



Setting up *ClassSync*

1

Open this link

 Manage Calendars

2

If this appears on the right, click it

It appears you have not yet enabled private schedules.

[Click here to enable your private schedule access.](#)

3

Scroll down and copy this link

Your private schedule address is below:

`https://viewbank-vic.compass.education/download/sharedCalendar.aspx?uid=#####&key=#####.ics`

4

Paste the link into the section on the intranet page and submit

`https://viewbank-vic.compass.education/`

Submit