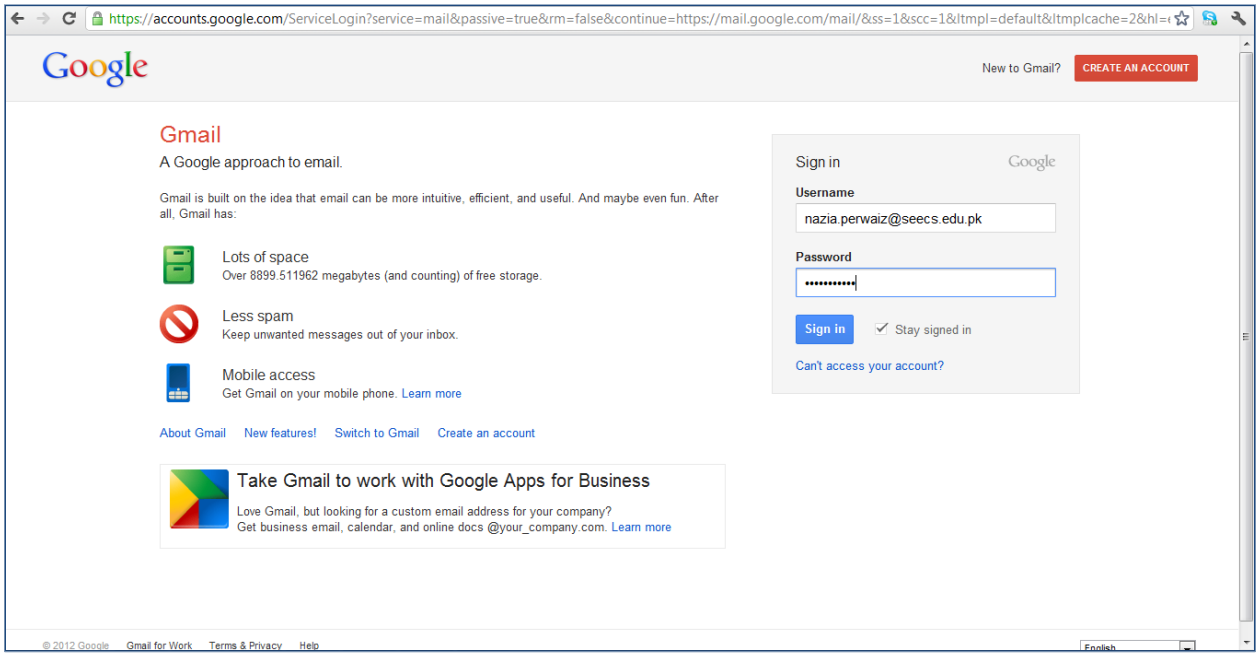
EMBEDDING GOOGLE CALENDAR IN MOODLE

LMS
NUST

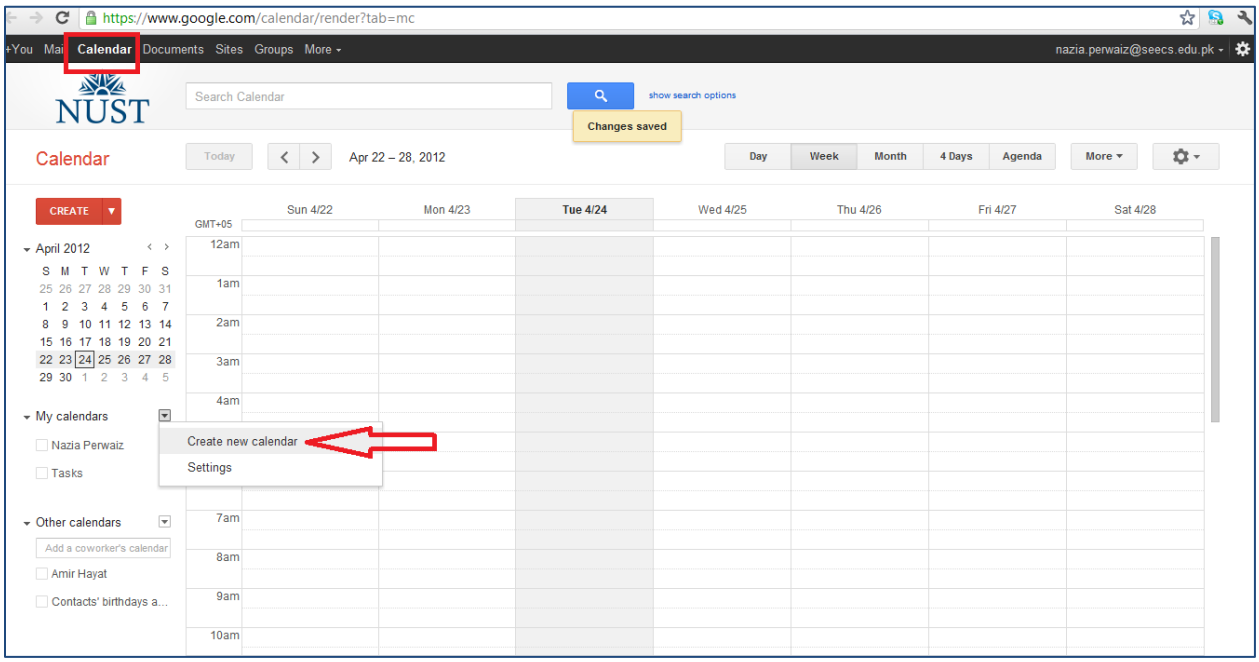
How to embed a Google calendar into Moodle?

Sign in to your Google account:



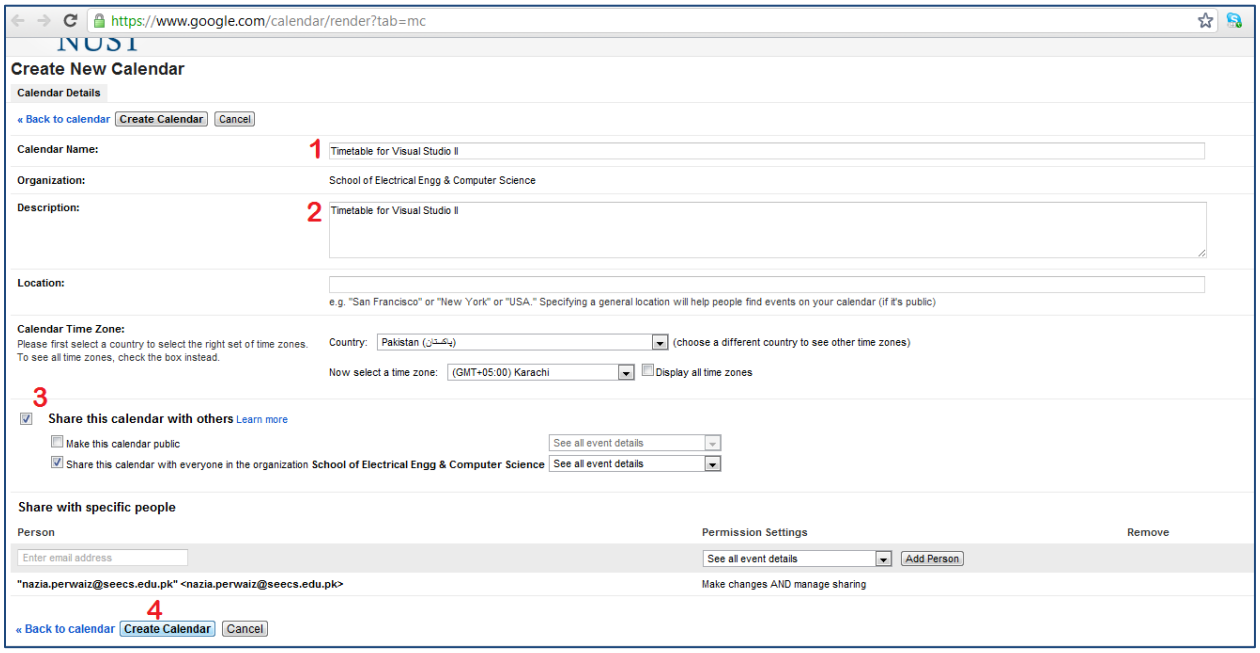
Followings steps are used in creation of Google calendar and embedding the calendar into Moodle. After signing in to Google account, go to the Calendar page clicking on the link of calendar that appears in top left of your Gmail page.

1. Create new calendar



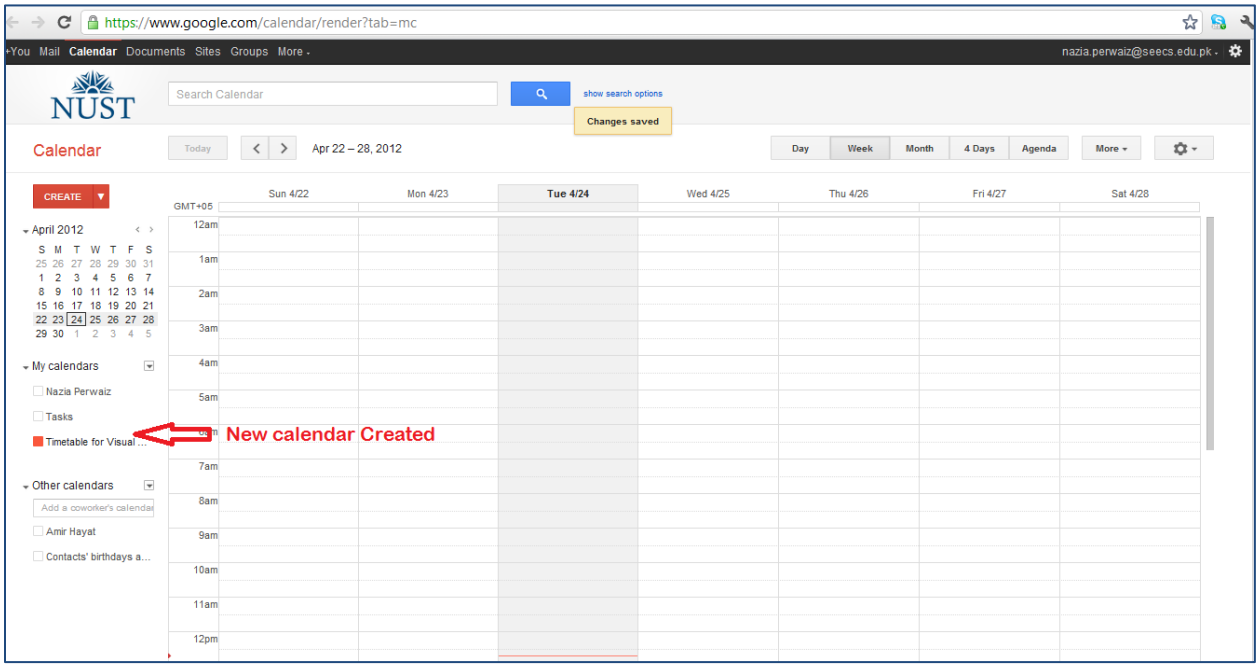
a. Give name to calendar e.g. Time table for Visual Studio II Course. (1)

b. Check the checkbox for option “Share this calendar with others”. You can make the calendar public for all or make it accessible within organization. (3)

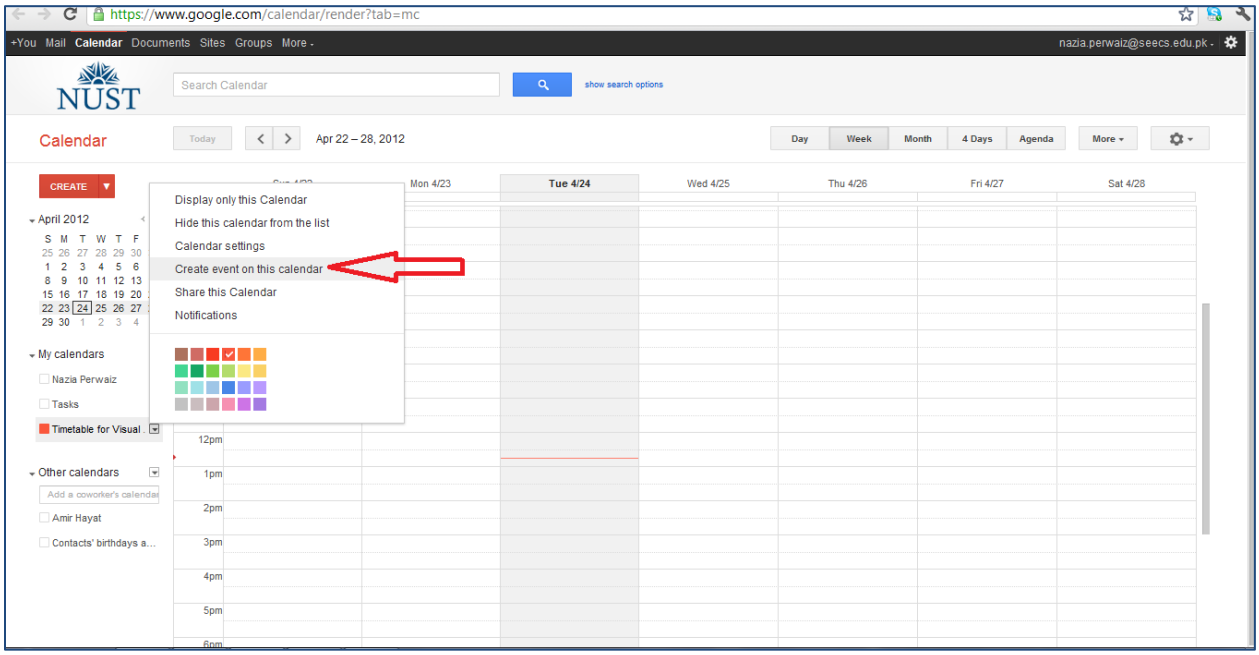


Separate calendar can be created for each course to monitor the activities of specific course.

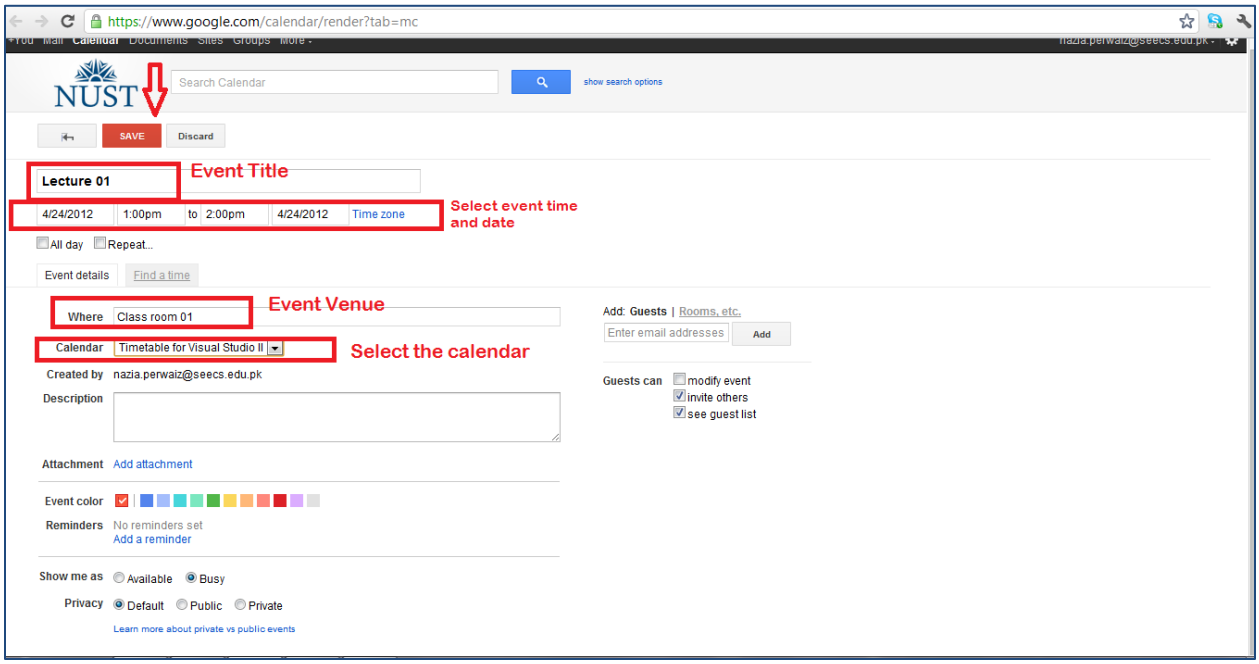
After creation of calendar it is visible in the list of My Calendars.



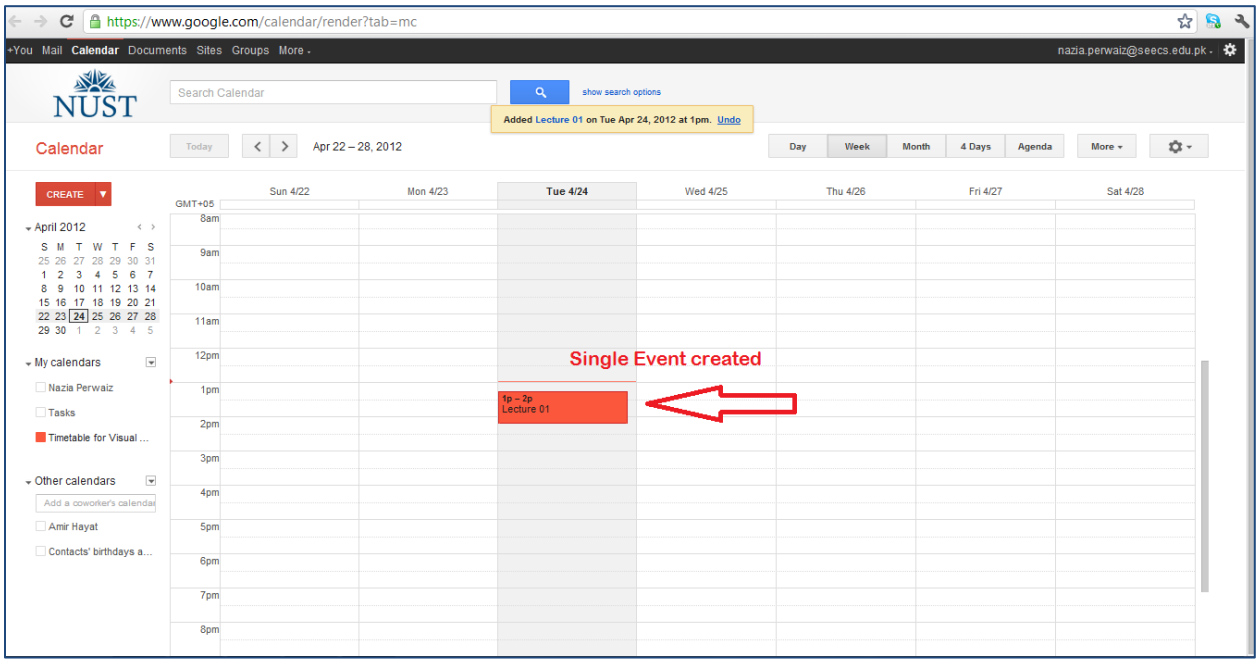
2. Create an event for selected calendar.



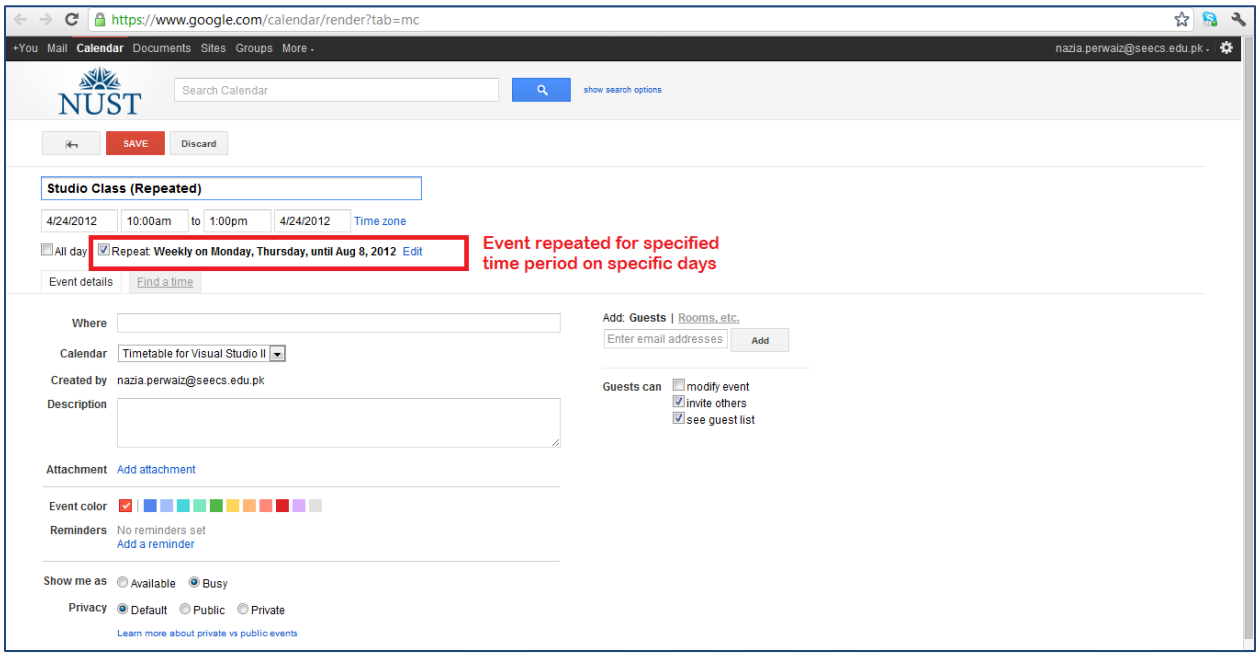
a. Give an event title e.g. Lecture 01
b. Select event time and date
c. Give event venue where event is to be held
d. Select the calendar for which the event is to be added
e. Save the event



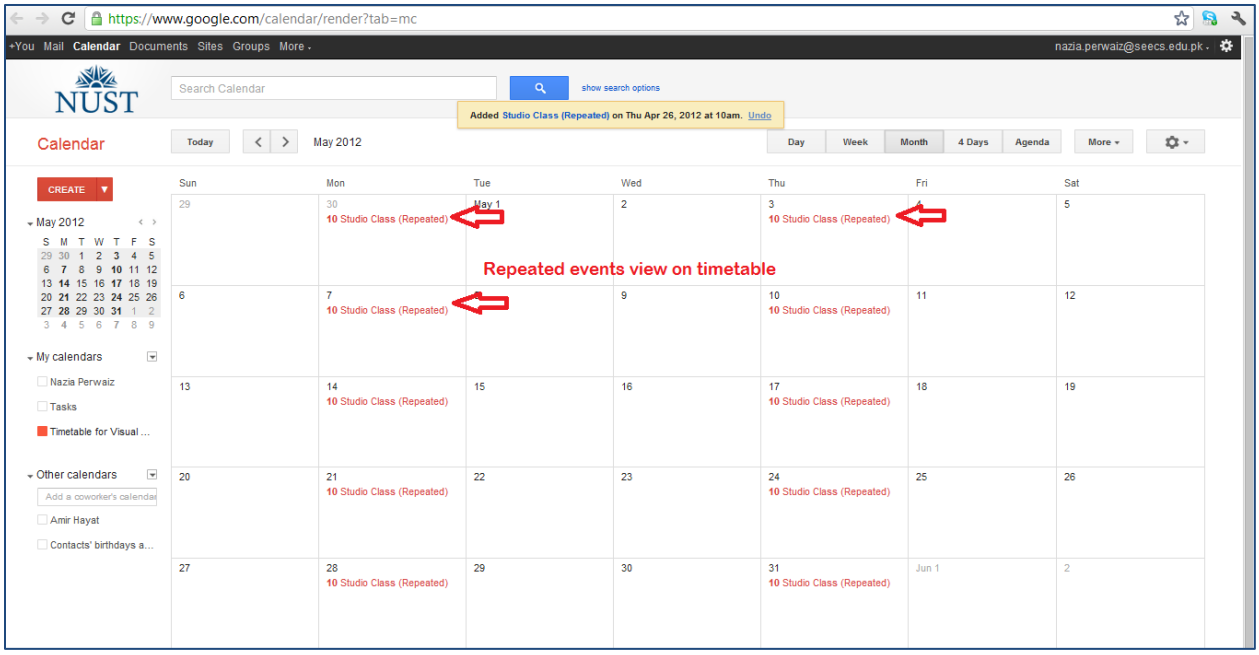
f. Event is Created and visible on calendar.



g. If some event is to be repeated throughout the semester, it can also be created using repeat option.

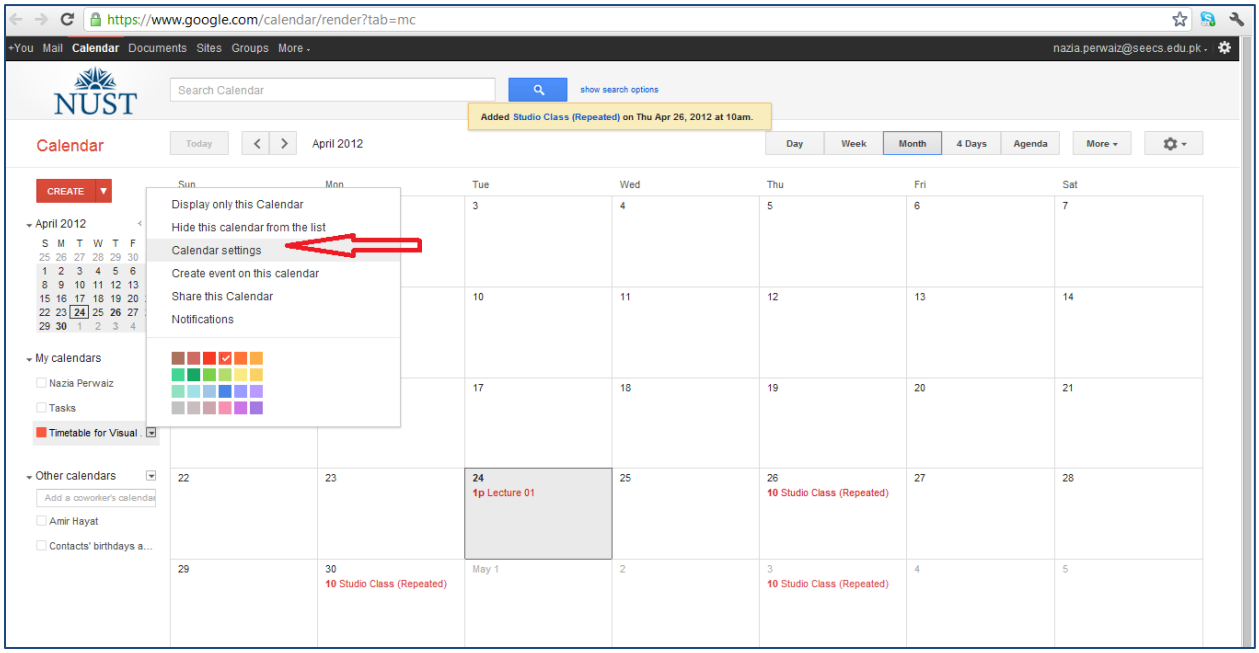


h. Repeated events created and visible on the calendar.

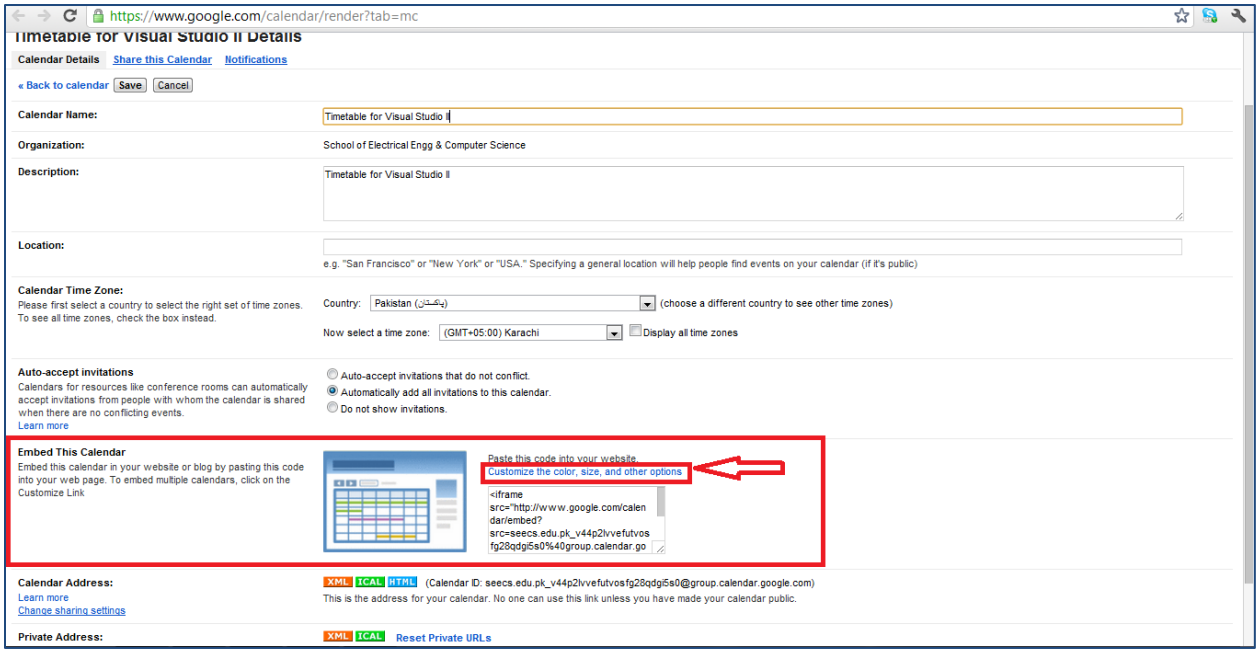


3. Customize the calendar for embedding in Moodle.

a. Go to calendar settings page



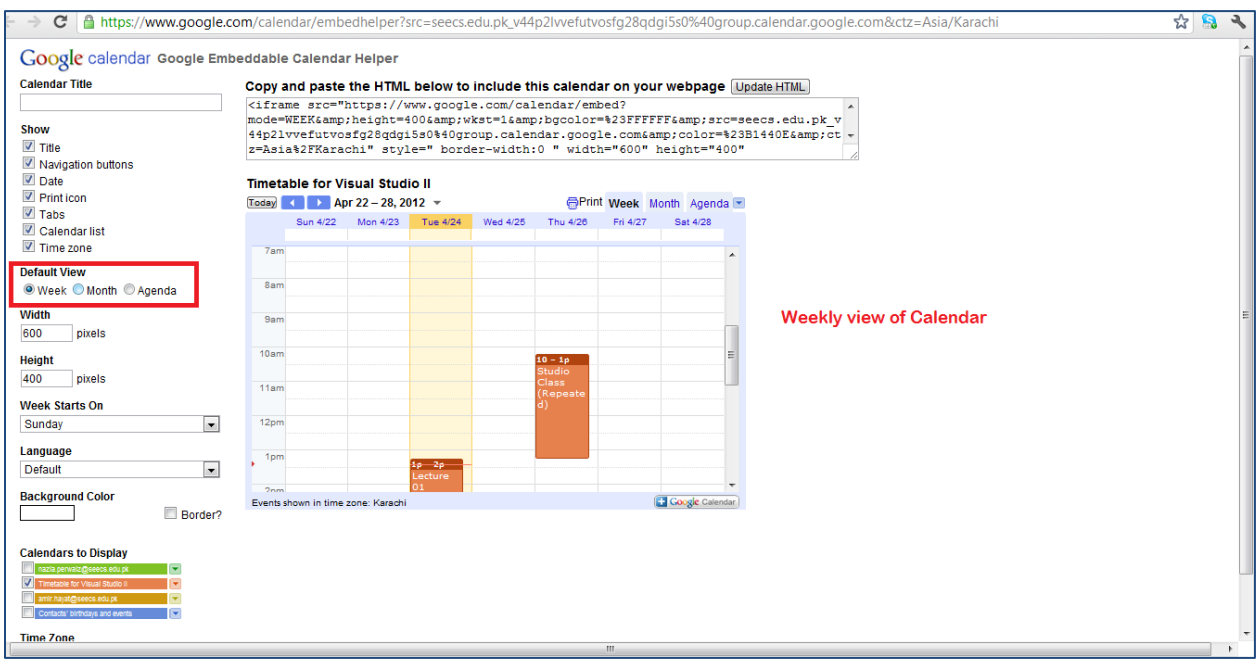
b. Find the option “Embed this calendar” on setting page

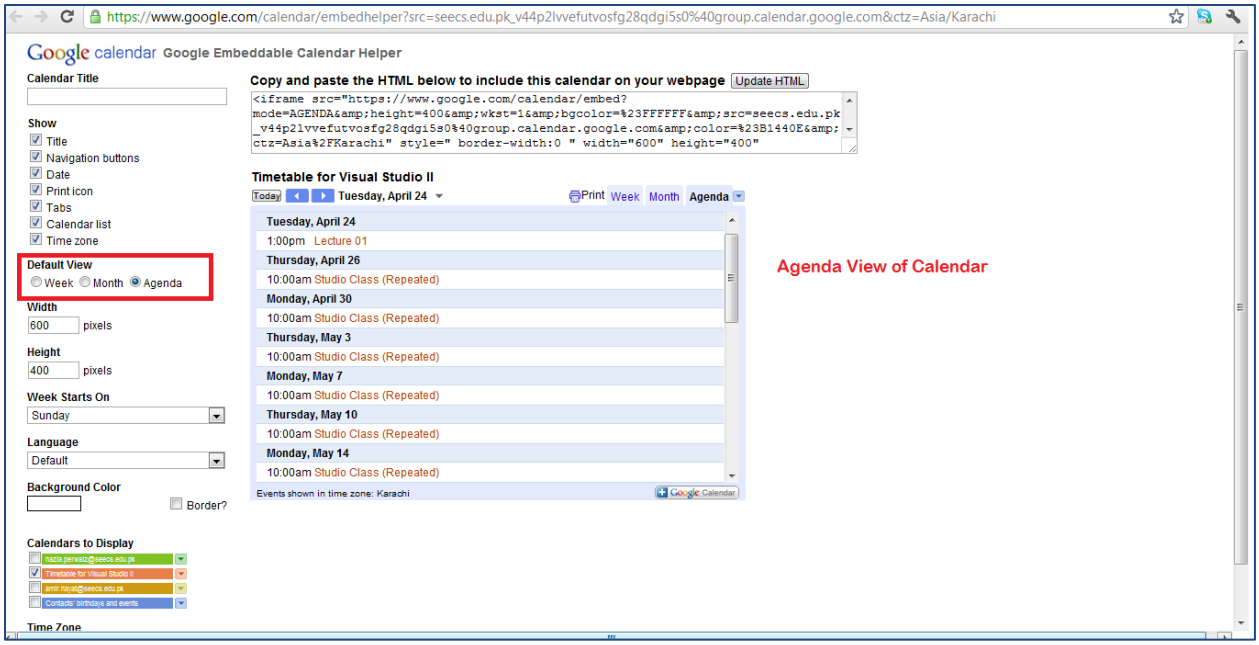


c. Customize the color, size and other options before embedding it on LMS, Click the link for customization.

Calendar Customization:

a. You can select the items that you want to be visible after embedding into Moodle.
b. You can set default view that will appear in Moodle i.e. Weekly view, monthly view, Agenda view



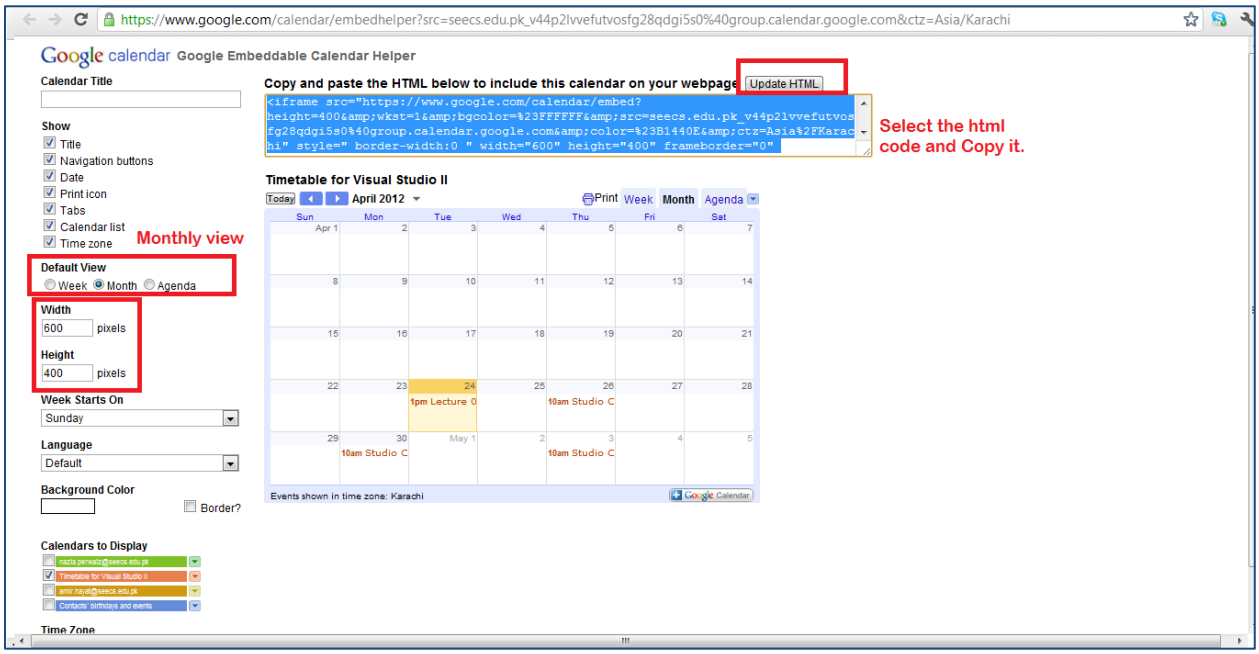


c. By default calendar size is large enough i.e. 800 * 600, reset the size to some reasonable extent i.e. 600 * 400

d. Calendar colors can be readjusted.

e. Multiple calendars can be selected for embedding into Moodle.

f. Copy the HTML code…

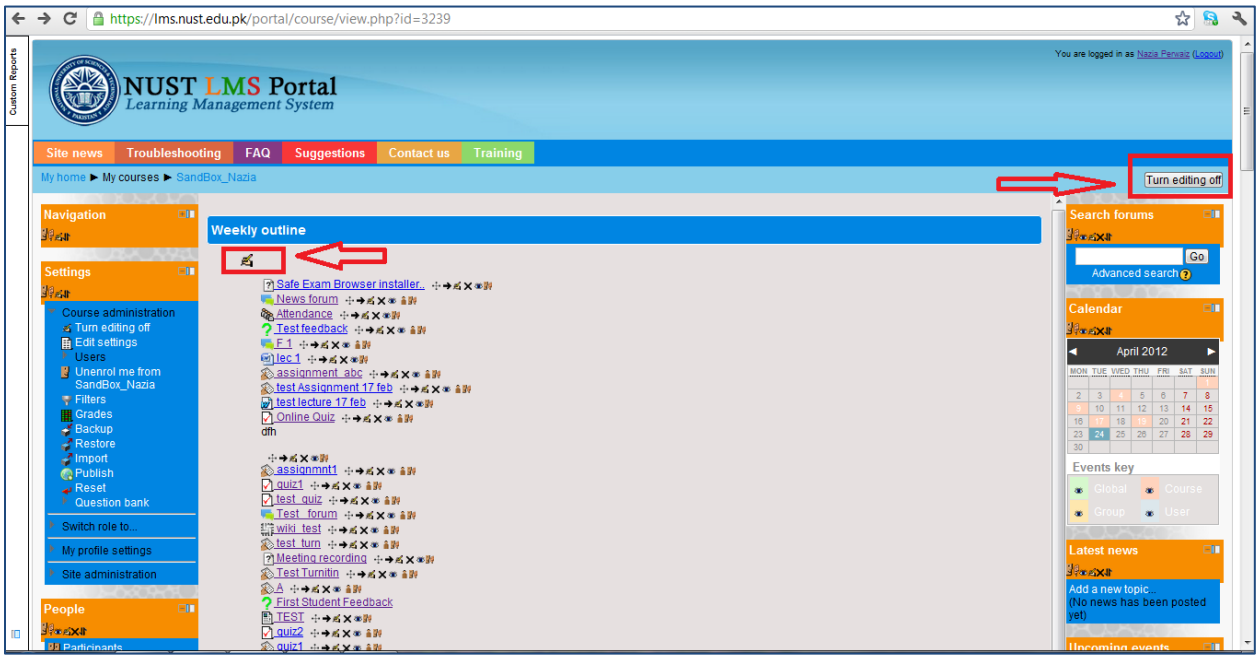


4. Embedding calendar into Moodle

a. Open the course

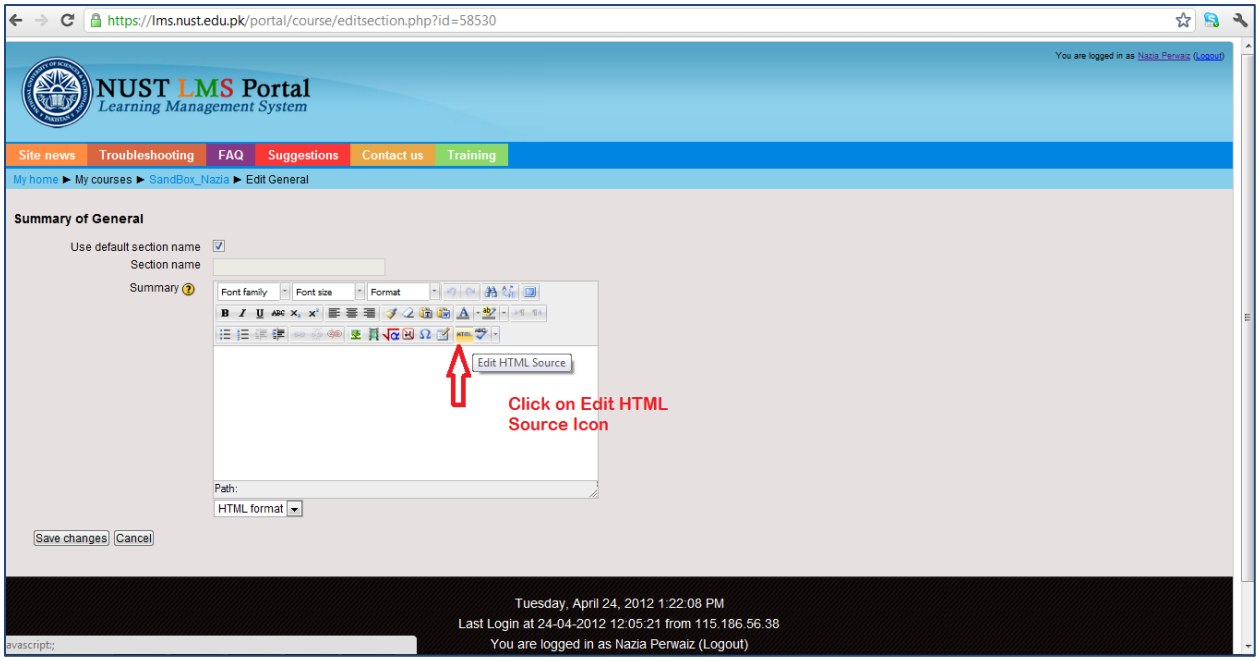
b. Click the button “Turn editing on”

c. If the calendar is required to be embedded at the top of course page, click on Edit Summary icon on the top of course page.

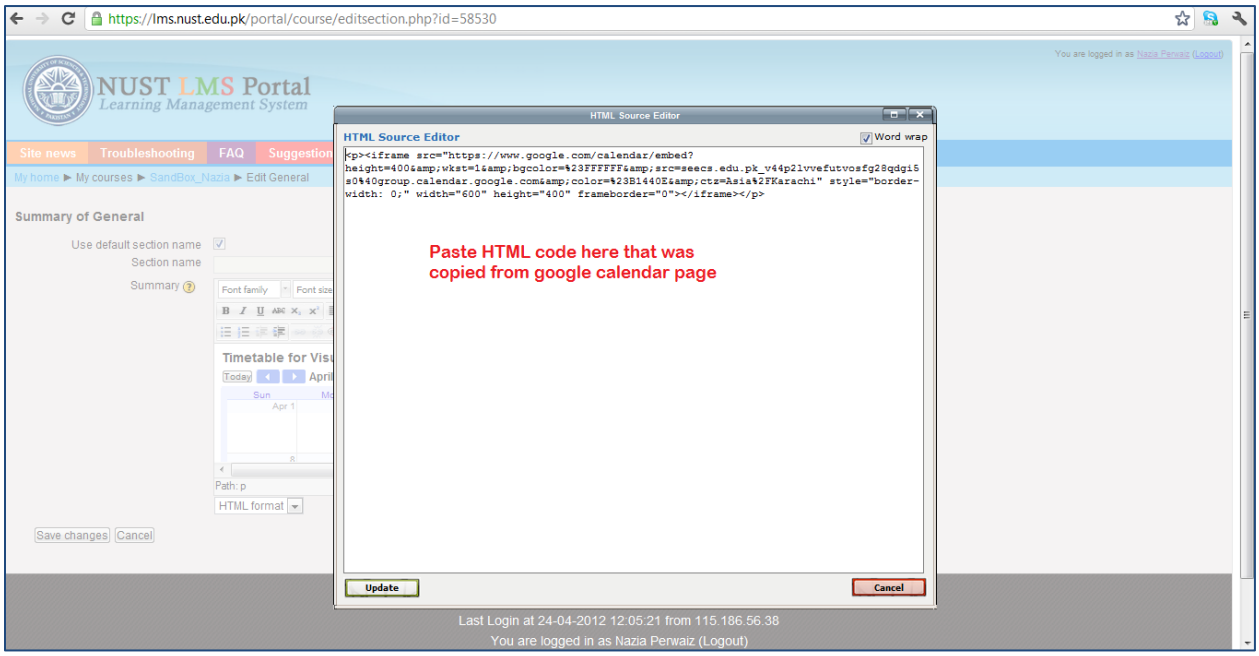


Calendar can be imported in the start of any week as well.

d. After clicking on Edit summary icon, Summary page will open.

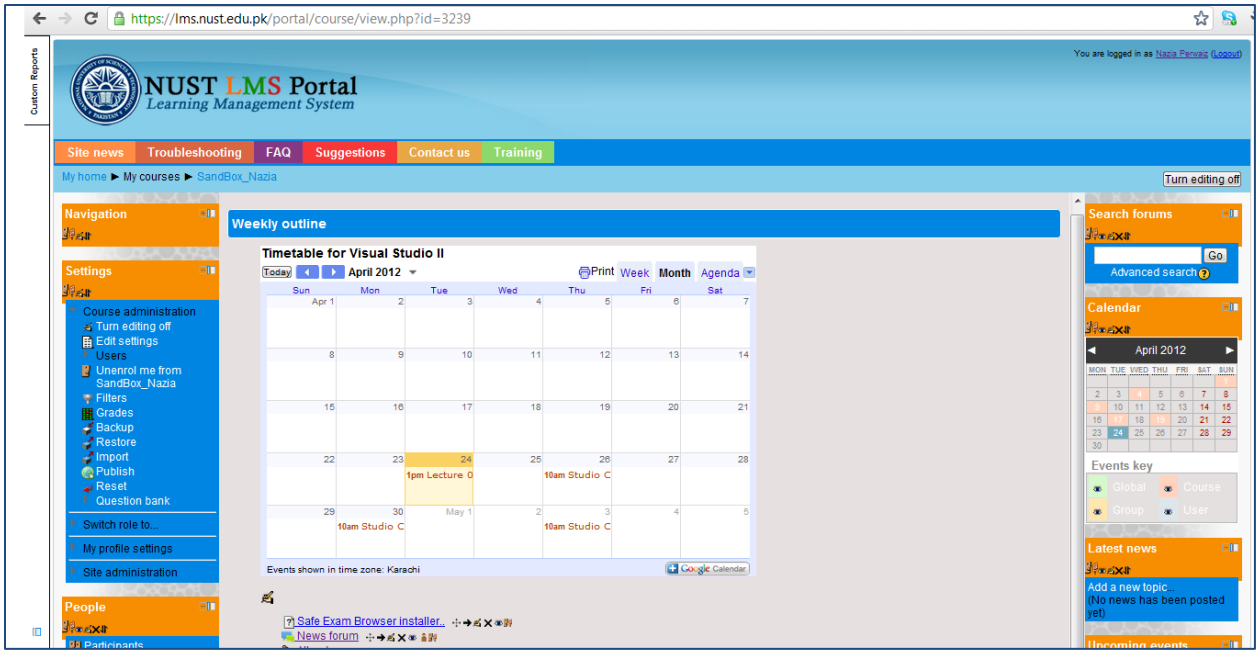


e. Click on "Edit HTML Source" icon to paste the HTML code in text area that was copied from Google Calendar setting page at step 3-f.

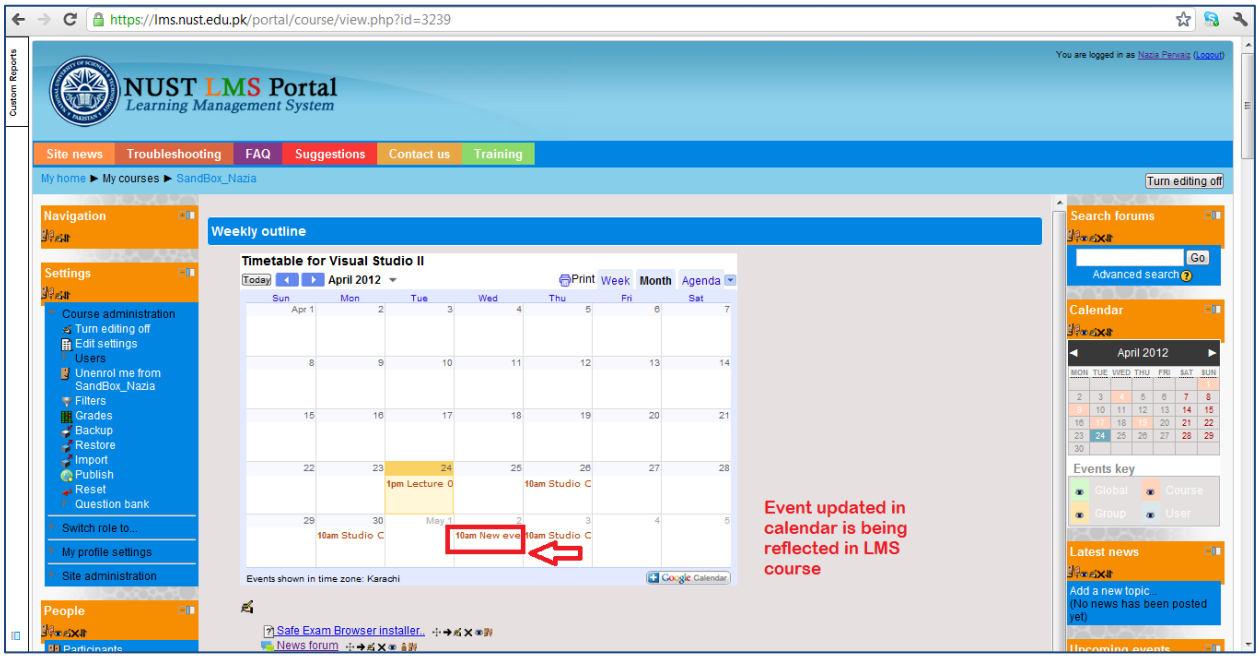


f. Save the changes.

Calendar is embedded into LMS successfully.



Any update in calendar made by teacher later on will be reflected to whole class accordingly.



Thank you for your time.