



The MGA guide to Google Apps calendars

Adding graduate student calendar feeds

Personalise your student Google Apps calendar by subscribing to the targeted graduate student calendar feeds offered via your my.monash portal

OR

self-select calendars from our website (ideal for grad students who are based at off-campus locations or who are also staff).

1) Via Monash calendar feeds (incl. adding other Monash feeds)

Open your portal and click on the “News and Events” tab then click on Google Apps for Monash “ under “Monash Calendar Feeds”.

A screenshot of the my.monash portal's 'News and events' page. The page has a navigation bar at the top with tabs for Home, Email, Study and administration, Library, Campus services, and News and events. The 'News and events' tab is selected. On the left side, there is a vertical menu with links for News and events home, Events and promotions, News and weather, Booking systems, Monash news feeds, Monash calendar feeds, TeamMONASH Events, and My polls. The main content area on the right is titled 'News and events' and contains sections for 'Events and promotions', 'Booking systems', 'Monash calendar feeds', and 'My polls'. Two callout boxes with orange borders and lines pointing to the page are present. One box, labeled '1: News & Events', points to the 'News and events' tab in the navigation bar. The other box, labeled 'For Google Apps for Monash', points to the 'For Google Apps at Monash' link in the 'Monash calendar feeds' section.

Home | Email | Study and administration | Library | Campus services | **News and events**

News and events home

Events and promotions

News and weather

Booking systems

Monash news feeds

Monash calendar feeds

TeamMONASH Events

My polls

my.monash > News and events

News and events

Events and promotions

- [2-Day Relaxation Massage course](#)
- [Learn to use Adobe Photoshop](#)
- [Car Maintenance short course](#)
- [Orientation Volunteers wanted for next year!](#)

[more...]

[Post a promotion](#)

Booking systems

- [Equity and Diversity Centre booking system](#)
- [Health and wellbeing events booking system](#)
- [Library class booking system](#)
- [Monash Environmental Programs booking system](#)

[more...]

Monash calendar feeds

- [For Google Apps at Monash](#)
- [For other calendars](#)

My polls

- [View all poll results](#)

What's new in my.monash

1: News & Events

For Google Apps for Monash

You will be offered four graduate student calendar feeds, two feeds for cross-campus events and two feeds (seminars and social events) targeted either by your campus of enrolment or via course codes for coursework grad students located off-campus (i.e. the Alfred, MMC and Law Chambers)

Campus services News and events

[my.monash](#) > [News and events](#) > Calendar feeds

Monash calendar feeds

Available calendar feeds for Google Apps

Note: changes to subscribed data may take up to 24 hours to be reflected in your calendar.

- Timetable**
Lectures, tutorials and other study-related events
- Important Dates**
Important dates for your location
- Bookings**
Upcoming events from the booking system
- Student diary**
Daily notes from your diary
- Cross-campus postgraduate seminars**
Calendar of seminars for postgraduates at all campuses
- Cross-campus postgraduate social events**
Calendar of social events for postgraduates at all campuses
- Gippsland postgraduate seminars**
Calendar of seminars for postgraduates at Gippsland campus
- Gippsland postgraduate social events**
Calendar of social events for postgraduates at Gippsland campus

[Update subscriptions](#) [Cancel](#)

Available feeds for other calendars

If you are using a different calendar that supports calendar feeds, use these links to subscribe to Monash calendar feeds.

[I'm not using Google Apps at Monash calendar](#)

The screen shot above shows the calendars available to a Gippsland-enrolled coursework grad student. By subscribing to the four “postgraduate” calendars the events on those calendars will appear in the student’s own calendar. The student can then use the booking link in the event to register for events they wish to attend.

Students can also add their timetable and important uni dates and other handy info into their personal calendars just by clicking the subscribe button.

2) Via self-select from MGA website.

Grad students who are staff, HDR’s located off-campus, or students who want calendars of seminars held on a campus closer to home rather than the one they are enrolled on, can self-select calendars from the ‘master’ calendar on the MGA homepage.

Firstly, ensure you are logged out of any private gmail accounts and have your Monash google calendar open.

Note: if you **don’t** do this, the default is to take you to a google login for your personal account – if this happens, you can type in your full Monash email address as your login name along with your authcate password – before you can fully sign-in via this method you must click the ‘continue’ button.

Go to the MGA homepage and click on the google+ icon at the bottom of the “What’s on” calendar in the right hand column.

monash postgraduate association inc
 providing support and advice since 1961

it alone

News
 Postgrad fees go for undergrads!
 Visit our news page for the latest on postgrad events, issues and opportunities.
 Subscribe for MPA Email News alerts: Subscribers can enter our monthly 'lucky dip' draw for some great prizes.

Magazine
 Spring 2011 issue
 Compass Online is the MPA's quarterly magazine. The mag features articles, photos, podcasts and our latest competition.

Shop
 Visit the MPA 'shop' for great merchandise - we have 4 gig flash drives, water bottles, coffee mugs, t-shirts and caps!

What's on
 Monday, 14 November
 Tuesday, 15 November
 10:00 Cla-edP-MS Word 2007 fur
 14:00 Cla-edP-MS Word 2007 Ad
 Wednesday, 16 November
 14:00 Cla-Lib-(MNHG) Writing the
 Thursday, 17 November
 10:15 Cau-edP-Building a thesis
 Wednesday, 23 November
 14:00 Cla-Lib-(MNHG) Writing the
 Thursday, 24 November
 Events shown in time zone: Eastern Time - Melbourne, Sydney

Click on the Google+ icon

Then simply add the calendars you want to subscribe to.

Search my calendars Show search options

Today 14 - 18 Nov 2011

GMT+10 Mon 14/11

05:00
06:00
07:00
08:00
09:00
10:00
11:00
12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00

Do you want to add these calendars?

- Clayton postgraduate seminars Add
- Parkville postgraduate social events Add
- Law Chambers postgraduate seminars Add
- Berwick postgraduate seminars Add
- Caulfield postgraduate seminars Add
- Cross-campus postgraduate seminars Add
- Peninsula postgraduate social events Add
- Cross-campus postgraduate social events Add
- Peninsula postgraduate seminars Add
- Gippsland postgraduate social events Add
- MMC postgraduate seminars Add
- AMREP postgraduate seminars Add
- Berwick postgraduate social events Add
- Caulfield postgraduate social events Add
- Parkville postgraduate seminars Add
- Law Chambers postgraduate social events Add
- Clayton postgraduate social events Add
- MMC postgraduate social events Add
- AMREP postgraduate social events Add
- Gippsland postgraduate seminars Add

Close Add all

18:30 - 12:00
MPA staff meeting

You can unsubscribe at any time by going to the 'settings' section of your personal calendar.