

PowerLearn Portal – Sync Your PowerLearn Calendars

PowerLearn makes it easy to sync your class calendars to another email program like Google, or Outlook.

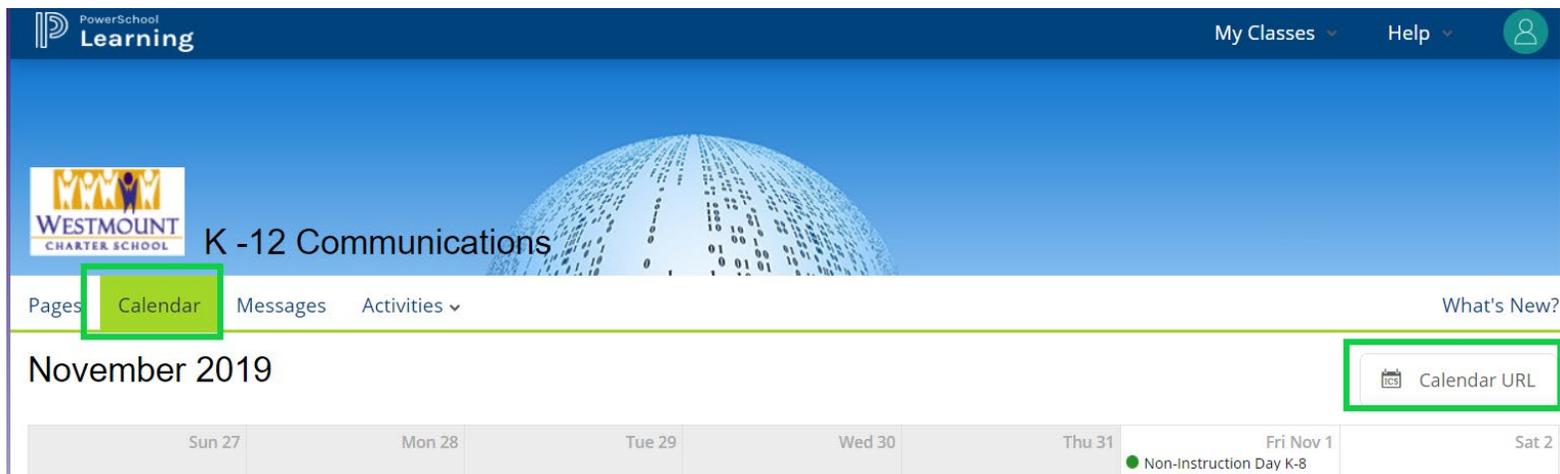
**Note that if you want to sync calendar information for each of your child's classes to an external calendar, you must sync each calendar separately.*

[Sync a PowerLearn Calendar to Outlook Calendar](#)

[Export Calendar as an ical Feed](#)

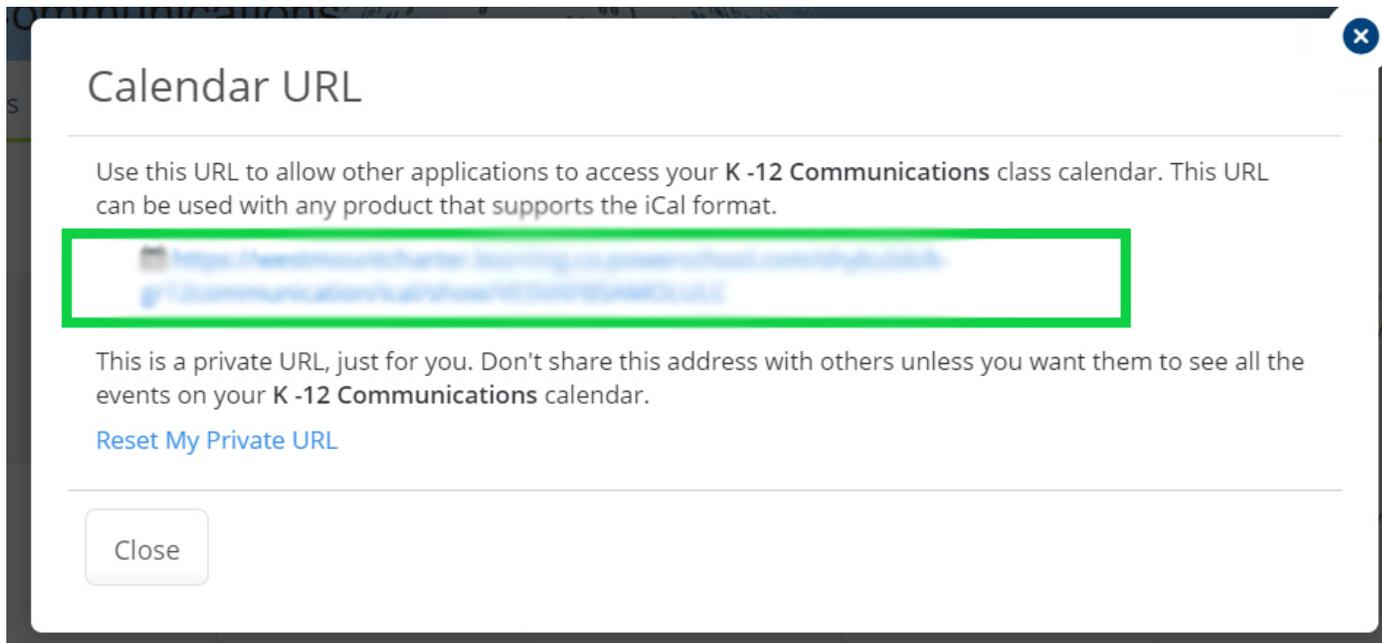
Sync a PowerLearn Calendar to Outlook Calendar

1. To link a PowerLearn calendar to an Outlook Calendar, open a PowerLearn Class by clicking on a class name.
2. Go to the **calendar** tab of the class and click on **Calendar URL** button.



The screenshot shows the PowerLearn portal interface. At the top, there is a dark blue header with the PowerSchool Learning logo on the left, and 'My Classes' and 'Help' dropdown menus on the right. Below the header is a blue banner with the Westmount Charter School logo and the text 'K-12 Communications'. Underneath the banner is a navigation bar with 'Pages', 'Calendar', 'Messages', and 'Activities' tabs. The 'Calendar' tab is highlighted with a green box. Below the navigation bar is a calendar for November 2019. The calendar shows days from Sun 27 to Sat 2. A green box highlights the 'Calendar URL' button in the top right corner of the calendar area. A note indicates 'Non-Instruction Day K-8' on Friday, Nov 1.

3. When the Calendar URL window opens, *right-click the hyperlink* and **copy link address**.

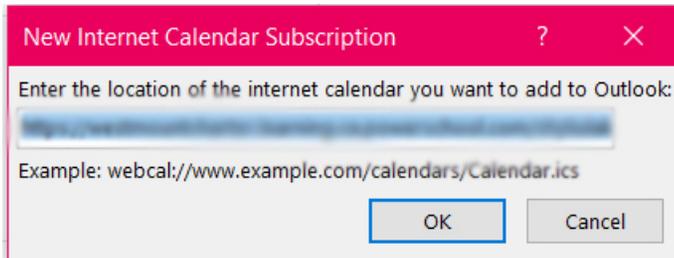


If you **click on the link, an .ics (iCal) file will automatically download. Using the downloaded .ics file will allow you to do a one-time import of the PowerSchool Learning Calendar into your desired calendar app.*

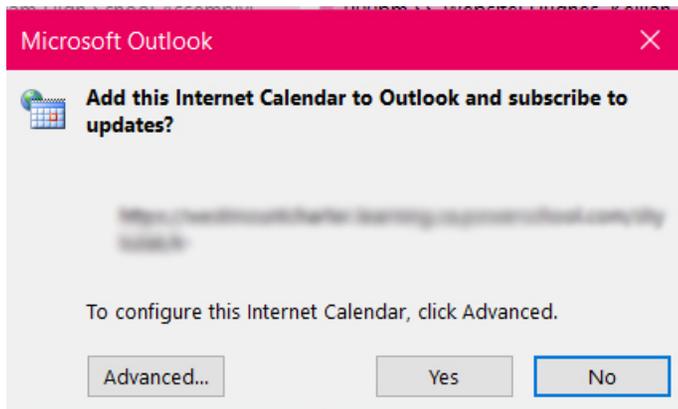
***If you **right-click**, you can **copy and paste** the URL. If you copy the Calendar URL, you can subscribe to the Calendar, which will **live update** as you make changes to the Calendar in PowerSchool Learning.*

4. In Outlook, switch to your Calendar. Click the **Open Calendar** button from the Calendar Ribbon. Select **From Internet**.

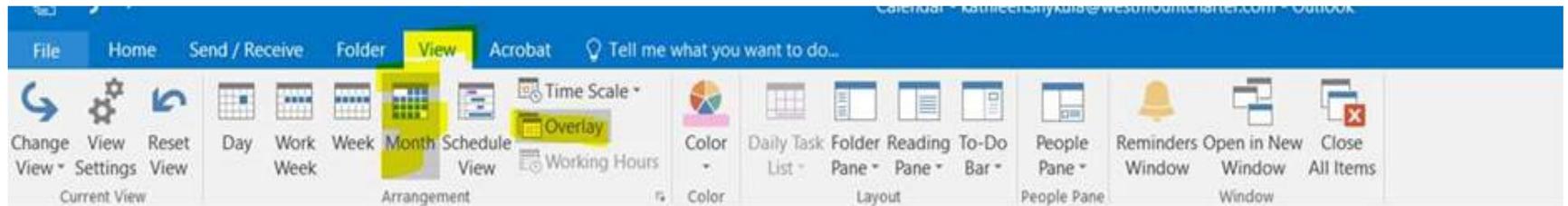
5. When the **New Internet Calendar Subscription** button pops up, paste in the **copied link from PowerLearn**. Click the **OK** button.



6. Click **Advanced** in the **Add this Internet Calendar to Outlook and subscribe to updates?** popup window to configure options the calendar, including calendar name, description, update limits etc. > click the **Ok** button. Then click **Yes** to add the calendar to Outlook.

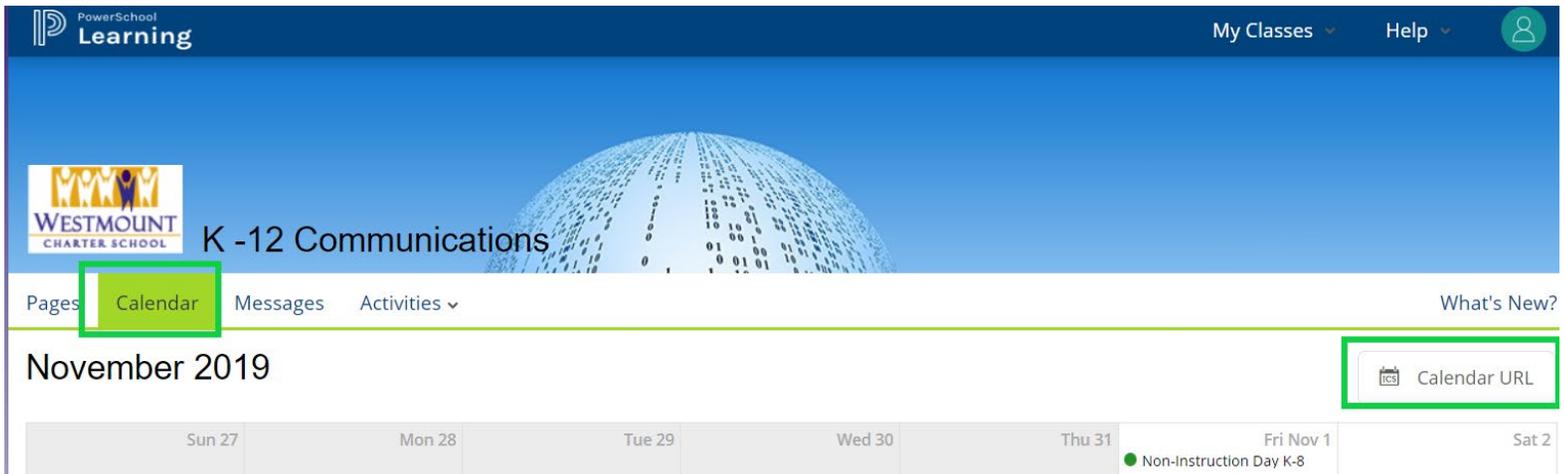


7. Use Outlook's Calendar View settings to view the calendars as you wish; below you see the settings for the **Month/Overlay** view.



Export Calendar as an iCal Feed

1. Open a PowerLearn Class by clicking on a class name.
2. Go to the **calendar** tab of the class and click on **Calendar URL** button.



The screenshot shows the PowerSchool Learning interface for a class named 'K-12 Communications'. The 'Calendar' tab is selected and highlighted with a green box. Below the tabs, the calendar for November 2019 is displayed. A 'Calendar URL' button is highlighted with a green box in the top right corner of the calendar area. The calendar shows a non-instruction day on Friday, November 1st.

Sun 27	Mon 28	Tue 29	Wed 30	Thu 31	Fri Nov 1	Sat 2
					● Non-Instruction Day K-8	

3. When the Calendar URL window opens, *right-click the hyperlink* and **copy link address**.

