# **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.

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iendar Import Event	Today Day	Event Categories Rost Week Month List	ers .	<		ast Sync about an hour a
			March 2015			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3		5	6	
8	9	10	n	12	13	2
15	96	47	18	19	20 O First Day of Spring	2
22	23	24	25	26	27 O 1:00pm Spring Concert	2
29	30	31				

### 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.

Calendar Page Last edited by Sara Goss about an hour ago.	
Last edited by Sara Goss about an nour ago.	
Calendar App	
Calendar App	

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

Calendar App Calendar Import Events Event Queue Event Categories Rosters							
New Event Print T	New Event Print Today Day Week Month List March 2015 March 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	

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

App Name:					
Calendar App					
General Sharing Social Settings					
If you want, you can enter a description of your app.					
Description:					
ii.					
Show the app name on my page.					
Google Calendar Integration Integrate Google calendar events with this calendar.					
Schedule Star Integration Import events from Schedule Star into this calendar.					
Save					

6. Select Sync One Way.

Calendar App			
General Sharing So	ocial Settings		
f you want, you can enter a d	lescription of your app.		
Description:			
Jeschption.			
Show the app name of the second se	on my page.	- h	
Google Calenda	ar integration		
Google Calenda Integrate Google calend	ar integration Grovenis with this calendar.		
Sync One Way	rour Google calendar will post on your Schoolwires calendar.		
Sync One Way	your Google calendar will post on your Schoolwires calendar.	Con	nect
Sync One Way Events added to y New Calence Connect your	your Google calendar will post on your Schoolwires calendar. dar Google account.	Con	nect
Sync One Way Events added to s New Calend	your Google calendar will post on your Schoolwires calendar. dar Google account.	Con	nect

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

	G Sign in - Google Accounts - Google Chrome — 🗆
	https://accounts.google.com/signin/oauth/consent?authuser=0∂=AJiBhANJeW
G Sign in with Google	
	G Sign in with Google
Sign in to continue to Web Community Manager	Web Community Manager wants to access your Google Account beendent ki@gmail.com
nail or phone	This will allow Web Community Manager to:
got email?	
Create account Next	Make sure you trust Web Community Manager You may be sharing sensitive ind with this site or app. Learn about how Web Community Manager will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your Google Account.
	Learn about the risks Cancel Allow
Jnited States) - Help Privacy Terms	English (United States) + Help Privacy Terms

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.

pp Name:	
Calendar App	
eneral Sharing Social Settings	
you want, you can enter a description of your app.	
escription:	
-	
Show the app name on my page.	h
Show the app name on my page.	
Google Calendar Integration Integrate Google calendar events with this calendar.	
Coogle Calendar Integration Integrate Google calendar events with this calendar.  Sync One Way	
Google Calendar Integration Integrate Google calendar events with this calendar.	
Coogle Calendar Integration Integrate Google calendar events with this calendar.  Sync One Way	Renair
Google Calendar Integration Integrate Google calendar events with this calendar.     Sync One Way Events added to your Google calendar will post on your Schoolwires calendar.	Repair Remove

#### Activate Sync Both Ways Google Calendar Integration

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

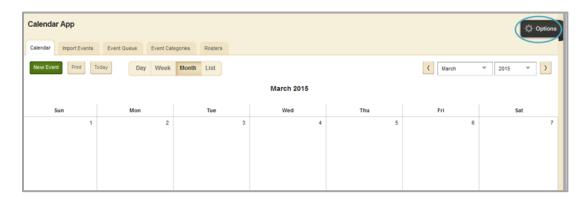
- 1. In *Site Manager*, navigate to a workspace containing a Calendar App.
- 2. Click **Actions** to the right of the page and select **Edit Page** from the drop-down list. The page opens in Edit Mode.



3. Click the Calendar App. The app opens.

Calendar Page Last edited by Sara Goss about an hour ago.	
Calendar App Calendar App	

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



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

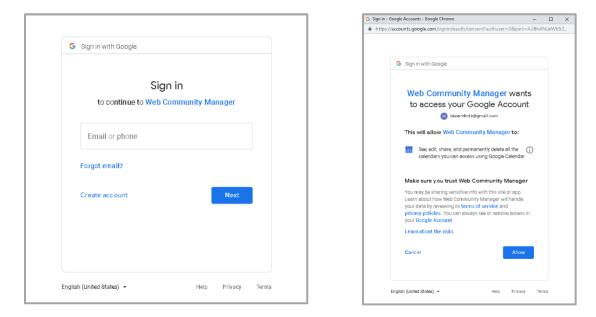
App Name:	
Calendar App	
General Sharing Social Settings	
If you want, you can enter a description of your app.	
Description:	
.:.	
Show the app name on my page.	
Google Calendar Integration Integrate Google calendar events with this calendar.	
Schedule Star Integration Import events from Schedule Star into this calendar.	
Save Cancel	

6. Select Sync Both Ways.

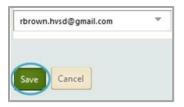
App Nam	e:			
Calen	dar App			
General	Sharing	Social Settings		
lf you wa	nt, you can e	nter a description o	your app.	
Integra	Sync One Events aut Sync Both Events add Web Comr	ded to your Google <b>Ways</b> ded to your Google	alendar will post on your Web Community Manager calendar. alendar will post on your Web Community Manager calendar, and events added to you ndar will post on your Google calendar. You will also be able to edit events in either	
		<b>Calendar</b> ct your Google acco	unt.	Connect
Import	chedule S events from	Star Integration Schedule Star into	his calendar.	
Save	Cancel			

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

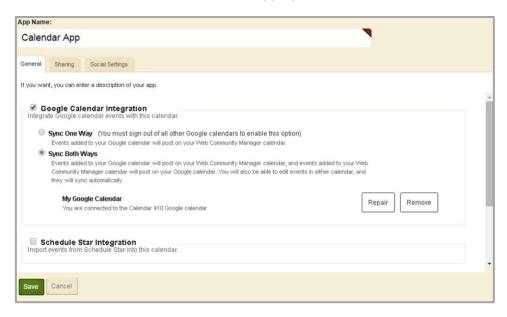
8. Sign into the Google Account you wish to use.



- 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.



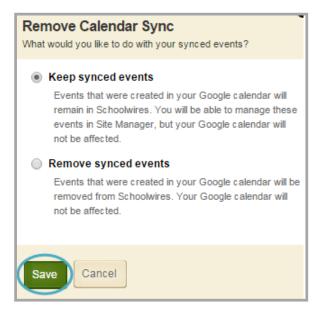
3. Click the Calendar App. The app opens.

Calendar Page Last edited by Sara Goss about an hour ago.	
Calendar App Calendar App	

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

spp manne.	
Calendar App	
General Sharing Social Settings	
If you want, you can enter a description of your app.	
Description:	
Show the app name on my page.	
Google Calendar Integration Integrate Google calendar events with this calendar.	
Sync One Way	
Events added to your Google calendar will post on your Schoolwires calendar.	
My Google Calendar You are connected to the rbrown.hvsd@gmail.com Google account.	Repair Remove
Sync Both Ways (You must sign out of all other Google calendars to enable this option)	
Save Cancel	

- 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.

Calendar Page Last edited by Sara Goss about an hour ago.	
Calendar App Calendar App	

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

Calendar App								
New Event Print Today Day Week Month List								
March 2015								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	2	3	4	5	6	7		

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

App Name:	
Calendar App	
General Sharing Social Settings	
If you want, you can enter a description of your app.	
Google Calendar Integration Integrate Google calendar events with this calendar.	n Í
Sync One Way (You must sign out of all other Google calendars to enable this option) Events added to your Google calendar will post on your Web Community Manager calendar.	
Sync Both Ways Events added to your Google calendar will post on your Web Community Manager calendar, and events added to your Web Community Manager calendar will post on your Google calendar. You will also be able to edit events in either calendar, and they will sync automatically.	
My Google Calendar You are connected to the Calendar 410 Google calendar.	
Schedule Star Integration Import events from Schedule Star into this calendar.	
Save	

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.