

# Import a Calendar

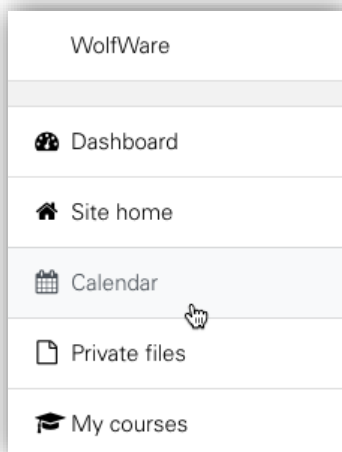
Moodle calendar features a subscription management tool that allows you to import calendars from external applications such as Google Calendar and integrate them into the Moodle platform. This allows you to track all of your events from within the Moodle calendar.

There are two ways to import an external calendar into Moodle:

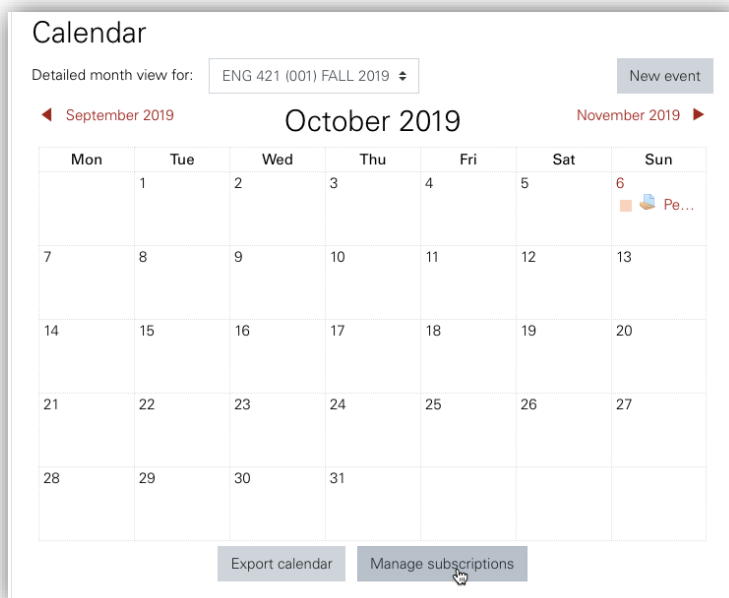
## Import Calendar with URL

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- 1 From the Dashboard, find and select **Calendar** from the left side menu bar:



- 2 The calendar that corresponds with the current month will appear in a new window.
  - a. If you wish to import a calendar into a different month, select the red arrows next to the months at the top left and top right of the calendar.
  - b. When you're finished, click **Manage Subscriptions** below the selected calendar.



3

The Import calendar menu will appear. Enter import **Calendar name**:

▼ Import calendar...

Calendar name !

Please provide either a URL to a remote calendar, or upload a file.

Import from Calendar URL ▾

Calendar URL

Update interval ? Weekly ▾

Calendar file (.ics) Choose a file... Maximum size for new files: 2GB

Accepted file types:  
text/calendar .ics

Type of event User

4

Select the **Calendar URL** option from the drop down menu and enter your import calendar's URL.

Please provide either a URL to a remote calendar, or upload a file.

Import from Calendar file (.ics) ▾

5

Select the calendar update interval to: **Hourly, Daily, Weekly, Monthly, Yearly.**

Update interval ? Weekly ▾

- Never
- Hourly
- Daily
- ✓ Weekly
- Monthly
- Annually

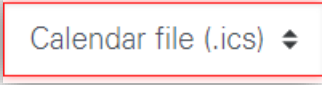
Note: If you are subscribed to a calendar that frequently adds new events, choose **Daily** or **Hourly** update intervals for accuracy.

## Import Calendar with Calendar File

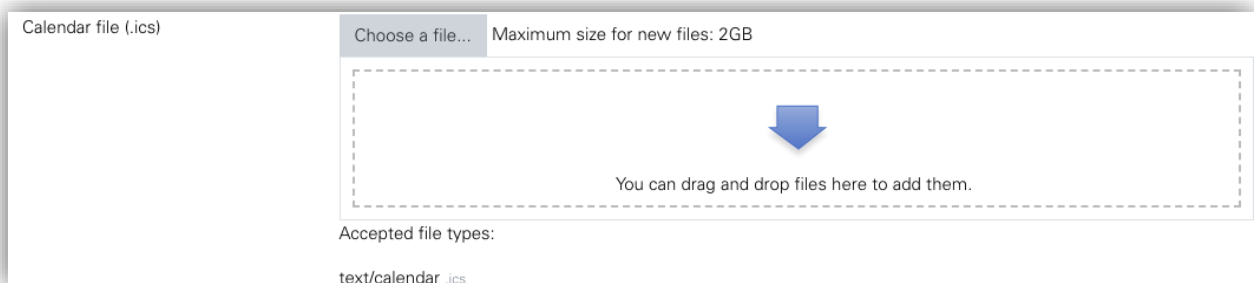
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You can also import a calendar by uploading it as a .ics(iCalendar Standard) file.

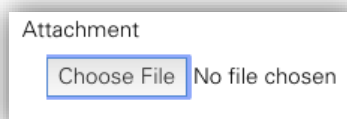
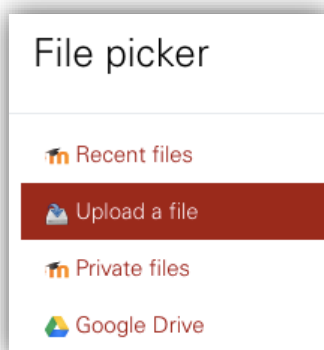
- 1 From the **Import calendar** window, select the **Calendar file(.ics)** option under the **Import from** drop down menu.

A screenshot of a dropdown menu with the text "Calendar file (.ics)" and a small downward arrow icon on the right.

- 2 Drag and drop the calendar file from your computer or select **Choose a file**.



- 3 If you select the **Choose a File** option, the File picker tool will appear in a new window.
  - A. Under **Upload a file**, select **Choose File** in the upper left of the File picker window. This will prompt your computer's file system to appear.
  - B. Select the calendar file you wish to upload.



Note: Only .ics file types are accepted for import.

4

When you're done, select **Upload this file** in the bottom of the file picker window to upload the calendar file and return to the **Import calendar** window.

5

Select **Add** at the bottom of the **Import calendar** window to complete the calendar file import.

The screenshot shows a web interface for importing a calendar file. At the top left, it says "Calendar file (.ics)". To the right, there is a "Choose a file..." button and a note "Maximum size for new files: 2GB". Below this is a large dashed rectangular area for file upload, containing a blue downward arrow and the text "icalexport (1).ics - You can drag and drop files here to add them." Below the upload area, it lists "Accepted file types:" followed by "text/calendar .ics". To the left of the "Add" button, there are labels "Type of event" and "User". The "Add" button is a red rectangle with white text. At the bottom, a message states "There are required fields in this form marked !" with a red exclamation mark icon.

