

# Import a Calendar

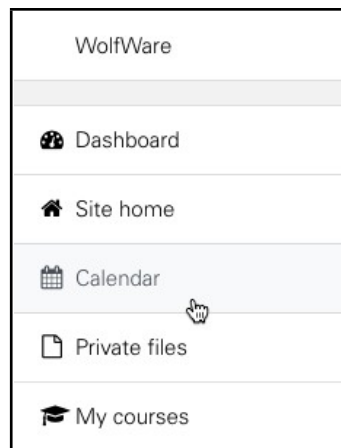
Moodle calendar features a subscription management tool that allows you to import calendars from external applications such as Google Calendar and Microsoft Office. This feature allows you to see events from multiple calendars within Moodle using the iCalendar standard format.

There are two ways to upload a calendar into Moodle:

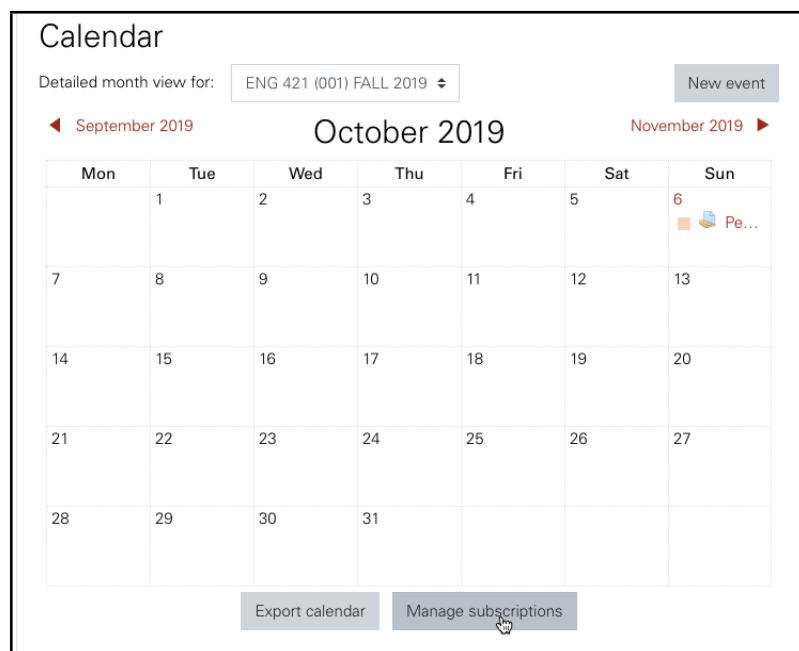
## Import Calendar with URL

---

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



- 2 Your calendar will appear on the next screen. Click **Manage Subscriptions** at the bottom of your 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.

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

Import from Calendar URL ▾

- 5 Enter your import calendar's URL.

- 6 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.

- 7 When you are finished, click **Add** to complete the calendar import.

## Import Calendar with Calendar File

If you prefer, you can upload a calendar via .ics(iCalendar Standard) file. To upload your calendar as a file:

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

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

Import from Calendar file (.ics)

2. You can now drag and drop a calendar file from your computer or select

Choose a file...

Calendar file (.ics)

Choose a file... Maximum size for new files: 2GB

You can drag and drop files here to add them.

Accepted file types:  
text/calendar .ics

3. If you select the Choose File option, the File Picker tool will appear in a new window. Choose which location you would like to upload your file from or select **Choose File** to access files stored on your local computer.

File picker

- Recent files
- Upload a file
- Private files
- Google Drive

Attachment

Choose File No file chosen

Note: If you choose to upload a file from Google Drive, Moodle will prompt you to sign in to your Google account.

- 4 When you are ready to upload, select Upload this file.

Note: Only .ics file types are accepted

- 5 Once your file is uploaded, select **Add to import the calendar.**

Calendar file (.ics)

Choose a file...

Maximum size for new files: 2GB

icalexport (1).ics - You can drag and drop files here to add them.


Accepted file types:

text/calendar .ics

Type of event

User

Add

There are required fields in this form marked  .