

The following instructions will show you how take your Engage assignments and import their due dates into your Google calendar where you can then color code them or set notifications. Please note that this process will only import assignments that require a submission. Discussion posts, peer exchanges, and other assignments that do not have a submission box will not import unless you add them to your Engage calendar as a new event before the export.

Instructions for importing Engage calendar into Gmail calendar

1. Open and log into Engage.
 - a. Click on one of the courses you are enrolled in.



BUS-611-BZ1 Leadership I Fall 2016

unread forum posts

There are no unread forum posts.

course update

No new updates.

coming up this week

There is nothing coming up this week.

recent grades posted

There are no recent grades.

BUS-612-BZ1 Leadership II Fall 2016

unread forum posts

Module #2- Discussion (138)

Module #1- Discussion (3)

course update

Hi all,

The link to the recording of Week #4's class section... [read more](#)

coming up this week

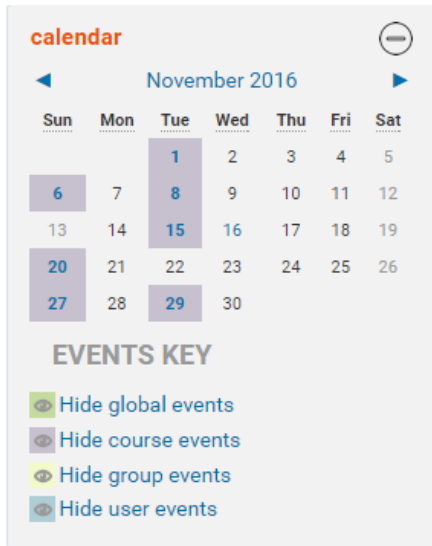
Mission and Vision Statements

Due Sunday, November 20

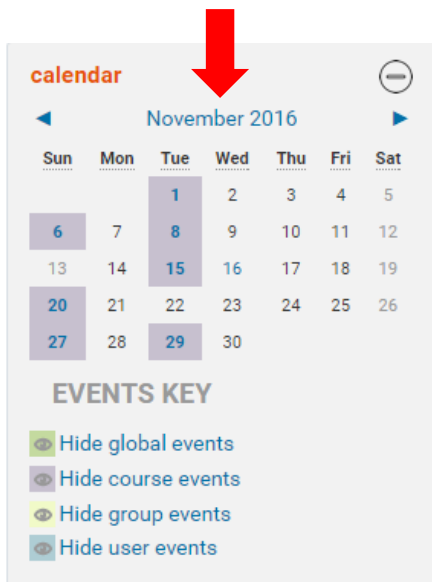
Hi everyone,

As most of you know, we are still workin

2. Scroll down until you see a title on the right hand side that says **Calendar**.



- a. Click on the month directly below the calendar heading.




- b. On the right side under the Calendar heading, click the drop down box under “Detailed month view for:”

[Dashboard](#) / [Term](#) / [Fall 2016](#) / [201680_BZ](#) / [BUS-612-BZ1-201680](#)

BUS-612-BZ1 Leadership II Fall 2016

Calendar

Detailed month view for:

 BUS-612-BZ1-201680 ▼

◀ October 2016

Novem

3. Select **ALL COURSES** from the drop down box so that all course assignments with show up on the calendar.

Engage

Calendar

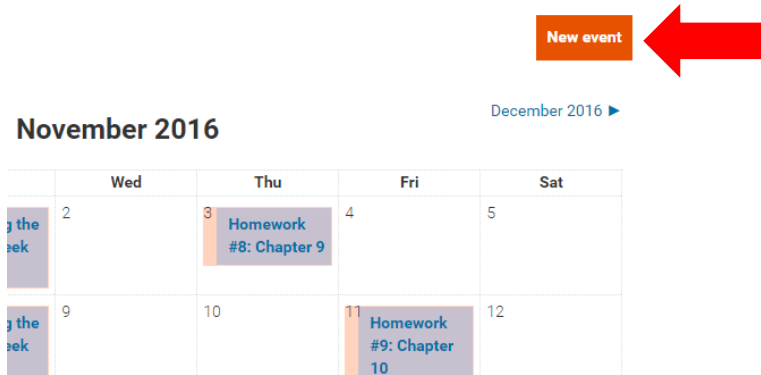
Detailed month view for:

 All courses ▼

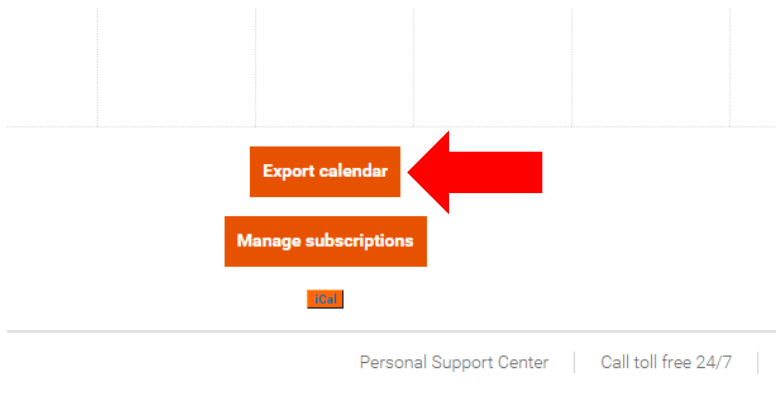
◀ October 2016

Sun	Mon

- a. You can now add additional assignments if needed by clicking on the orange **NEW EVENT** box above the right hand side of the calendar



- b. Once you are satisfied your Engage calendar, click orange **EXPORT CALENDAR** box at bottom of page



- c. Determine what and how much you would like to export.

Export calendar

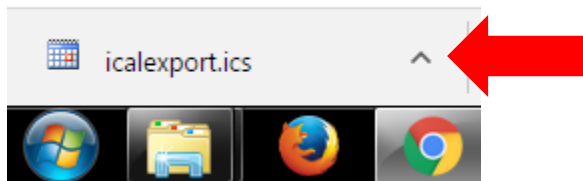
Export* All events
 Events related to courses

for* This week
 This month
 Recent and next 60 days

[Get calendar URL](#) [Export](#)

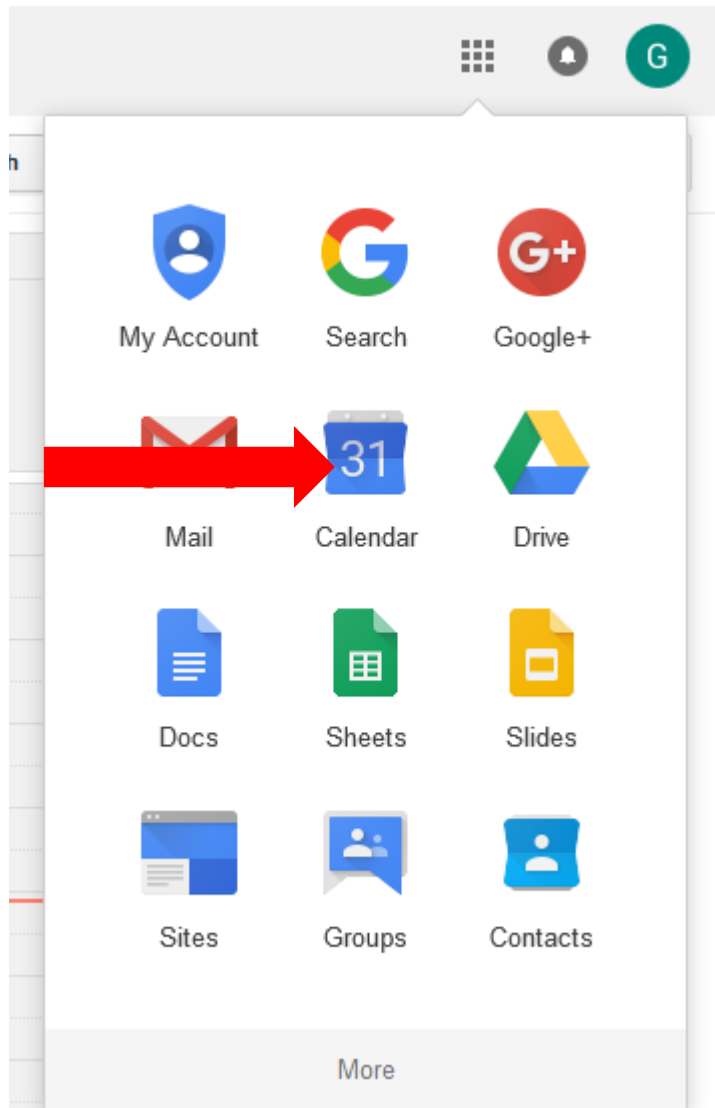
There are required fields in this form marked *.

- d. Click **EXPORT**(Shown in the picture above)
- e. Calendar will be downloaded



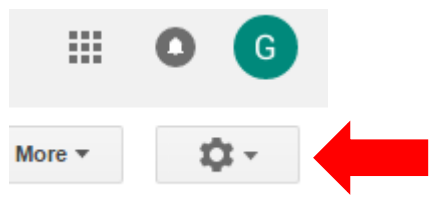
- f. Click on the arrow in the corner of the **icallexport.ics** file download at bottom of screen (or where ever downloads on your computer are saved).
- g. A box will come up, click **show in folder**
- h. Find the file in the folder and save it on the desktop
4. Open and login to your Gmail account
- a. Open the Gmail calendar by clicking on the boxes in the upper right corner.



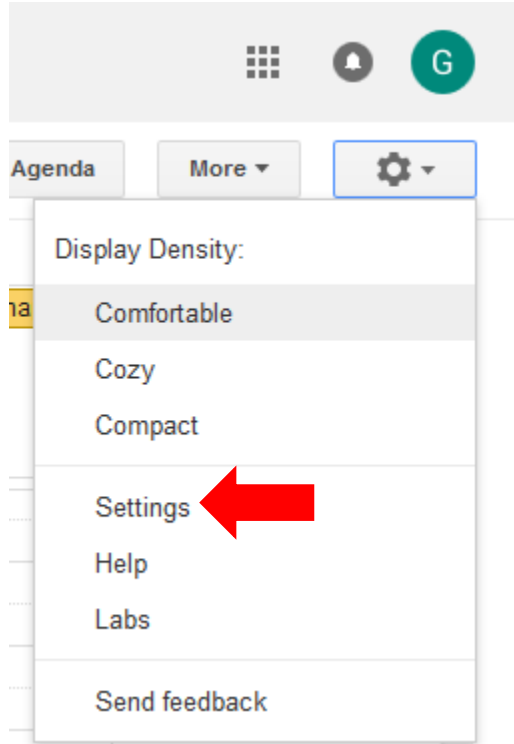


b. Select Calendar (this may open in a new tab in your browser)

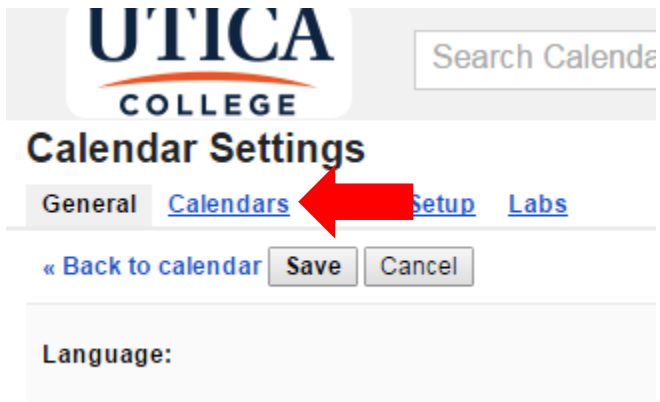
c. From the Calendar click on the wheel in the upper right corner



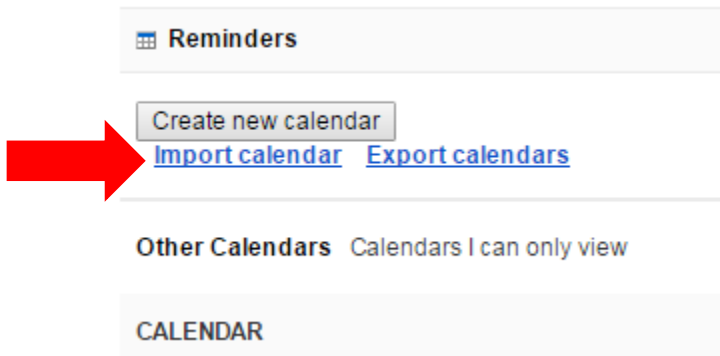
d. Click **settings** from dropdown box



e. Click **calendars** in right corner

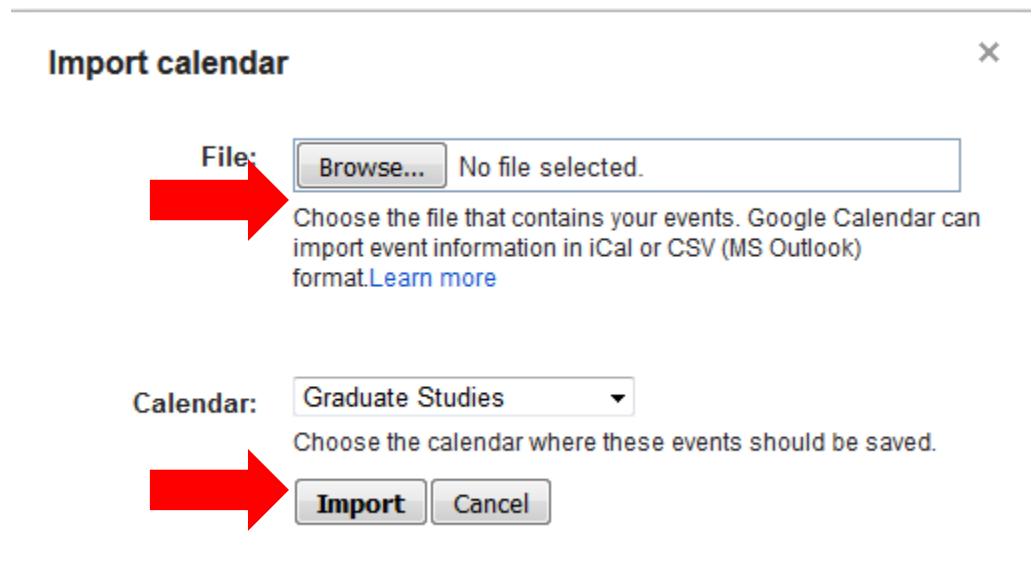


f. Scroll about half way down the page and click **import calendar**

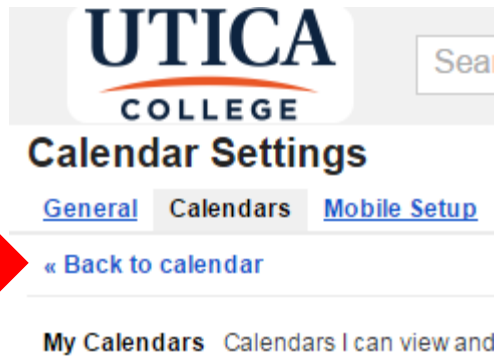


g. Click **choose file** to upload the calendar you saved earlier

h. Click **import**



- i. Click **back to calendar** link in top right corner



- j. You should now be able to see all Engage assignments in the Gmail calendar
- k. If you click on individual assignments, a screen with the assignment description, date due and time due will come up
- l. You can also edit events on this screen if needed.