

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

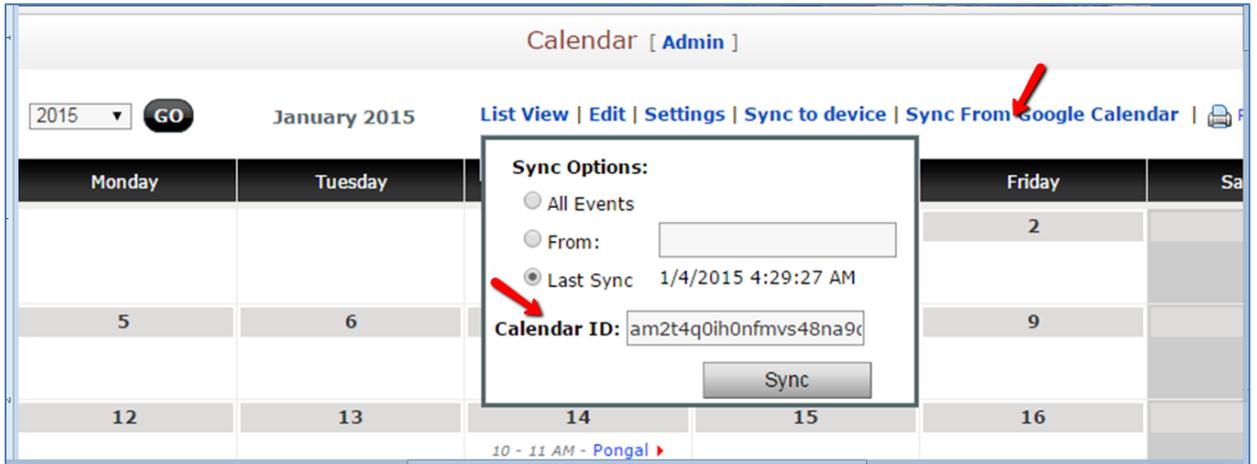
Changes Summary

- 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.

1. Click "Sync from Google Calendar"

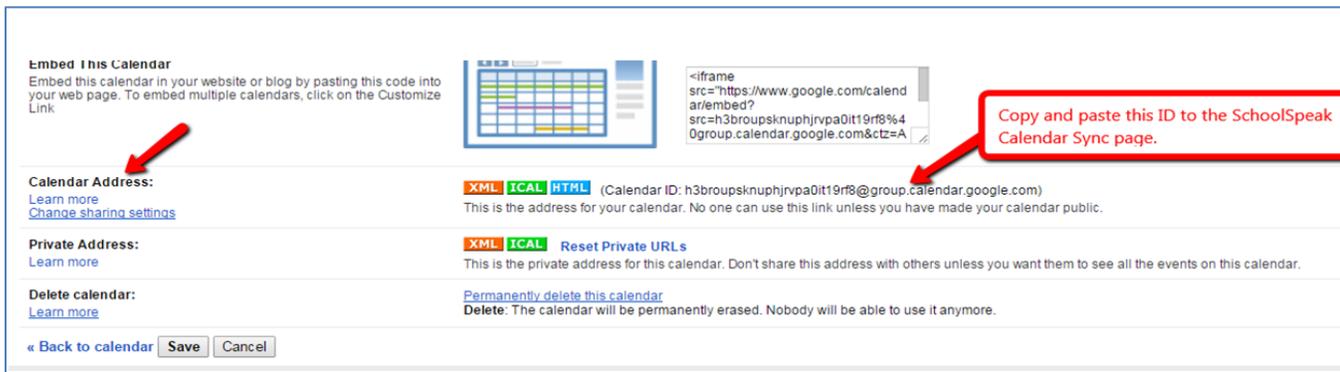


- 2.

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

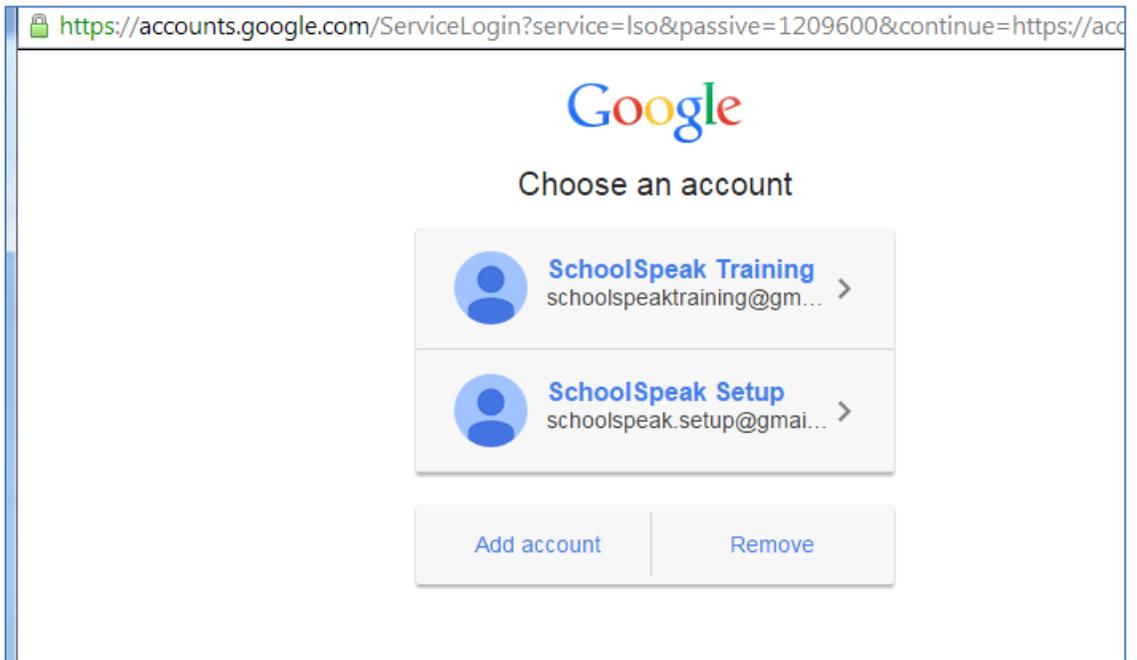
Important: The XML Address you have used in the past will not work. You need to enter the Calendar Id

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



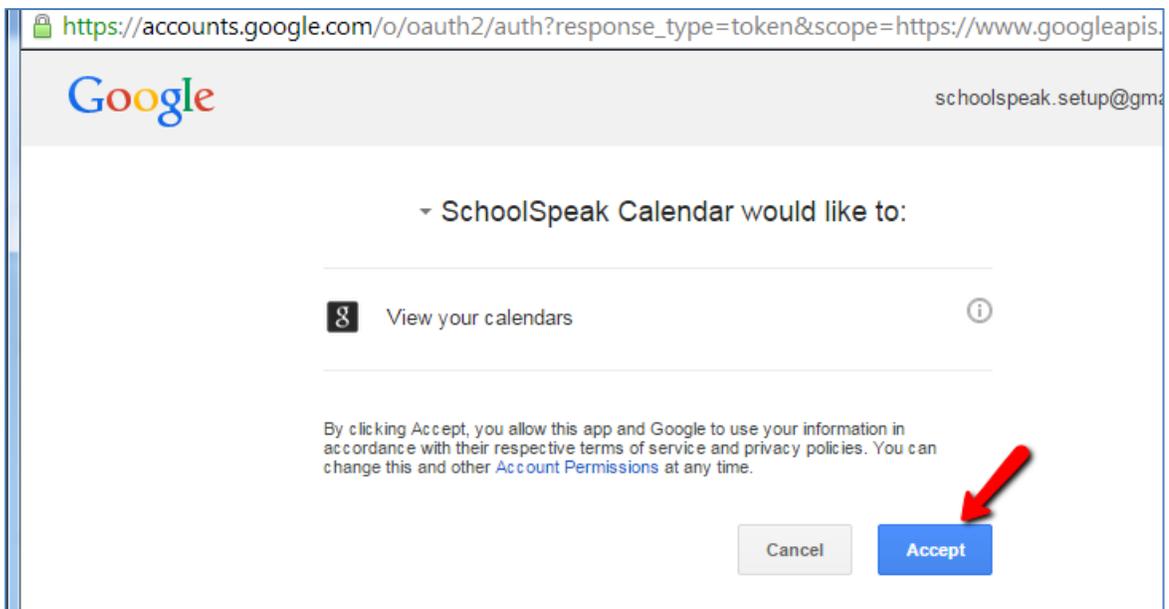
3. Once you click on “Sync”, you will be asked to login to your Google Account to authorize the request.

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 Read-only access to your calendar. Click “Accept”.



The Calendar entries should be sync'd to SchoolSpeak

Home Calendar [Admin]

January 2015 List View | Edit | Settings | Sync to device | Sync From Google Calendar | 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 School After Winter break ▶	5	6	7	8	9	10
11	12	13	14 10 - 11 AM - Field Trip 1st Grade [Snowland] ▶	15	16	17
18	19	20	21	22	23	24
25	26 No School - Staff Day ▶	27	28	29	30	31

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 "h3broupsknuphjrva0it19rf8@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