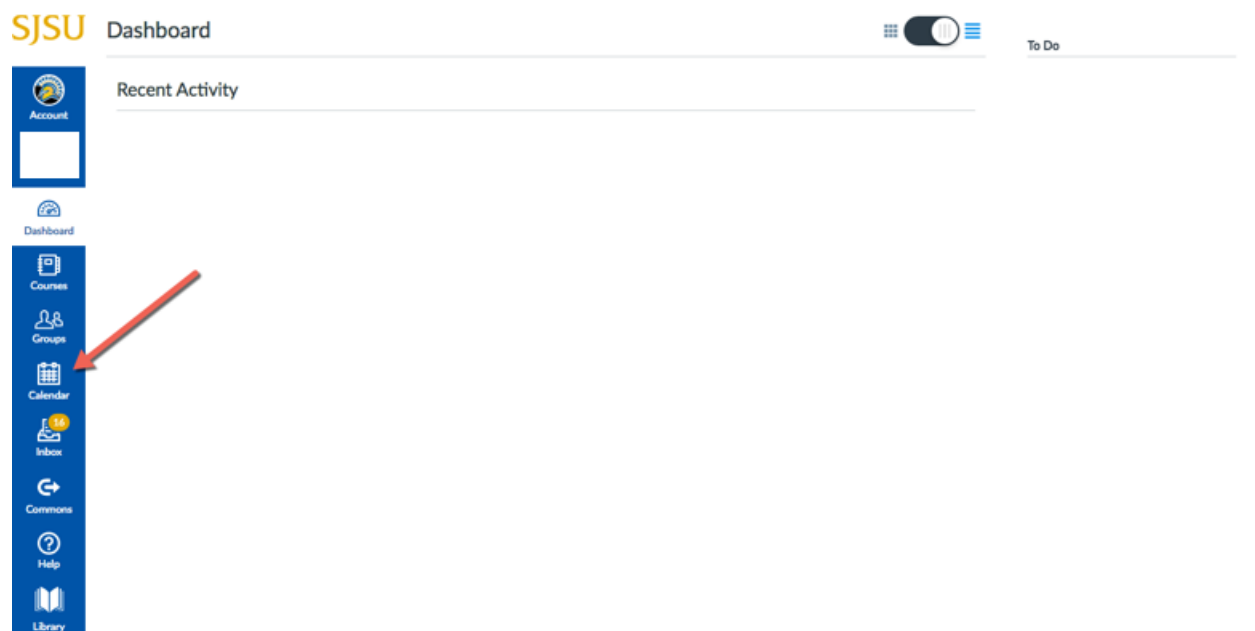


Syncing the Canvas Calendar

This quick guide will provide instructions on how to sync your Canvas calendar with your personal calendar.

1. On the left navigation menu of the Canvas Homepage, click on **Calendar**.



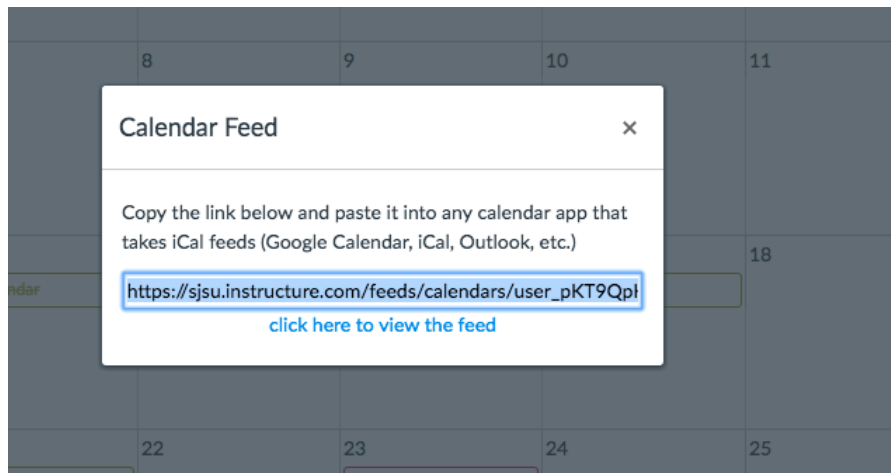
2. Once the Calendar has displayed, on the lower right side of the screen, click on **Calendar Feed**.

The screenshot displays the eCAMPUS calendar interface for March 2017. On the left is a vertical navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, Help, and Library. The main area shows a monthly calendar grid with days of the week (SUN to SAT) and dates from 26 to 31. Several events are visible: 'Calendar' on Tuesday, March 14; 'Essay One' on Friday, March 17; and '1p TEST_Quiz (1-stud)' on Tuesday, March 21. On the right side, there is a secondary calendar view for March 2017 and a list of calendars. The 'Calendar Feed' item is highlighted with a green arrow.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14 Calendar	15	16	17 Essay One	18
19	20	21 1p TEST_Quiz (1-stud)	22	23 Essay-one	24	
26	27	28	29	30	31	1

- CALENDARS
 - eCampus
 - D2L to Canvas
 - eCampus - Canvas Help
 - eCampus Workshop Practice Course
 - FA16: Sw Practice
 - FA16:
 - FA16:
 - Leveraging Canvas Features
- UNDATED
 - Calendar Feed

3. Next, copy the **Calendar Feed Link** that displays.

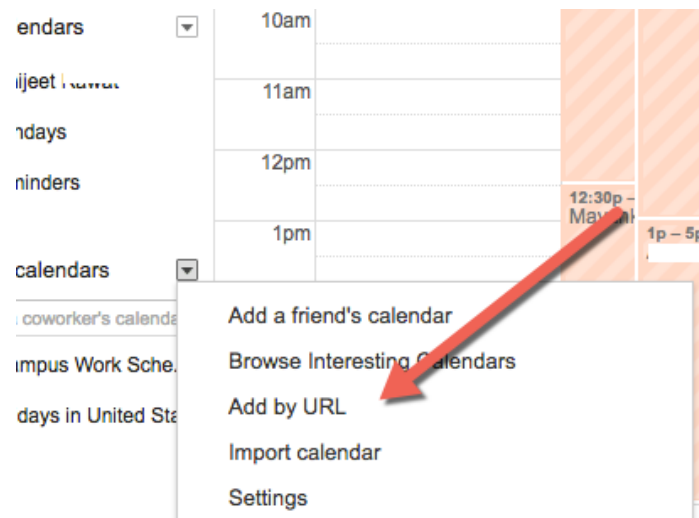


Two Methods to Sync

There are two ways to sync your calendar: URL and download file.

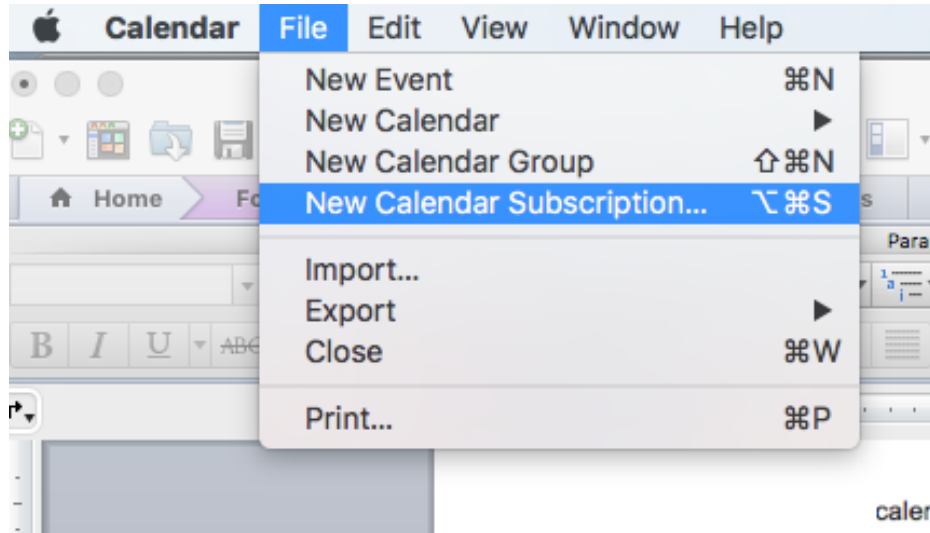
By URL for SJSU Mail (or Gmail)

1. On the Calendar Feed popup window, **copy** the **URL** that displays.
2. Open the calendar application you would like to sync, for example SJSU Mail.
3. On the lower left corner of the calendar screen, click on the dropdown arrow next to **Other Calendars**.
4. Select **Add by URL**.
5. **Paste** in the URL you just copied.
6. Click **Add Calendar**.

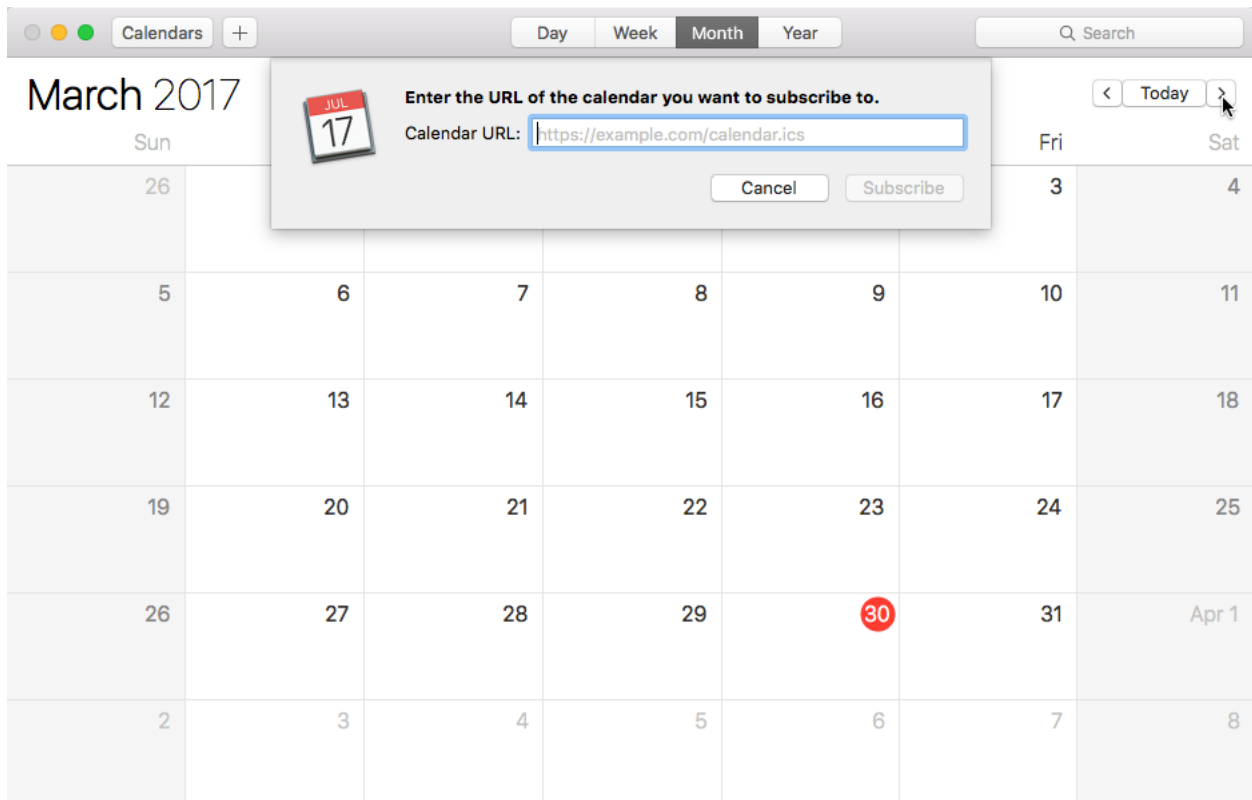


By URL for Calendar

1. On the Calendar Feed popup window, **copy** the **URL** that displays.
2. Open the calendar application you would like to sync, for example iCal.
3. On the upper toolbar on the screen, click on **Calendar** and then **Subscribe**.

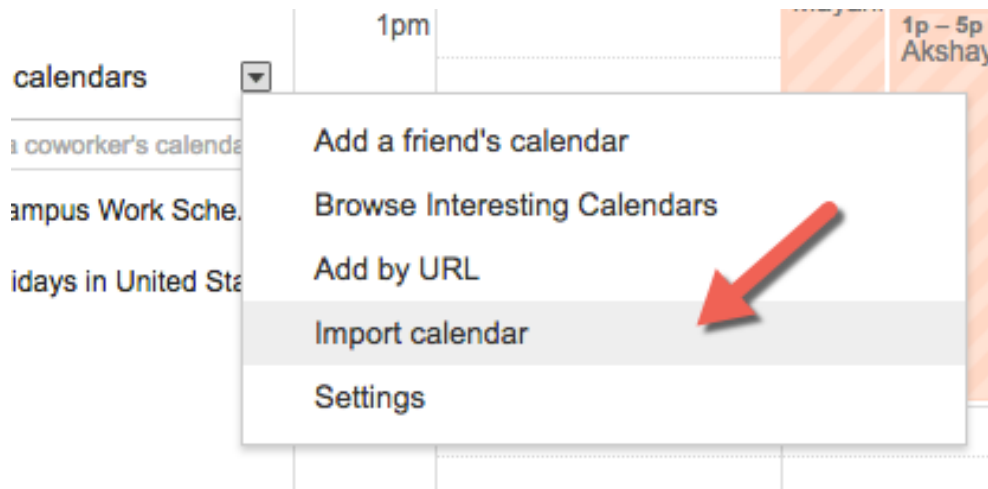


4. **Paste** in the URL you just copied.
5. Click **Subscribe**.



By Download (.ics file) for SJSU Mail (or Gmail)

1. On the Calendar Feed popup window, click on the words, “**Click here to view the feed.**” This will download a file (.ics) onto your computer.
2. Open the calendar application you would like to sync, for example SJSU Mail.
3. On the lower left corner of the calendar screen, click on the dropdown arrow next to **Other Calendars.**
4. Select **Import Calendar.**



5. **Click on Choose File** and navigate on your computer to file the .ics file. Then, click **Open.**
6. Choose which calendar you would like it to display on.
7. Finally, click **Import.**

Import calendar



File: No file chosen

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

Calendar:

Choose the calendar where these events should be saved.

By Download (.ics file) for Calendar

1. On the Calendar Feed popup window, click on the words, “**Click here to view the feed.**” This will download a file (.ics) onto your computer.
2. Open the calendar application you would like to sync, for example Calendar on Mac.
3. **Double click** on the .ics file you downloaded.
4. On the **Adding Events** popup window, select the calendar you want to events to display on.
5. Finally, click **OK**.

