

Mosaic Schedule Google Importer User Manual

Obtaining your schedule:

1. Click **[Open Timetable]** from the menu under **[File]**.
2. This will open-up your browser and ask you to login to Mosaic.
3. After logging in, select your school term and click **[Continue]**.
4. Right-click within the browser and select **[Save as...]**.
5. Make sure the **[Save as type:]** says **[Webpage, Complete]** and not **[Webpage, HTML Only]**.
6. Click **[Save]** to save your file to your computer.

Fetching your schedule:

1. In the application, select your saved file using the **[Browse]** button.
2. Click **[Fetch Schedule]**. *Please note: At this time, you can only fetch your schedule once. You must close and re-open the application to fetch a different schedule.*
3. If successful, you should see your schedule appear in the large textbox. Make sure to confirm this information is correct prior to proceeding.

Logging into your google account:

1. After fetching your schedule and visually confirming that the information is correct, click the **[Login]** button in the Mosaic Google Calendar Importer application.
2. You will be prompted to give permission through your browser.
3. After successfully logging into Google, you should see the message in your Browser:
"The authentication flow has completed."
4. Switch back to the Mosaic Google Calendar Importer application and you should see the message: "Login successful. You are now ready to Import."

Importing your schedule:

1. Click the **[Import]** button.
2. Once you see the message: "Import successful.", your calendar will have added a new Calendar named: "Mac Schedule".
3. Click **[Open Calendar]** from the menu under **[File]** to see your calendar.