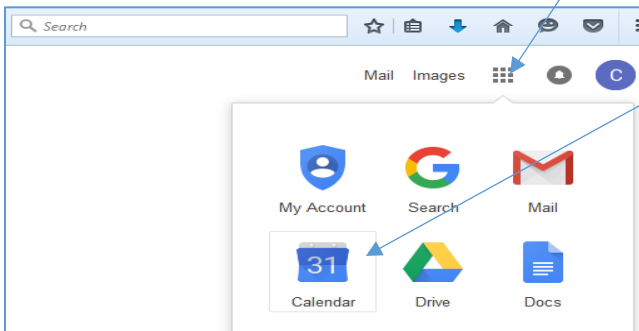


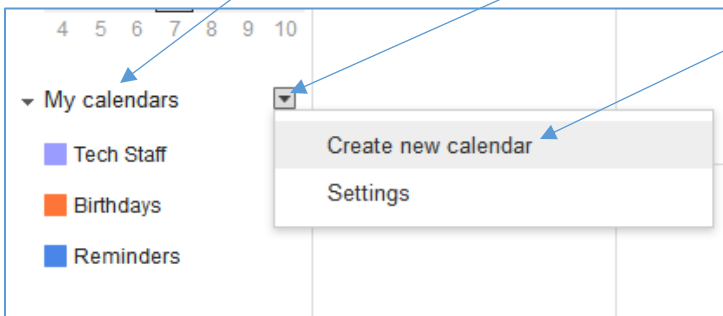
Configure a Teacher Page Calendar to sync with a Google Calendar

It is highly recommended that you create and use a new Google calendar to sync daily events to your Teacher web page calendar.

1. Go to Google and log in to your EVIT Google account.
2. On the top-right of the screen, click on the **Apps** button and select **“Calendar”**.

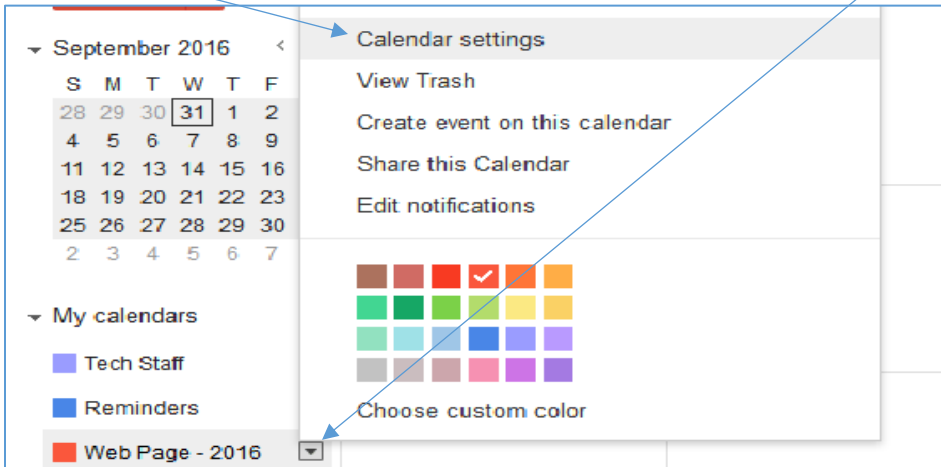


3. Next to the **“My calendars”**, click the **down arrow** and select **“Create new calendar”**

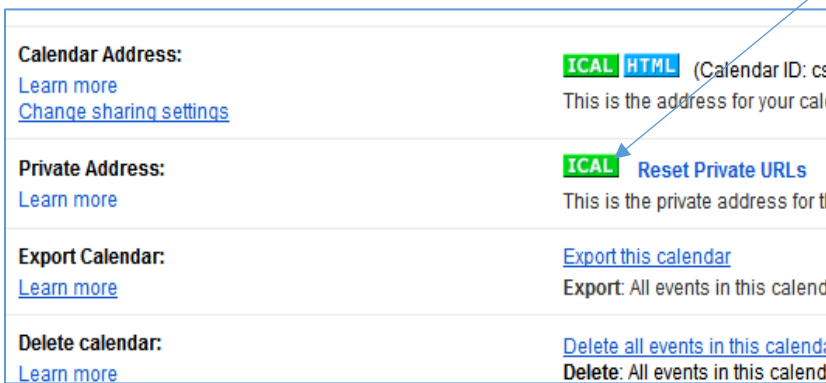


4. Give the calendar a **name** and then click on the **“Create Calendar”** button

5. Next to the calendar that you just created and want to sync, click the **down arrow** and select "Calendar settings"

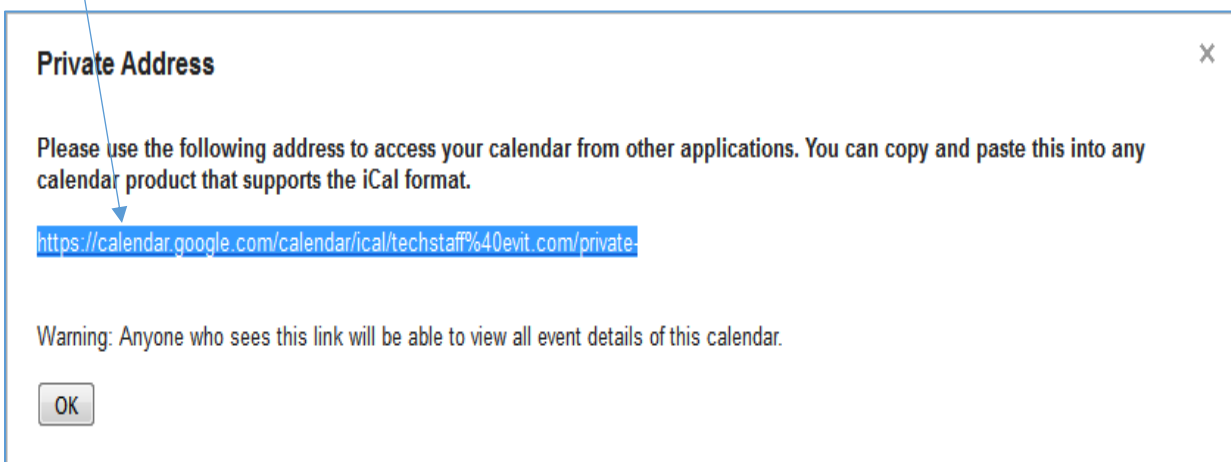


6. Scroll down and on the "Private Address" line, click on the green "ICAL" button.



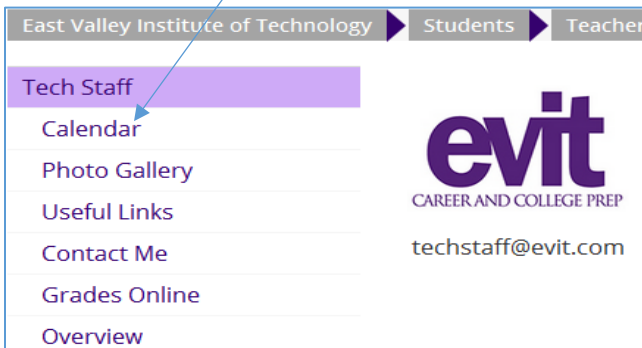
7. **Highlight** the entire URL string, right-click and select copy.

Note: For security purposes, the entire string is not displayed below.

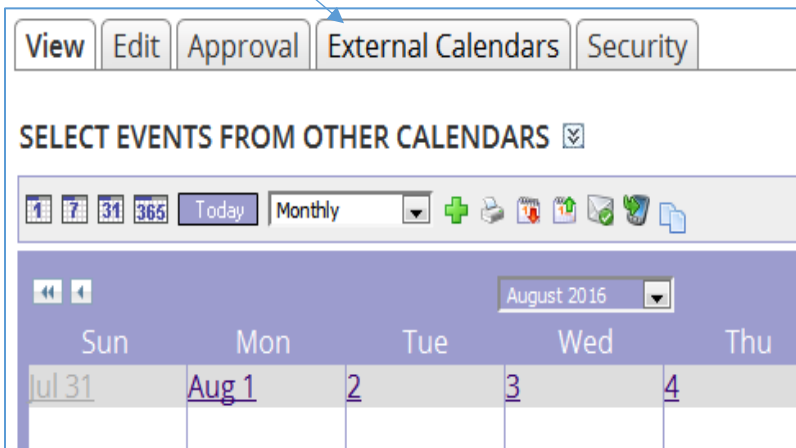


8. Go to the district website and access your teacher web page. Log in, if you haven't already done so.

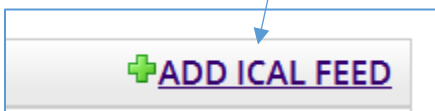
9. Click on the "Calendar" page.



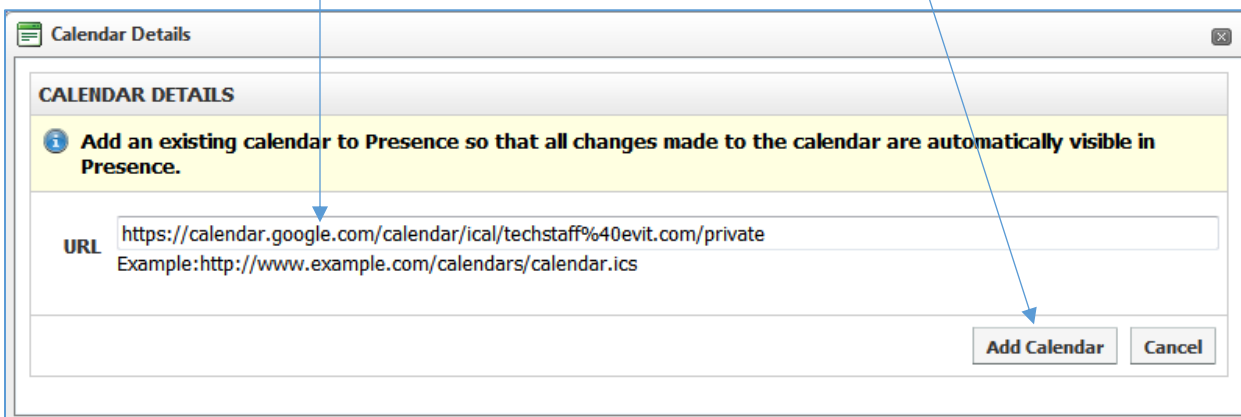
10. Click on the "External Calendars" tab.



11. Click on the "ADD ICAL FEED" link.



12. Right-click and paste the URL in the provided field and click on the "Add Calendar".



13. Give the feed a **name**, choose a **color** and a **refresh interval** (hourly is recommended) and click on "**Update Calendar**".

Calendar Details

CALENDAR DETAILS

i Add an existing calendar to Presence so that all changes made to the calendar are automatically visible in Presence.

Name My Google Calendar

URL https://calendar.google.com/calendar/ical/csanchez%40evit.com/private-

color

Refresh Interval Hourly
Hourly
Daily
Weekly

Update Calendar Cancel

NOTE: The system will not immediately sync the events from the Google calendar. If the interval is set for an hour, the system will start displaying events after an hour of adding the calendar.