Syncing Your Starfish and Google Calendars
Important Note Before Beginning

Slides 3-12: Importing Google calendar items to your Starfish calendar

Slides 13-14: Exporting Starfish calendar items to your Google calendar
Important Note Before Beginning

Once your Google calendar and Starfish calendar are linked, your Starfish calendar will begin reading “busy times” from Google. Starfish will not allow you to add something – appointments, events, office hours - to your Starfish calendar if it conflicts with a “busy time.”

We recommend inputting your office hours in Starfish for the semester **first**, then linking your Google calendar.
How to Login to Starfish

- [Starfish Login Page](http://uri.edu/starfish) <<< Click here
- Use your eCampus username and Sakai password to log into Starfish
- You can find other resources and the link to the login page at [http://uri.edu/starfish](http://uri.edu/starfish)
Navigating to Your Calendar Settings

1. On the homepage, click the three-bar stack in the top left.
2. From this menu, click the white arrow to the right of your name.
3. Select “Email Notifications.”
Adjusting Your Calendar Settings

On that page, scroll down to find the check box telling Starfish to “Read busy times from my external Google Calendar”.

For this to work, you need to click the check box, and then copy and paste your secret google calendar link into the box.
Getting Your Secret Google Calendar Link

Open your Google Calendar in a new tab. In your Google Calendar, click on the menu to the right of the calendar you want to share.
Getting Your Secret Link

From that menu, select **Settings and Sharing**.
Getting Your Secret Link

Scroll down to the **Integrate Calendar** section and locate the **Secret address in iCal format**. If the field does not display a URL, click **RESET** to generate one. Copy this link and head back to Starfish.
Wrapping Up

Paste the secret iCal link into the box, then click submit!
### The Results

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td>Item brought in from Google Calendar</td>
</tr>
<tr>
<td>11:00 am</td>
<td>PASS Coach Meeting (11:00 am)</td>
</tr>
<tr>
<td>12:30 pm</td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

- **Item brought in from Google Calendar**
- **Block of office hours created in Starfish**
Important Notes

For best results, remove and re-enter your secret iCal address in between semesters.

This helps prevent an issue that comes up periodically where Starfish stops syncing your calendar.
Exporting Starfish Items to Google Calendar

1. Navigate to the three-bar stack at the top-left of your Starfish homepage.
2. Select the white arrow to the right of your name and then click “email notifications.”
3. Check the box for each item you would like to export to your google calendar:
Exporting Starfish Items to Google Calendar

You will then be sent a google calendar event for each item that is scheduled on *a go-forward basis*.

Note that you must accept these invites or eventually google will send them to Spam and the sync will stop.

The only purpose of this sync feature is to export events to your google calendar, not to communicate with students. *If you are unable to attend a student meeting, you will need to cancel the appointment in your Starfish calendar for the student to be notified.*
Having a Starfish problem?

Send us an email at starfish@etal.uri.edu and we would be more than happy to help!