

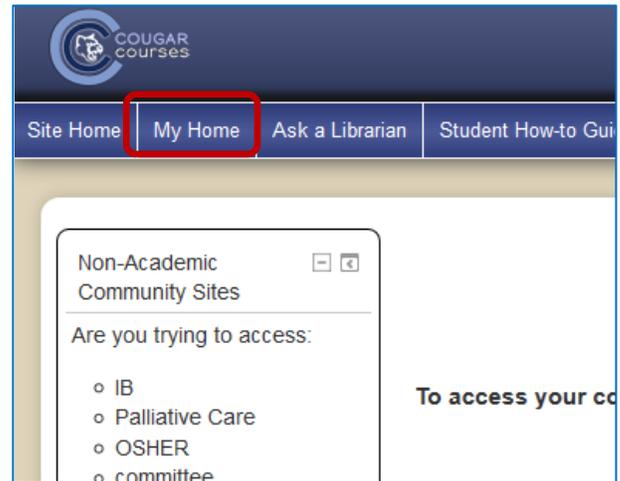


Exporting Cougar Courses Calendar

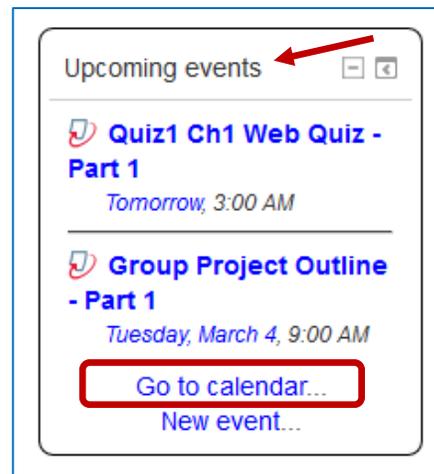
You can retrieve a link to your Cougar Courses calendar for importing into other calendars, such as the Google calendar associated with your student email address. This can be useful for receiving calendar notifications on your mobile device.

Retrieve Cougar Courses Calendar URL

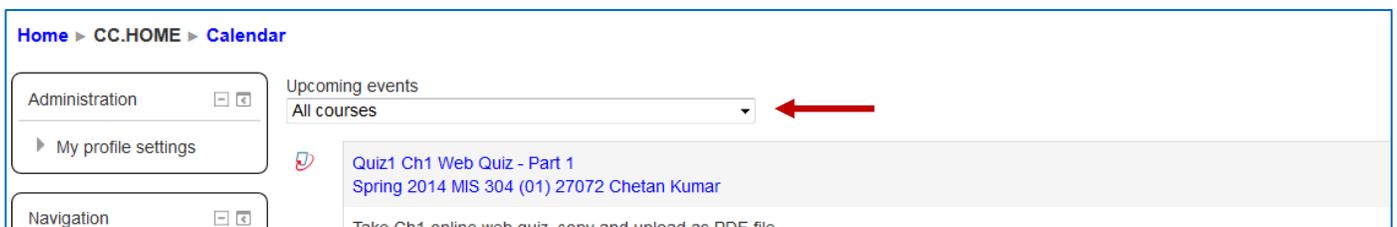
1. After logging in to Cougar Courses, go to **My Home**.



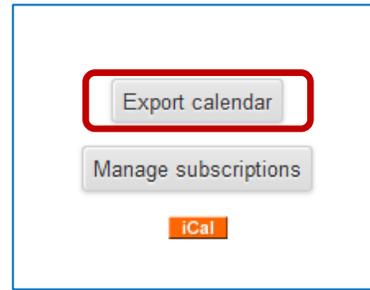
2. In the “Upcoming events” block on the left hand side, select **Go to calendar**.



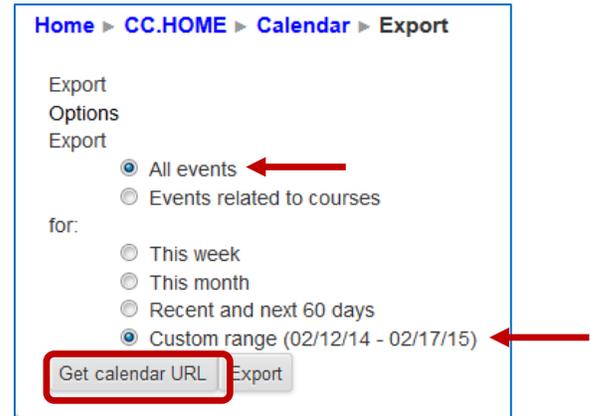
3. From the dropdown list, choose **All courses**.



- Towards the bottom of the same page, click the **Export calendar** button.



- Select button for **All events**.
- Select button for **Custom range (2/12/14 – 2/17/15)**.
- Click **Get calendar URL**.

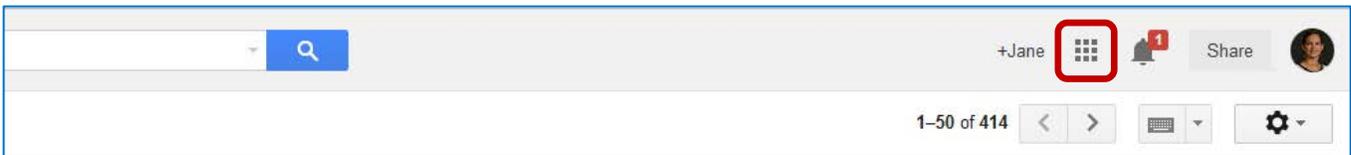


- Highlight and copy the URL

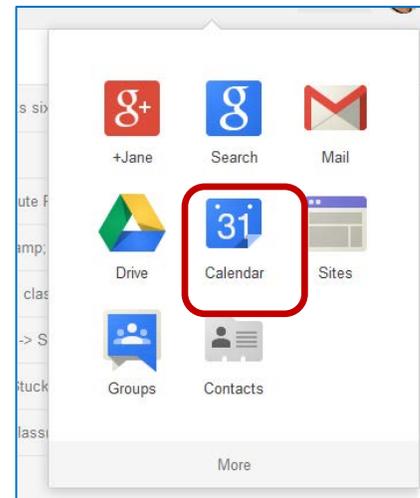


Import Cougar Courses Calendar URL into Google Calendar

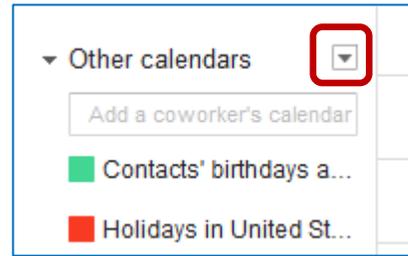
- Log into your student email account.
- At the top, click on the grid of squares to see **Google Apps**.



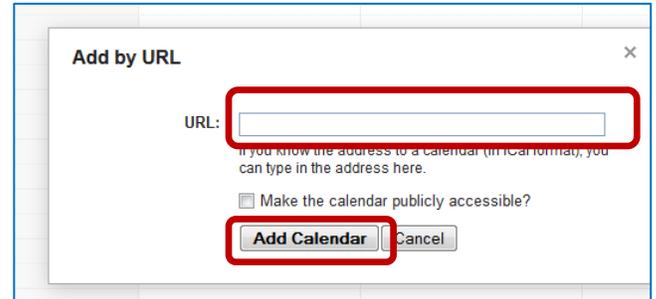
- Click on the button for **Calendar**.



- Over on the left hand side of the page, click the drop arrow to the right of **Other calendars**.
- Choose **Add by URL** from the list.



- Paste in the URL address that you retrieved from Cougar Courses.
- Click the **Add calendar** button.

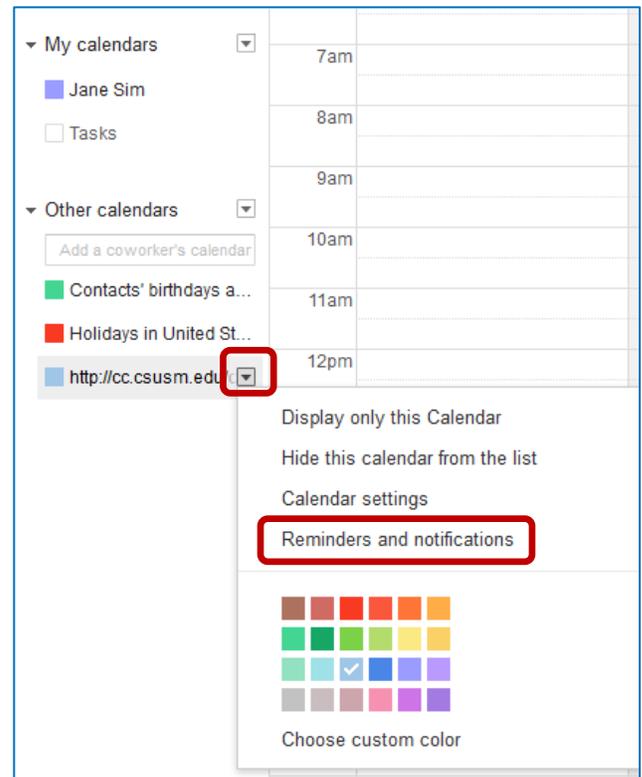


Reminders and Notifications in Google Calendar

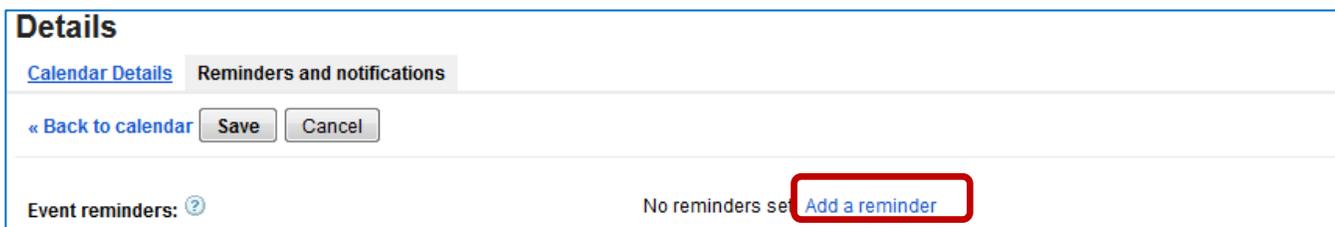
- In Google Calendar, find your newly imported Cougar Course calendar under **Other calendars**.
- Click the drop arrow to the right of it to access its settings.

Note: You can play with settings here to change the name of your imported Cougar Course calendar and choose the color of the events displayed.

- Choose **Reminders and notifications**.



- Next to “No reminders set,” select **Add a reminder**.



18. Select the type of notifications you want (pop-up or email) and how far in advance of an event you want to receive them.

19. Click on the **Save** button.

Details

[Calendar Details](#) **Reminders and notifications**

[« Back to calendar](#)

Event reminders: [?](#) By default, remind me via days [remove](#) [Add a reminder](#)

Unless otherwise specified by the individual event.

Note: These calendar events only reflect the activities your instructors have created within Cougar Courses that are visible and have a due date assigned to them. They are unlikely to be inclusive of all the assignments you are responsible for.