Google Calendar Integration

Blackboard Web Community Manager

Blackboard

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This guide covers all available features and functionality. Features included in your contract may vary.

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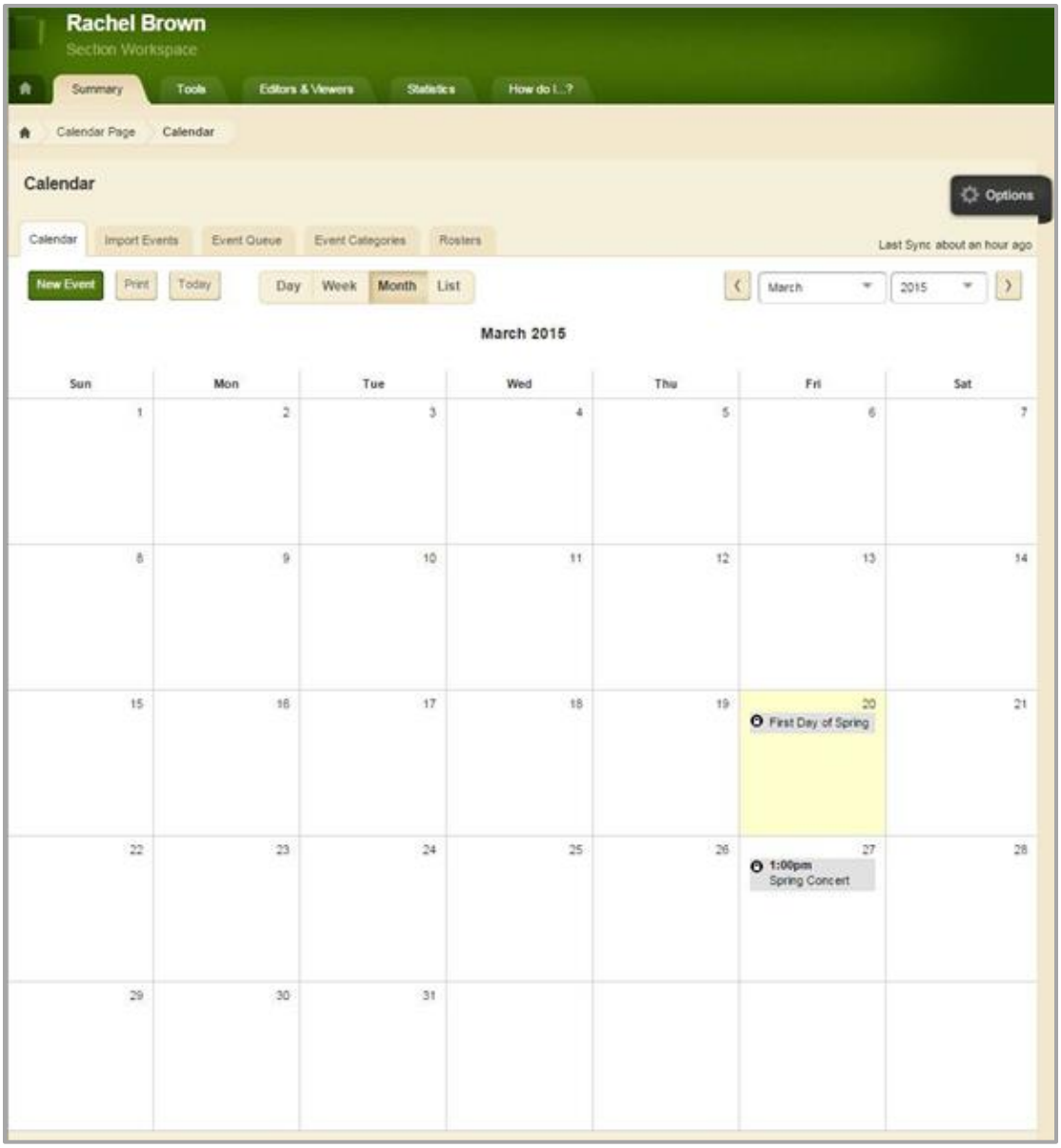
Introduction

Google Calendar Integration allows you to sync a public Google Calendar with a Calendar App.

The *Sync One Way* option will import events from a Google Calendar into a Calendar App. These events display as locked and must be edited in the Google Calendar.

The *Sync Both Ways* option will import events from a Google Calendar into a Calendar App and export events from a Calendar App into a Google Calendar. These events can be edited in Google Calendar. You can integrate one Google Calendar with one Calendar App.



Work with Google Calendar Integration

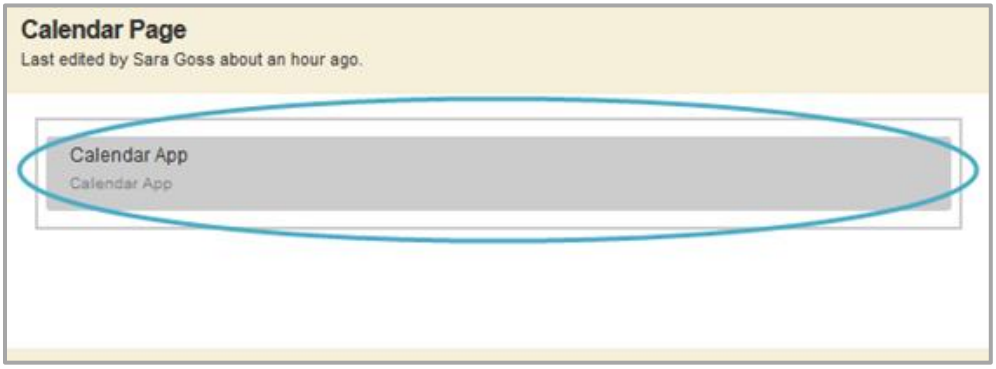
You can choose to activate *Sync One Way* or *Sync Both Ways* with Google Calendar Integration. Once you have activated Google Calendar Integration, you can remove and repair the sync.

Activate Sync One Way Google Calendar Integration

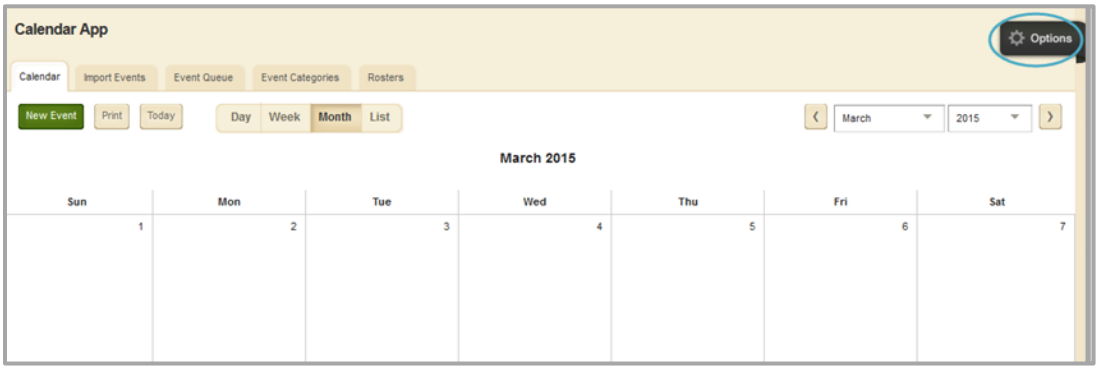
Here's how you activate *Sync One Way* Google Calendar Integration.

1. In *Site Manager*, navigate to a workspace containing a Calendar App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.

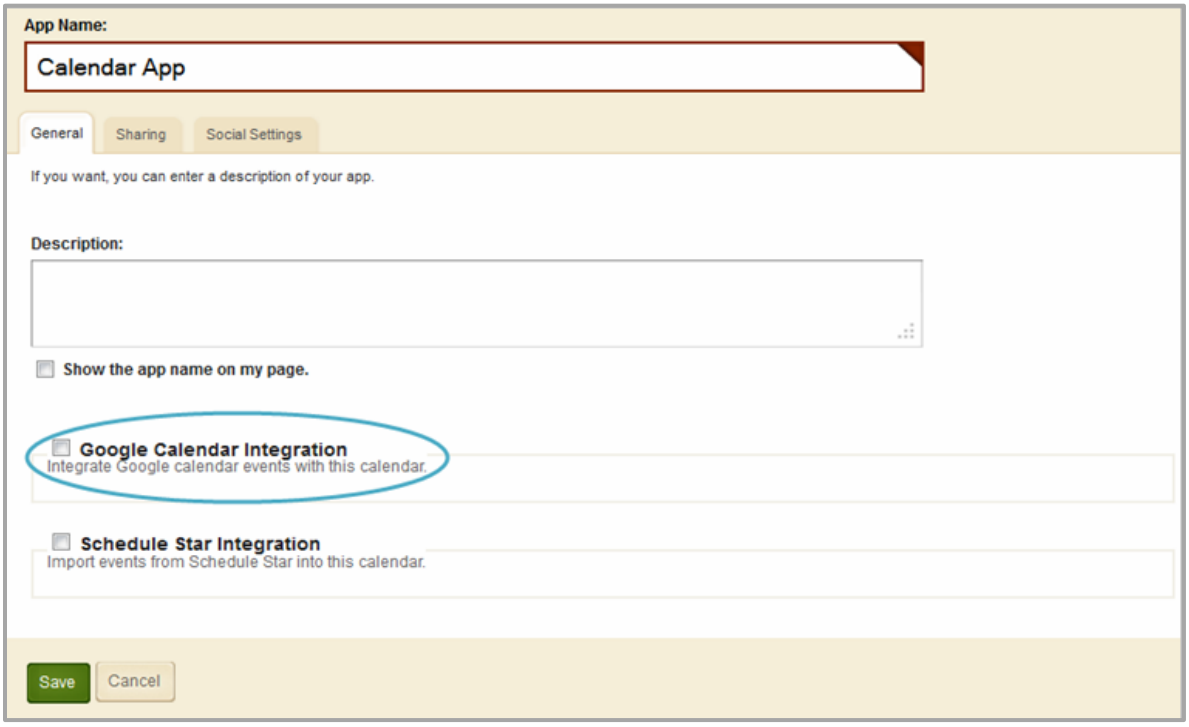
3. Click the Calendar App. The app opens.



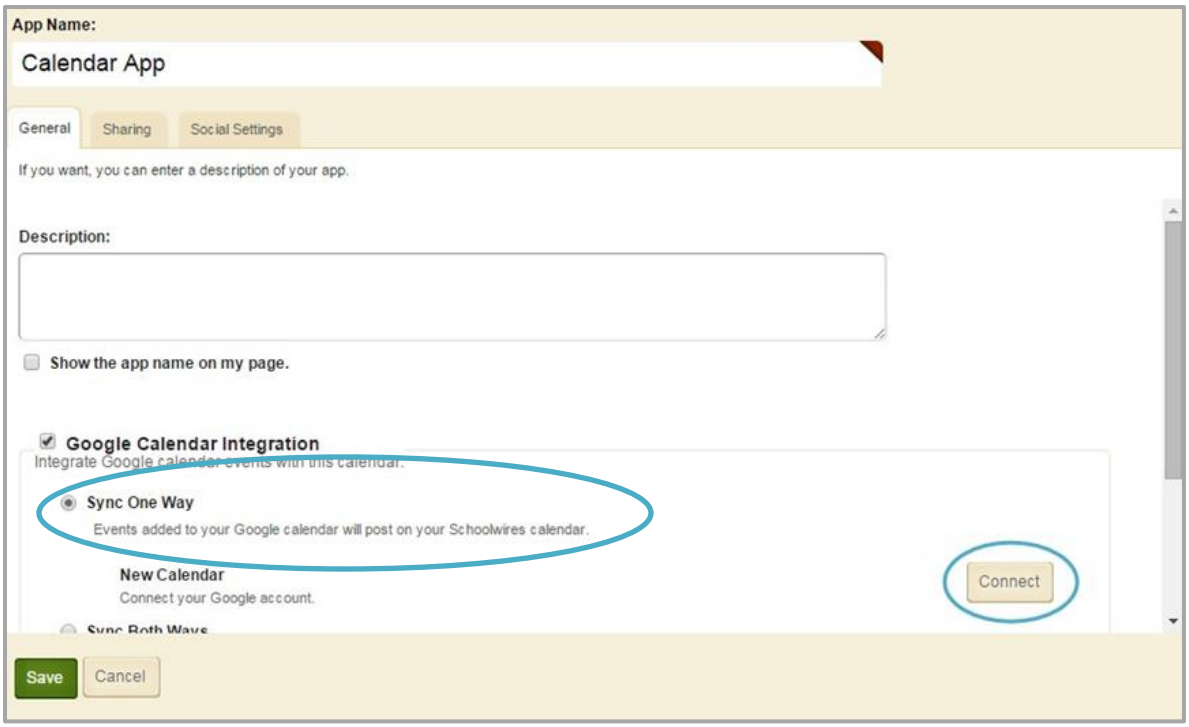
4. Click **Options**. The Calendar App Options dialog displays.



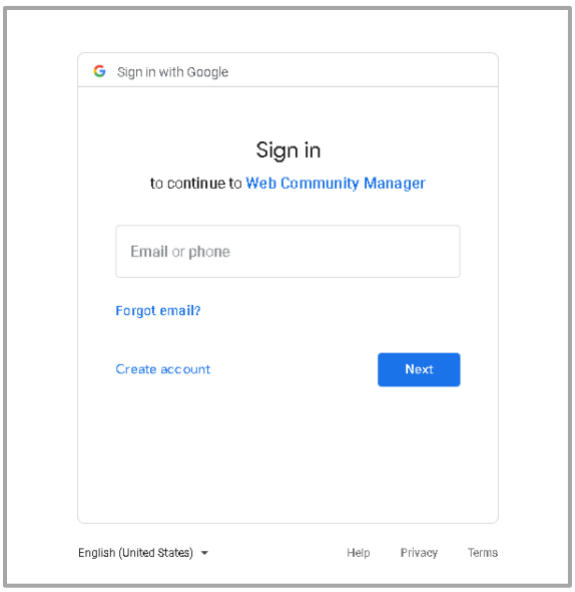
5. On the **General** tab, check *Google Calendar Integration*.

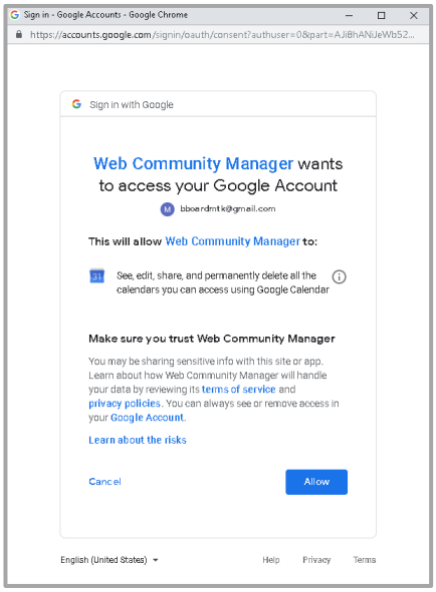


6. Select *Sync One Way*.



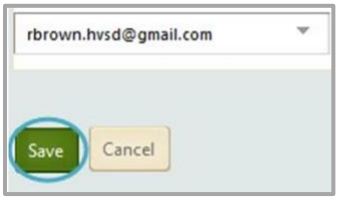
7. Select **Connect** to select a calendar.
8. Sign into the Google Account you wish to use.



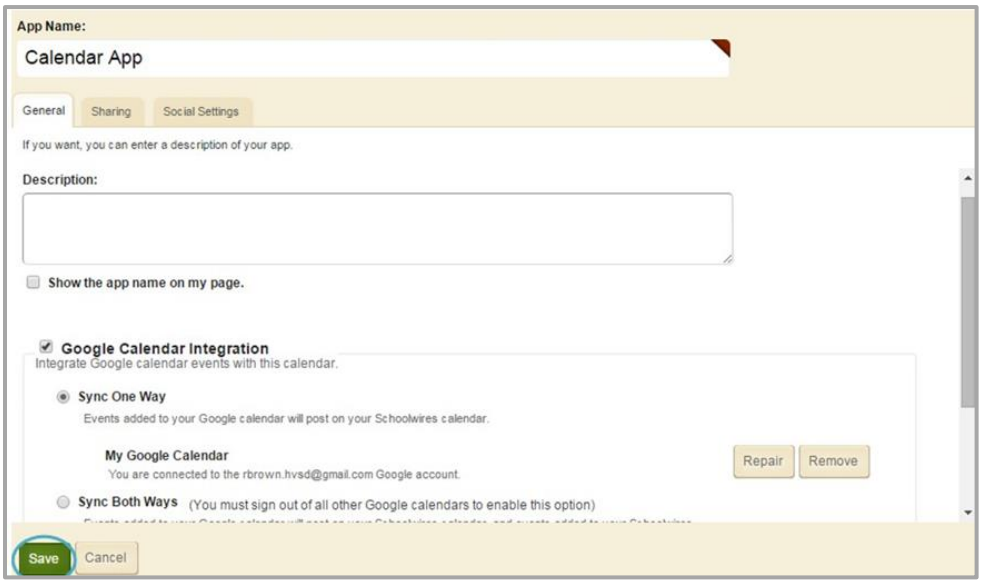


8. Click **Allow** to accept Google's Terms of Service and Privacy Policies.

9. From the drop-down, select the calendar you wish to integrate.



10. Click **Save**. You are returned to Calendar App Options.

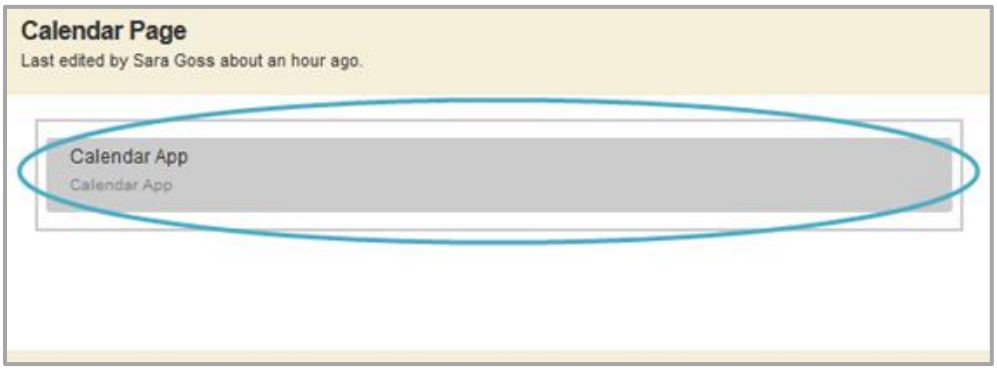


Activate Sync Both Ways Google Calendar Integration

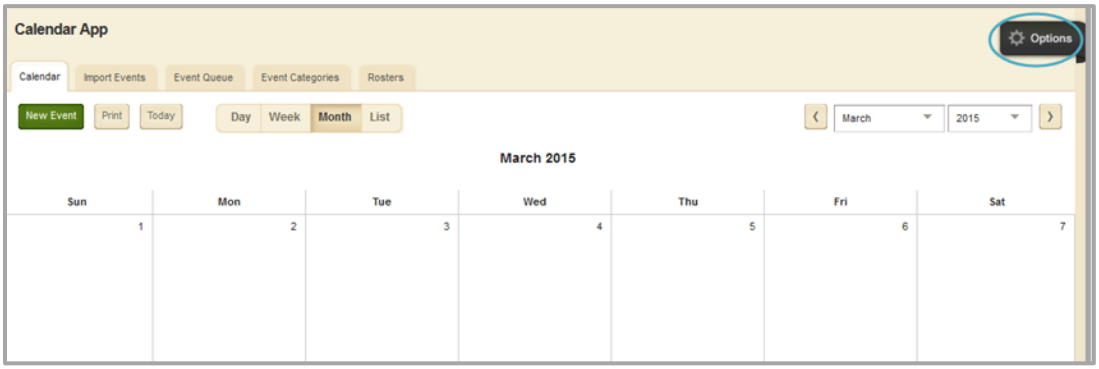
Here's how you activate *Sync Both Ways* Google Calendar Integration.

1. In *Site Manager*, navigate to a workspace containing a Calendar App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.

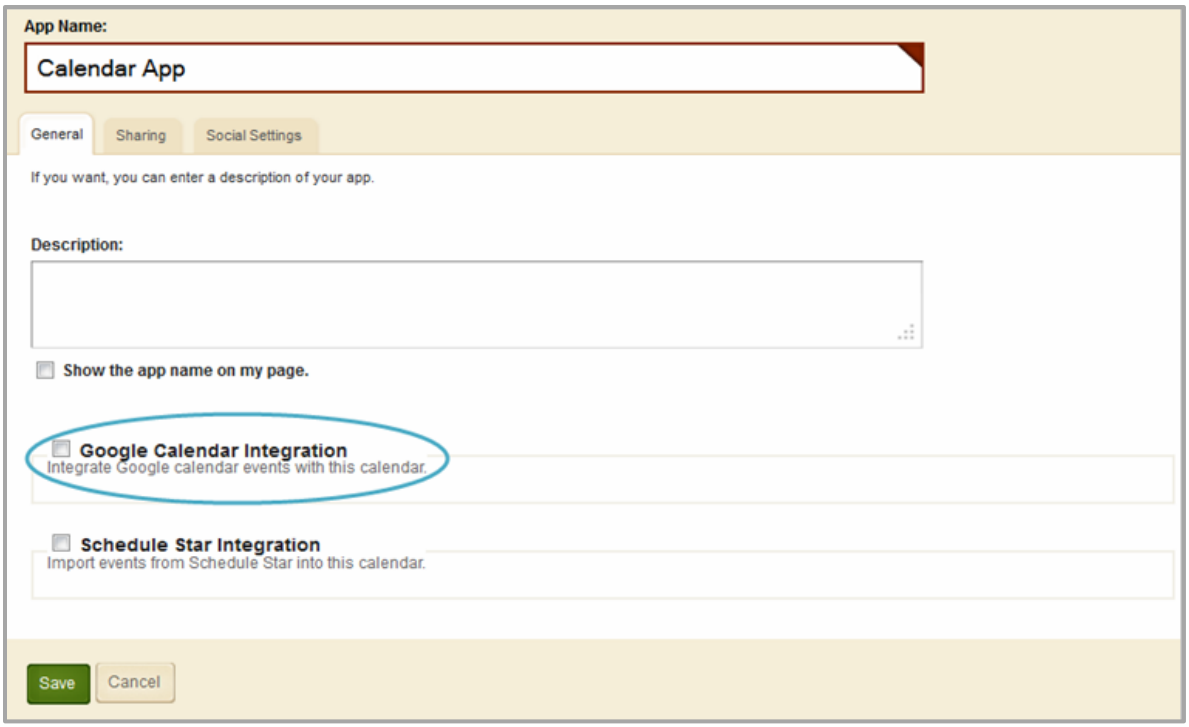
3. Click the Calendar App. The app opens.



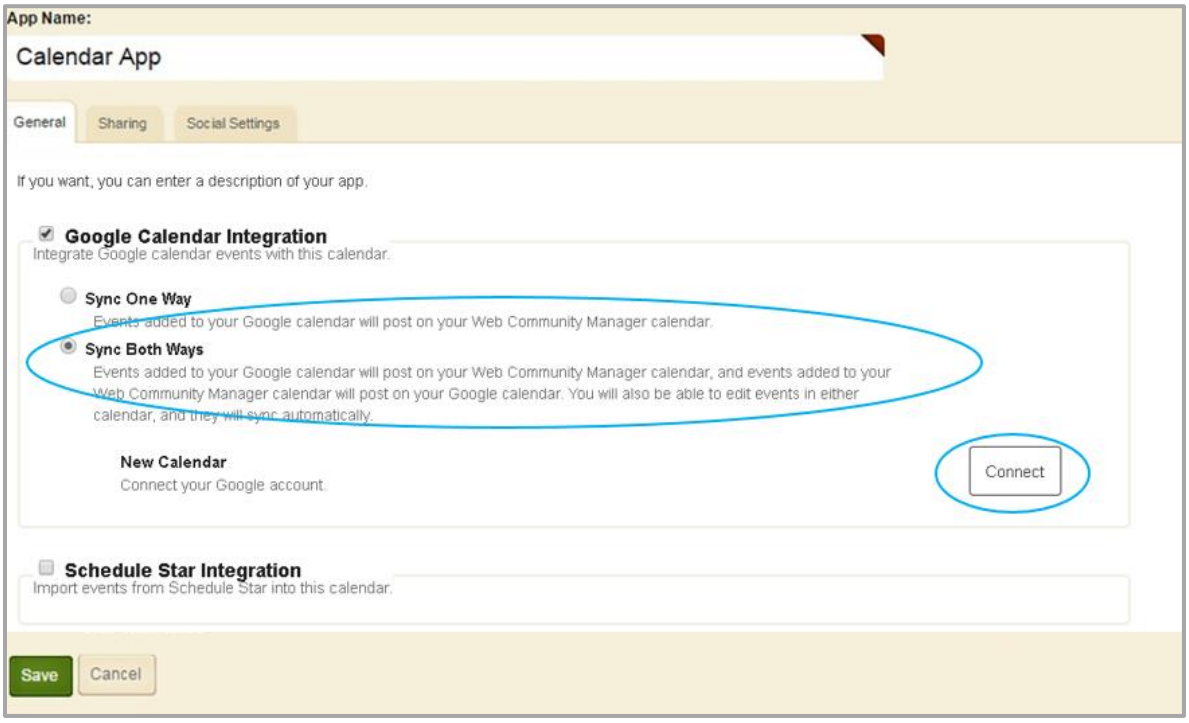
4. Click **Options**. The Calendar App Options dialog displays.



5. On the **General** tab, check *Google Calendar Integration*.

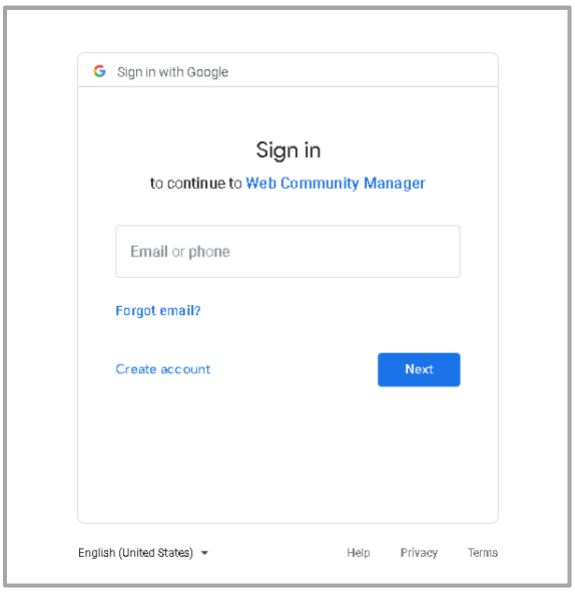


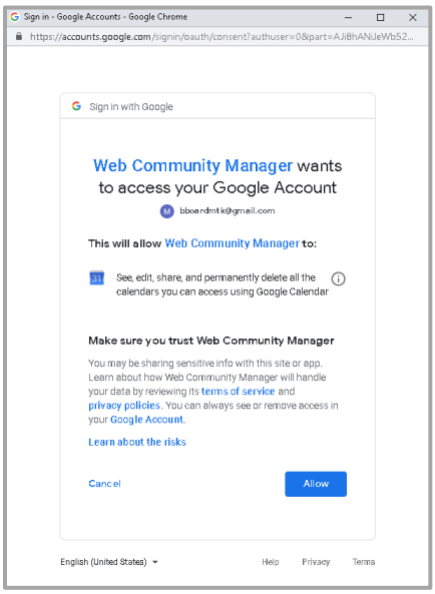
6. Select *Sync Both Ways*.



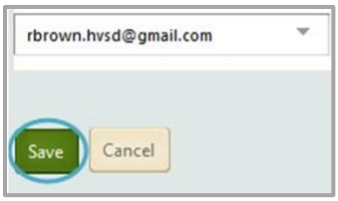
7. Select **Connect** to select a calendar.

8. Sign into the Google Account you wish to use.

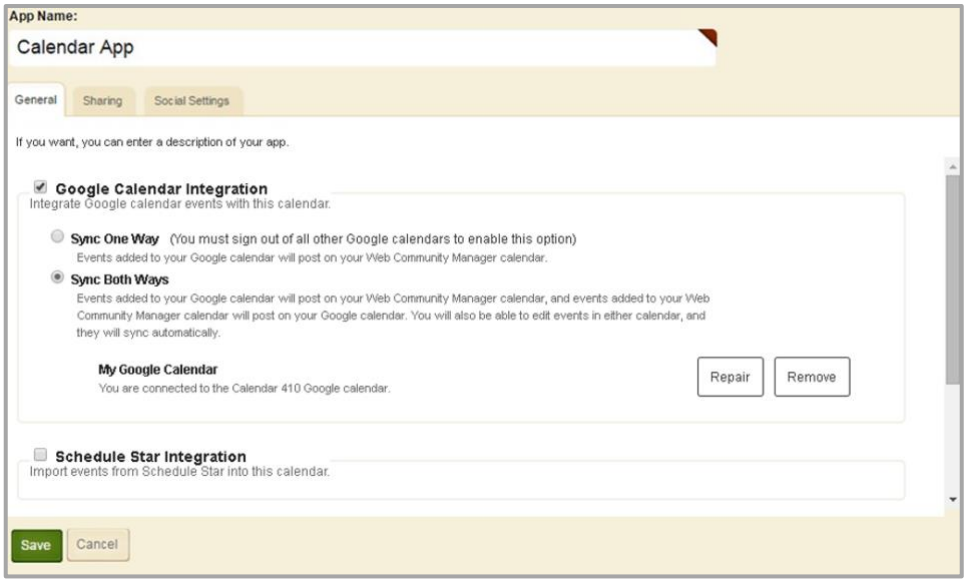




8. Click **Allow** to accept Google's Terms of Service and Privacy Policies.
9. From the drop-down, select the calendar you wish to integrate.



10. Click **Save**. You are returned to Calendar App Options.

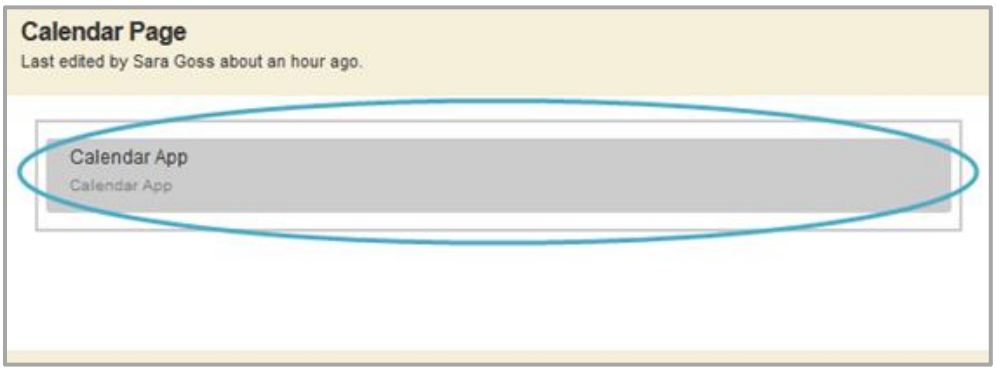


Remove Google Calendar Integration

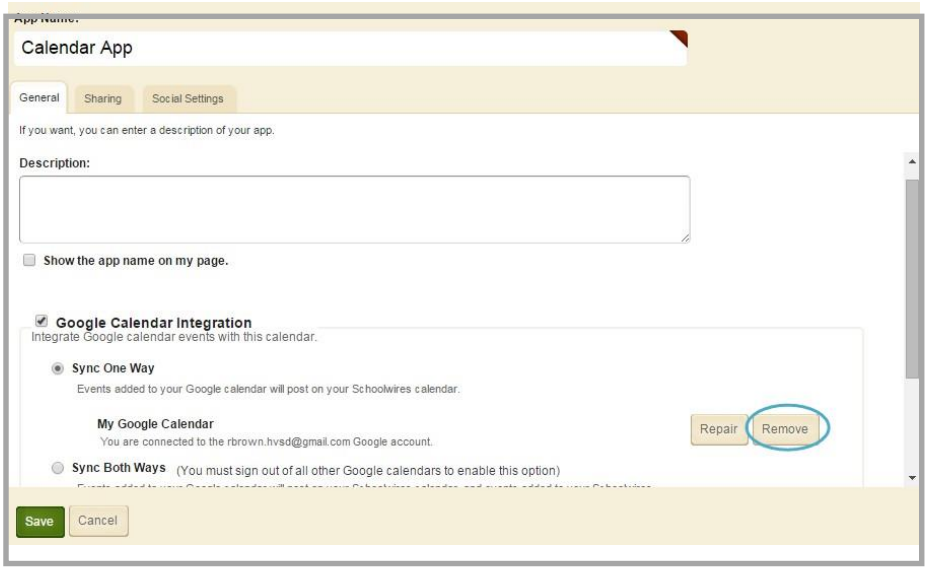
Here's how you remove Google calendar Integration.

1. In *Site Manager*, navigate to a workspace containing a Calendar App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.

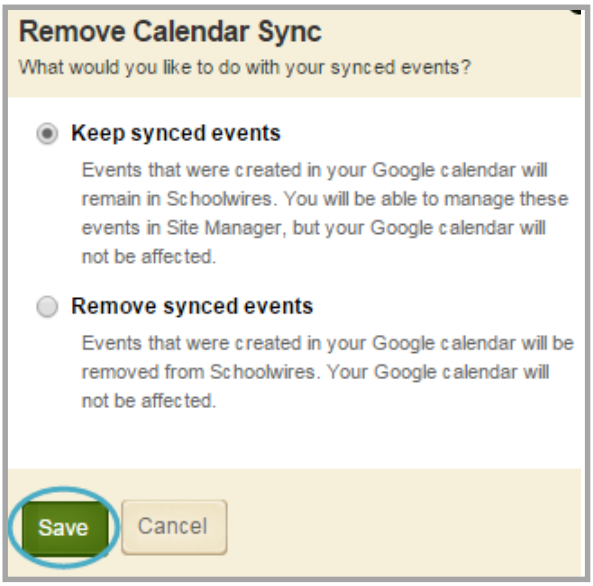
3. Click the Calendar App. The app opens.



4. Click **Options**. The Calendar App Options dialog displays.
5. Click **Remove**. The Remove Calendar Sync window displays.



6. When removing your Google Calendar Integration, you can choose to keep your events or remove your events.
    - *Keep synced events* will keep your synced events on your Calendar App that have been synced from your Google Calendar.
    - *Remove synced events* will remove all events from your Calendar App that have been synced from your Google Calendar.



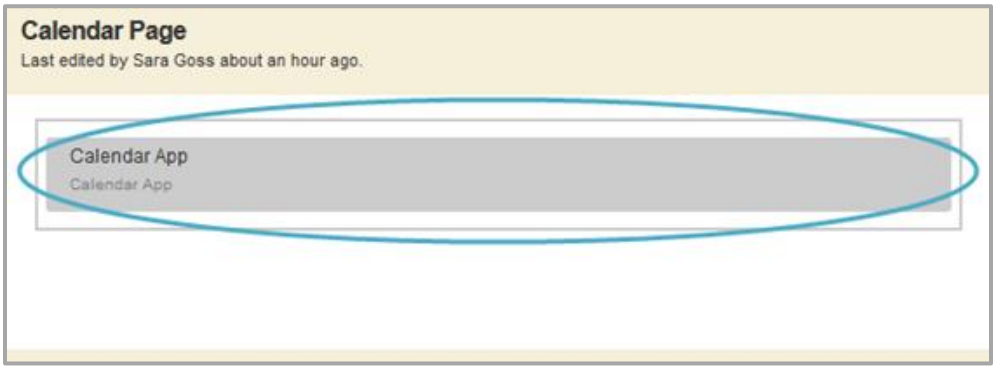
7. Click **Save**. You are returned to the app in Edit Mode.

Repair Google Calendar Integration

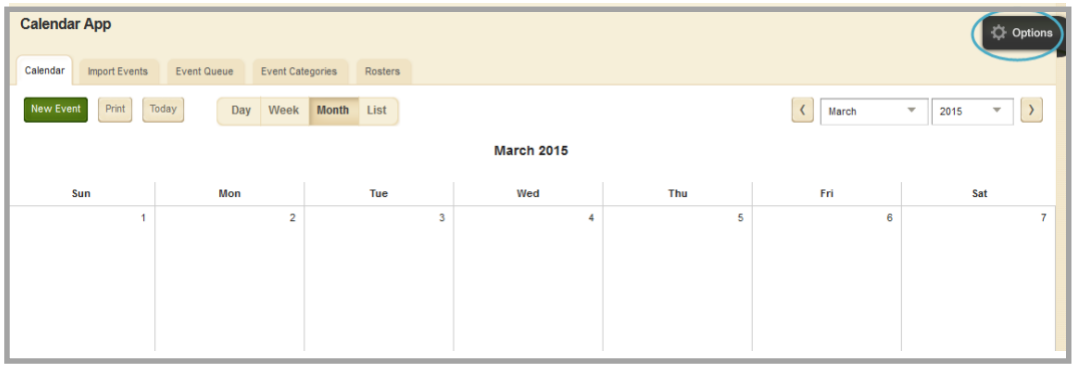
You can repair your Google Calendar Integration in App Options by clicking Repair. If you are not seeing synced events between your calendars, this is your first step to resolve the issue. Here's how you repair Google Calendar Integration.

1. In *Site Manager*, navigate to a workspace containing a Calendar App.
2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.

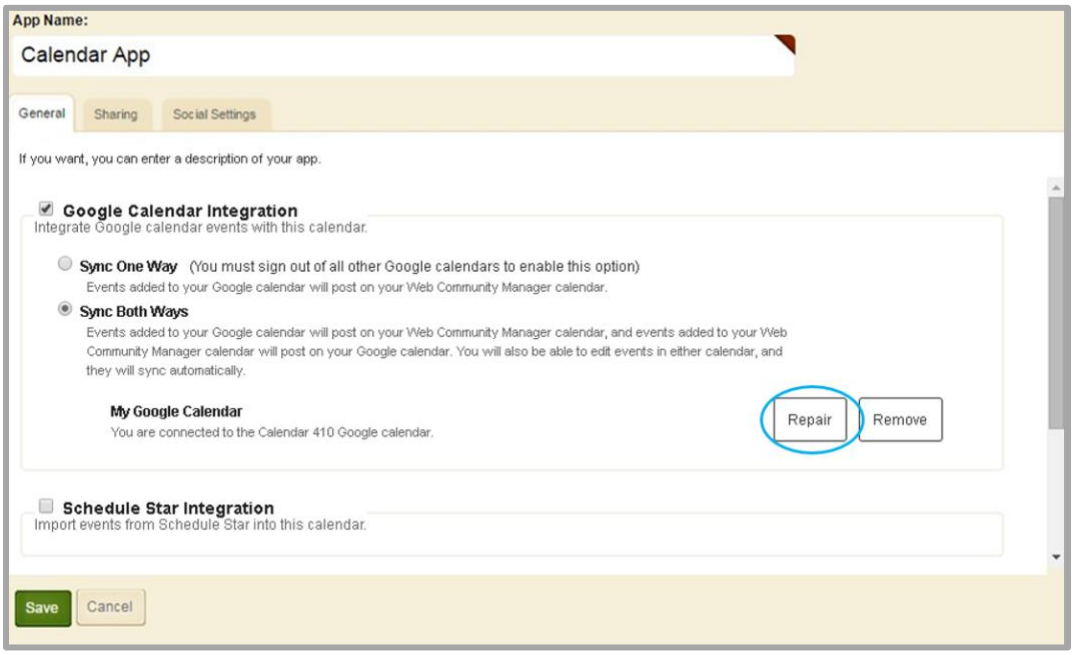
3. Click the Calendar App. The app opens.



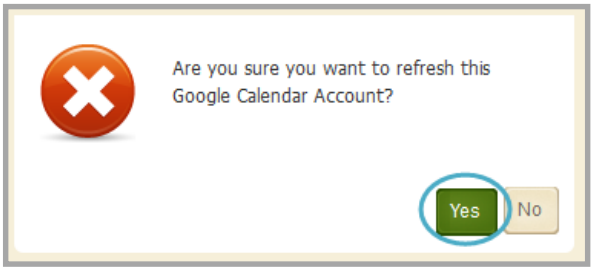
4. Click **Options**. The Calendar App Options dialog displays.



5. On the General tab, click **Repair**. A confirmation dialog displays.



6. Click **Yes**. The calendars are synced..



7. Click **Save**. You are returned to the app in Edit Mode.

Google Calendar Integration Limitations

Here are some limitations to Google Calendar Integration.

- A Calendar App can only be synced with a Google Calendar that has been made public.
- Edit and delete recurring events within the Google Calendar. If you attempt to edit or delete a recurring event in the Calendar App, no options display for a one-way sync. For a two-way sync, a message displays directing you to Google Calendar.
- If a Google Calendar is in a different time zone from the Calendar App, it will yield unfavorable results. If you switch the time zone for a calendar that is already synced, it will still use original time zone.
- A Calendar App will not automatically refresh if an event is added in Google while viewing the Calendar App. You will need to manually refresh your Calendar App.
- Yearly Recurring Events from Google Calendars are pulled into a Calendar App. Google Calendar Events with a yearly occurrence greater than two year are not pulled into a Calendar App on the initial sync.
- Web Community Manager Calendar events that are role protected or pushed from other calendars will not be pulled into Google Calendar.
- Web Community Manager Calendar events synced from Schedule Star and assignments that have been posted from an Assignments App will not be pulled into Google Calendar.
- Recurring events that have been imported into Google Calendar will not be pulled into a Calendar App.
- When you initially sync a Calendar App and a Google Calendar, only events from that day forward will display on the targeted calendar.
- Creating, editing and deleting recurring events is only available in Google Calendar if you are using *Sync Both Ways* Google Calendar Integration.