How to Sync from a Google Calendar to SchoolSpeak Calendar.

Google recently made a change to their Calendar API and so the interface on SchoolSpeak to sync from a Google Calendar has been changed to. This document details these changes.

If you need any help with this, please contact SchoolSpeak Support at 877-773-2513 or email us at support@schoolspeak.com

Changes Summary

- The request to sync from a Google Calendar must be authorized. This is needed for both Public and Private Calendar. The Sync options remain the same i.e. sync all events, sync from last time etc., but the requests need to be authorized.
- You need the Calendar Id to sync (not the XML Address as used before)

Detailed changes are listed below (please scroll down)

How to Sync from a Google Calendar.

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1. Click "Sync from Google Calendar"

4		Calendar [Ad	min]		
2015 T GO	January 2015	List View Edit Setti	ngs Sync to device S	Sync From Google Calen	dar 📇
Monday	Tuesday	Sync Options:		Friday	Sa
		• From:	/	2	
5	6	Calendar ID: am2t4	/2015 4:29:27 AM q0ih0nfmvs48na9c	9	
v			Sync		
12	13	14 10 - 11 AM - Pongal 🕨	15	16	

The "Private" and "Public" options have been removed. Only the "Calendar ID" needs to be entered.

Important: The XML Address you have used in the past will not work. You need to enter the Calendar Id

Note: The "Calendar ID" is different from the XML address you might have entered in the past. To find the "Calendar ID" for your Google Calendar, go to the Calendar Settings page and look for the id under the "Calendar Address" option

Embed This Calendar Embed this calendar in your website or blog by pasting this code into your web page. To embed multiple calendars, click on the Customize Link	<pre>diffame src="https://www.google.com/calend ar/embed? src=h3broupsknuphjvpa0it19rB%44 Ogroup.calendar.google.com&ctz=A </pre>						
Calendar Address: Learn more <u>Change sharing settings</u>	XML ICAL HTML (Calendar ID: h3broupsknuphjrvpa0it19rf8@group.calendar.google.com) This is the address for your calendar. No one can use this link unless you have made your calendar public.						
Private Address: Learn more	XML ICAL Reset Private URLs This is the private address for this calendar. Don't share this address with others unless you want them to see all the events on this calendar.						
Delete calendar: Learn more	Permanently delete this calendar Delete: The calendar will be permanently erased. Nobody will be able to use it anymore.						
« Back to calendar Save Cancel							

3. Once you click on "Sync", you will be asked to login to your Google Account to authorize the request.



Select the account you want to login with and enter your credentials

Note: If you are already logged into your Gmail account, you might not see the screen.

Once you login, you should see a screen like this. SchoolSpeak Calendar will request for a Readonly access to your calendar. Click "Accept".



Home	Calendar [Admin]								
January	2015 GO January 2015 List View Edit Settings Sync to device Calendary					Sync From Google 🚔 Print 🖂 Email			
	0 entries were added.3 entries were updated.0 entries were deleted								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
				1	2	3			
4	5	6	7	8	9	10			
School After Winter break 🕨									
11	12	13	14	15	16	17			
			10 - 11 AM - Field Trip 1st Grade [Snowland]						
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			
	No School - Staff Day								

The Calendar entries should be sync'd to SchoolSpeak

Trouble Shooting

- 1. I get a "Enter valid Calendar Id" error
 - a) The XML Address you might entered on SchoolSpeak in the past will not work. You need to enter the calendar id. The Calendar Id is found the Google Calendar Settings page.
 The Calendar Id is usually like "h3broupsknuphjrvpa0it19rf8@group.calendar.google.com" or "schoolspeak.setup@gmail.com"

If you need help locating the Calendar Id, please contact SchoolSpeak Support.

b) Make sure you have permission to the Google Calendar you are trying to sync. For e.g. someone can give you the Calendar Id, but the Google Account you are using should have access to that particular Calendar. SchoolSpeak Support can help you with this step. Please call our support line 877-773-2513 or email us at support@schoolspeak.com