify

CALENDAR	SHOW IN LIST all none	NOTIFICATIONS	SHARING
Leah - Work Leah's Work Calendar	<input checked="" type="checkbox"/>	Reminders and notifications	Shared: Edit settings
Clickers	<input checked="" type="checkbox"/>	Reminders and notifications	Shared: Edit settings Unsubscribe
E-Learning Calendar	<input checked="" type="checkbox"/>	Reminders and notifications	Shared: Edit settings Unsubscribe
E-Learning Fellows 2014 E-Learning Fellows Labs & Sessions 2014	<input checked="" type="checkbox"/>	Reminders and notifications	Shared: Edit settings Unsubscribe
ENG 101 02 Calendar - Spring 2014	<input checked="" type="checkbox"/>	Reminders and notifications	Shared: Edit settings Unsubscribe

- d. If you wish to embed the calendar, click on the text in the “Paste this code into your website” box, select the text, and copy the text. Proceed to step 3.
- e. If you wish to link to the calendar, click on the HTML button next to “Calendar Address.” Highlight the web link (URL) and copy the text. Proceed to step 3.

Calendar Details

[Share this Calendar](#) [Reminders and notifications](#)

[« Back to calendar](#) [Save](#) [Cancel](#)

Calendar Name:

Organization: University of Dayton

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's public)

Calendar Time Zone: Country: (choose a different country to see other time zones)
Please first select a country to select the right set of time zones. To see all time zones, check the box instead.
Now select a time zone: Display all time zones

Auto-accept invitations
Calendars for resources like conference rooms can automatically accept invitations from people with whom the calendar is shared when there are no conflicting events. [Learn more](#)

Auto-accept invitations that do not conflict.
 Automatically add all invitations to this calendar.
 Do not show invitations.

Embed This Calendar
Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link

 Paste this code into your website. Customize the color, size, and other options

```
<iframe
src="http://www.google.com/calenda
r/embed?
src=udayton.edu_hprifreurnsmnv6e
m5uqe7fugc%40group.calendar.go
```

Calendar Address: [XML](#) [iCAL](#) [HTML](#) (Calendar ID: udayton.edu_hprifreurnsmnv6em5uqe7fugc@group.calendar.google.com)
[Learn more](#)
[Change sharing settings](#)
This is the address for your calendar. No one can use this link unless you have made your calendar public.

Private Address: [XML](#) [iCAL](#) [Reset Private URLs](#)
[Learn more](#)
This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.

Delete calendar: [Permanently delete this calendar](#)
[Learn more](#)
Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.

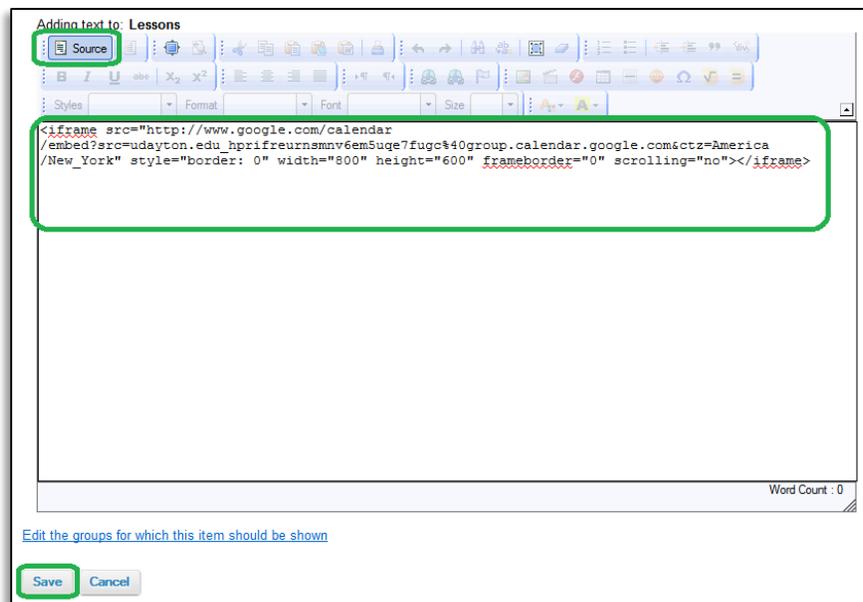
[« Back to calendar](#) [Save](#) [Cancel](#)

Step 3: Paste the code (or link) into Isidore.

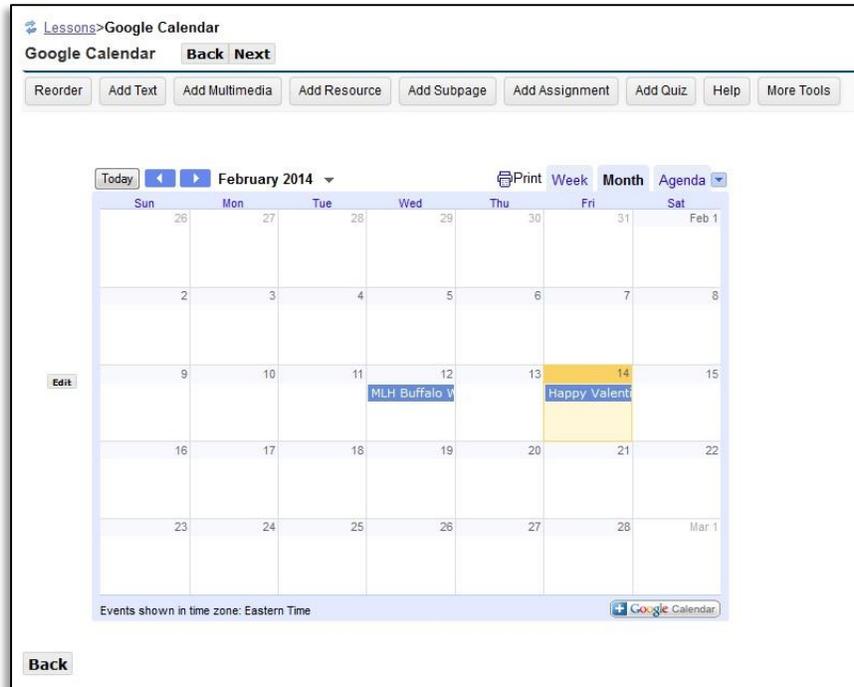
- a. Go into your Lessons tool in your Isidore course. *If you don't have a Lessons tool added to your site, you can install it under Site Info -> Edit Tools.*
- b. If you wish to embed the calendar, you should click on the "Add Subpage" button.



- i. Now click on the "Add Text" button and click on the "Source" button. Paste the code you copied in Step 2d into the text box. Click on the "Save" button.



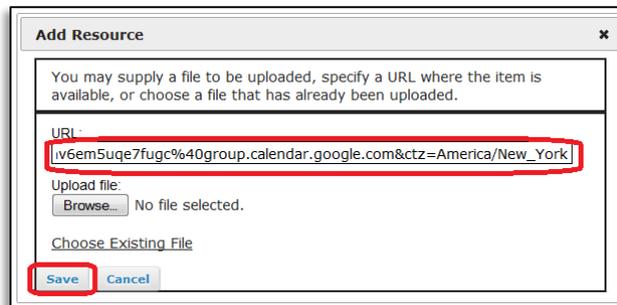
- ii. The calendar should be displayed on the screen.



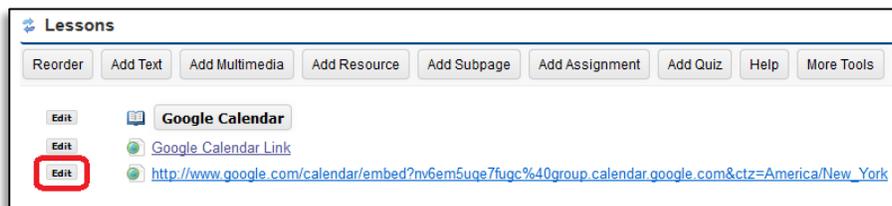
c. If you wish to link to the calendar, you should click on the “Add Resource” button.



i. You’ll want to paste the web link (URL) you copied in Step 2e into the URL text box. Click on the “Save” button.



ii. You can click on the “Edit” button to rename the item to something that makes sense (i.e. Course Calendar Link). Then click on the “Update Item” button.



Edit Item [Close]

Item Name: **Google Calendar Link**

Path (in Resources): /Lessons

URLs/https: www.google.com/calendar/embed/src/mihdaytonoh_40gmail.com

Item Description: [Empty text area]

[Change File or URL](#)

Open item in a new window

Don't Release Item Until All Prerequisites are Completed

Require This Item

[Edit the groups for which this item should be shown](#)

Delete: [Delete](#)

Update Item [Cancel](#)

iii. When you click on the link, the calendar should be displayed on the screen.

