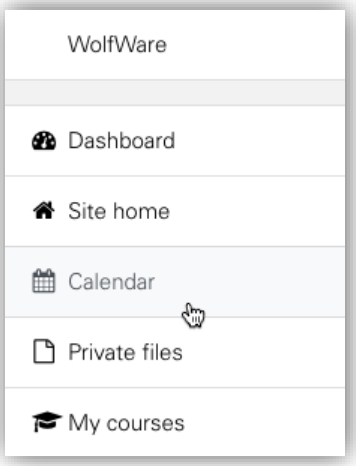
Import a Calendar

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.

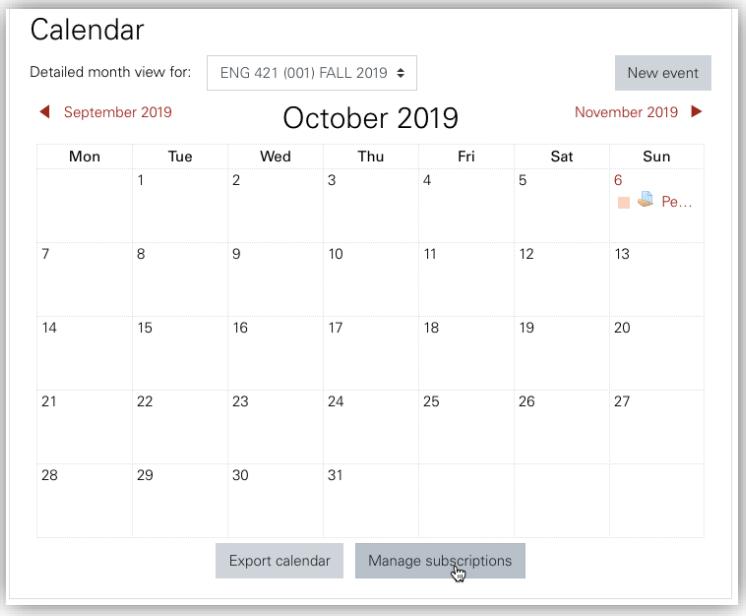
There are two ways to import an external calendar into Moodle:

Import Calendar with URL

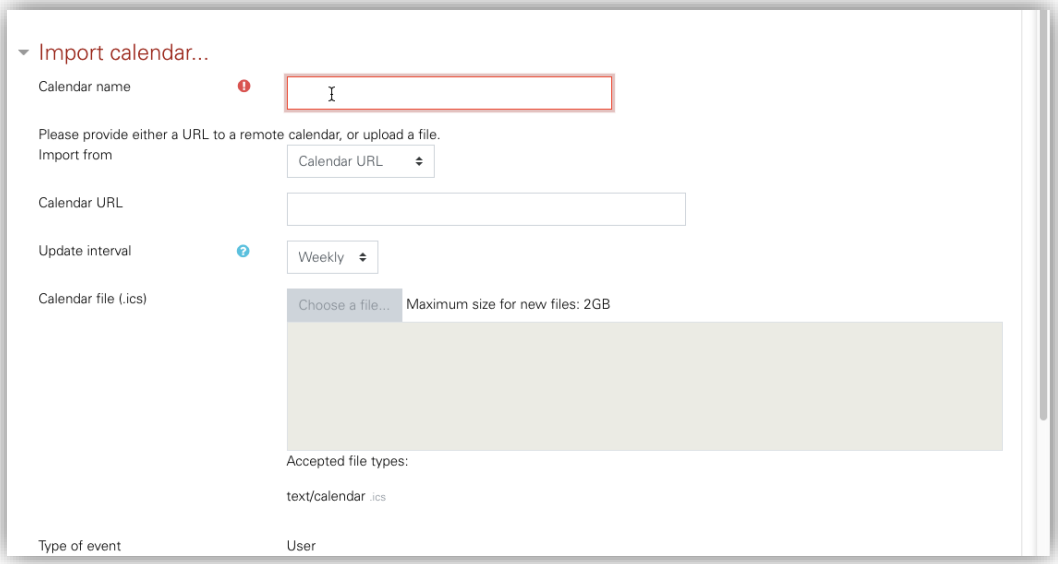
1. From the Dashboard, find and select **Calendar** from the left side menu bar:



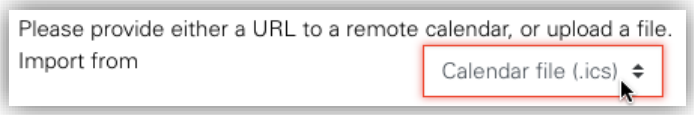
2. The calendar that corresponds with the current month will appear in a new window.
   a. If you wish to import a calendar into a different month, select the red arrows next to the months at the top left and top right of the calendar.
   b. When you're finished, click **Manage Subscriptions** below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



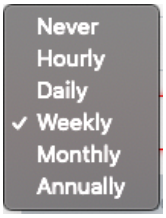
3 The Import calendar menu will appear. Enter import **Calendar name**:



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



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

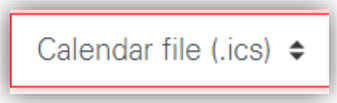


Note: If you are subscribed to a calendar that frequently adds new events, choose **Daily** or **Hourly** update intervals for accuracy.

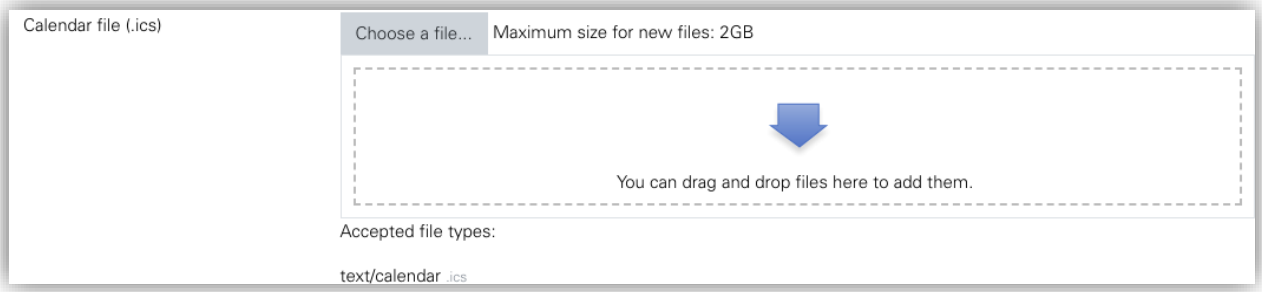
Import Calendar with Calendar File

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

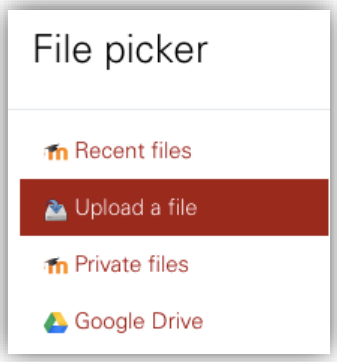
1. From the **Import calendar** window, select the **Calendar file(.ics)** option under the **Import from** drop down menu.

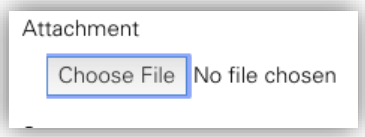


2. Drag and drop the calendar file from your computer or select **Choose a file**.

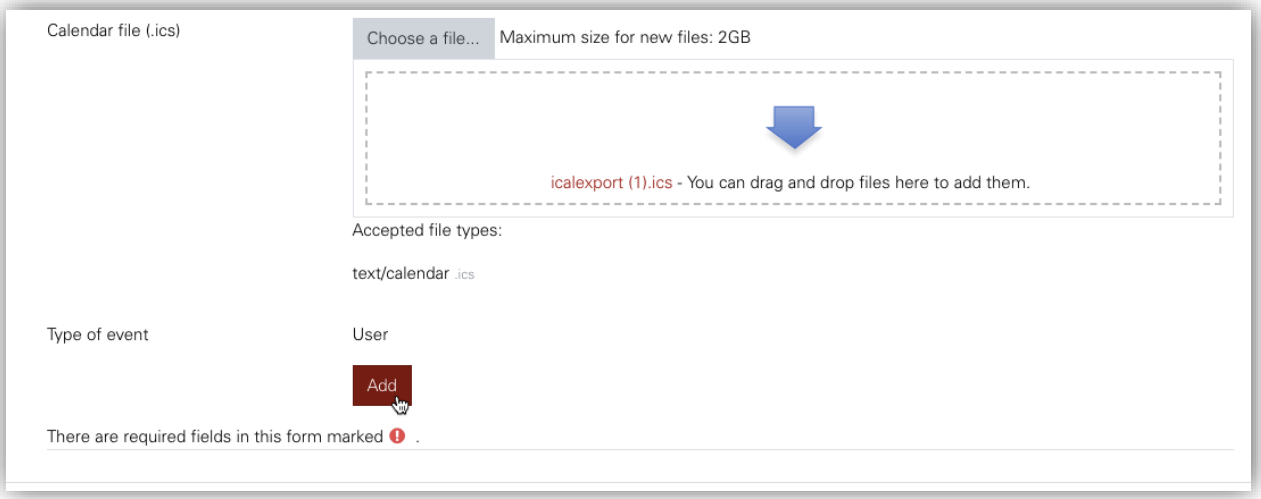


3. If you select the **Choose a File** option, the File picker tool will appear in a new window.
   A. Under **Upload a file**, select **Choose File** in the upper left of the File picker window. This will prompt your computer's file system to appear.
   B. Select the calendar file you wish to upload.





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.