PowerLearn Portal – Sync Your PowerLearn Calendars

PowerLearn makes it easy to sync your class calendars to another email program like Google, or Outlook.
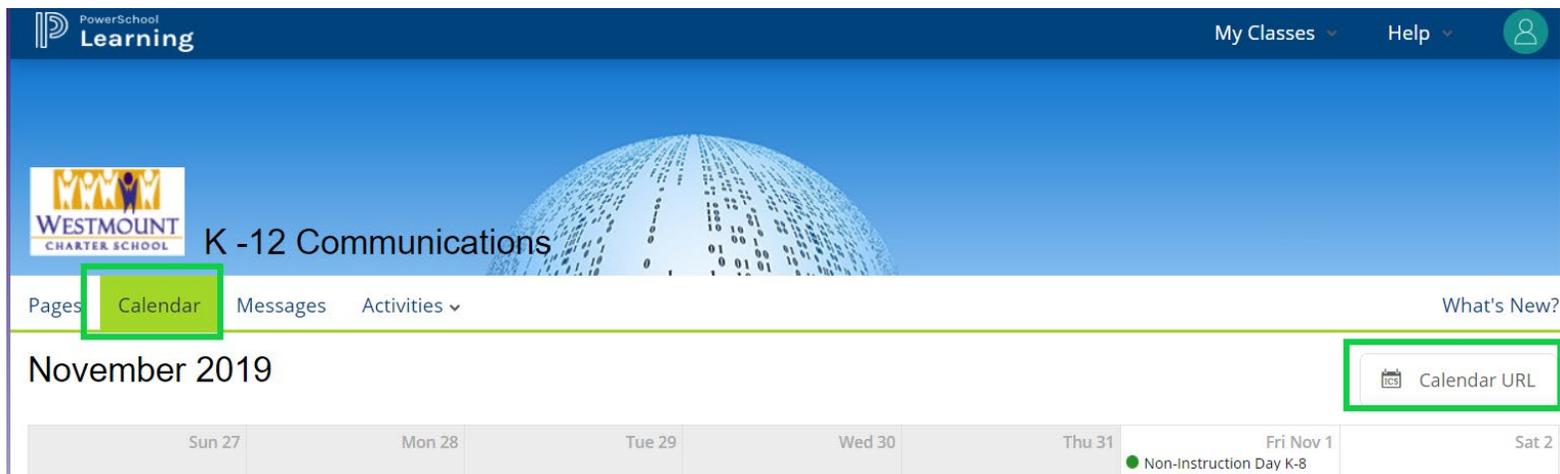
Note that if you want to sync calendar information for each of your child's classes to an external calendar, you must sync each calendar separately.

[Sync a PowerLearn Calendar to Outlook Calendar](#)
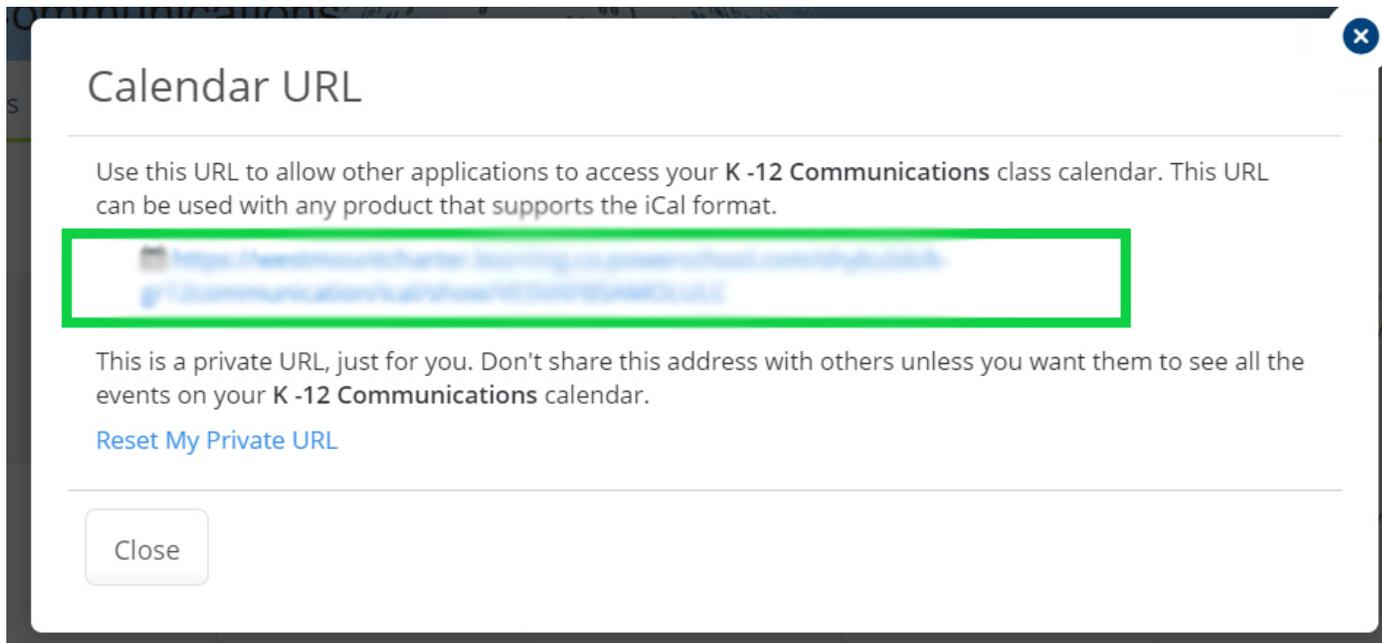[Export Calendar as an ical Feed](#)

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.

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.
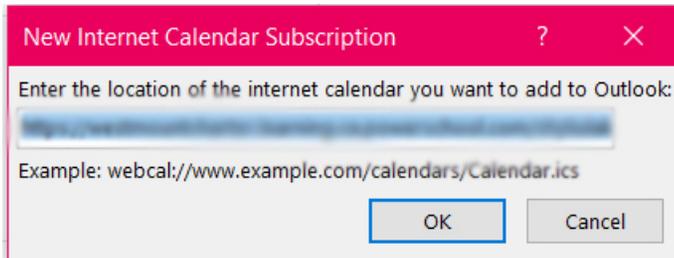
6. Click **Advanced** in the **Add this Internet Calendar to Outlook and subscribe to updates?** popup window to configure options the calendar, including calendar name, description, update limits etc. > click the **Ok** button. Then click **Yes** to add the calendar to Outlook.
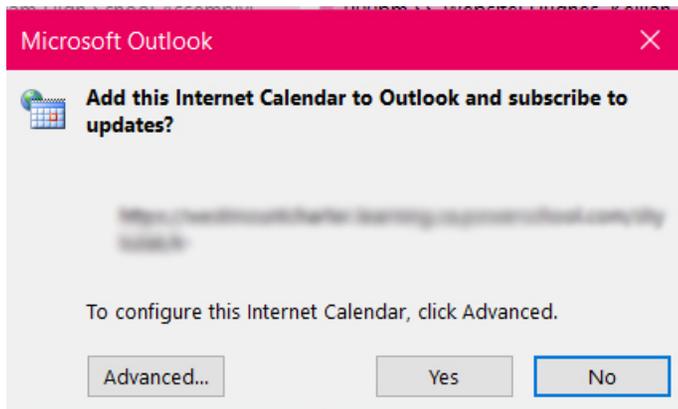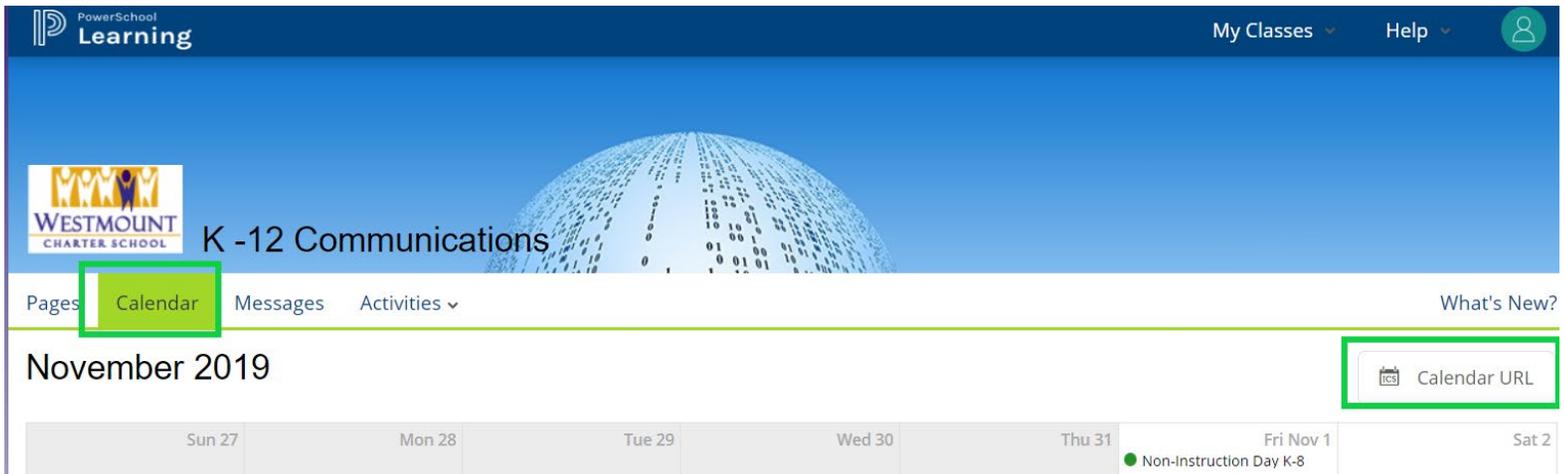
7. Use Outlook's Calendar View settings to view the calendars as you wish; below you see the settings for the **Month/Overlay** view.
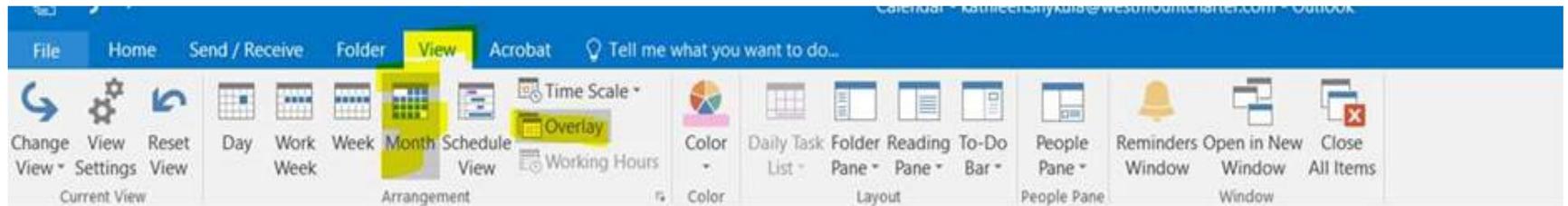
Export Calendar as an iCal Feed

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.

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. You can now add your class Calendar to any device that supports iCal files or URLs. You'll want to check on the documentation for your device or app for the exact steps on how to import the class Calendar.