EAB | Student Success Collaborative™

Calendar Integration

Instructions on Setting up Calendar Syncing for SSC Campus

Functionality of Calendar Exchange in SSC Campus:

Advisors will schedule appointment directly in the platform, so it is beneficial to sync their professional appointments with SSC Campus. This ensures that their SSC Campus calendar will be blocked as "busy" when they have personal appointments. Similarly, their SSC Campus appointments will show as busy within their email client.

Initial Setup and Testing:

1 Introduction
SSC Campus supports Gmail. To configure Gmail calendar integration, the end users will need to manually set up their accounts through the SSC Campus platform using the following steps.

2 User Login and Navigation
- Have the user login to their SSC Campus account.
- From there, click on the calendar icon on the left side bar.
- On the calendar page, navigate to the 'Subscriptions' tab located under the 'My Calendar' title.
- Click on 'Setup Calendar Integration'
- On the next page, click on the 'Google Integration' tab.
- Finally, click on the 'Click here to set up Google Calendar Integration' link.
- Now you are ready to connect your calendar for syncing in phase 3 below.

3 Creating a 'Two-Way' Sync and 'Free-Busy' Sync
You can now sync your calendar by clicking the 'Connect with Google' button.
- You will be prompted to complete the sync from your Gmail account confirming your request to sync.
- Click 'Allow'
- You will then be relocated back to SSC Campus
- Click on the drop down for 'Calendar for Two-Way Sync' and select your Gmail address.
- Click on the drop down for 'Calendars for Free-Busy Sync' and select your Gmail address.
- Finally, Click the 'Save and Update' button

4 User Configuration and Testing
This should complete your calendar sync. Please log into Gmail to view your calendar and compare it against the calendar within SSC Campus. You can reach out to your Business Analyst for any technical questions. You can also reach out to your Dedicated Consultant for management and use of the calendar from a functional aspect.

Two-Way Sync and Busy-Free:

- The Two-Way Sync will enable that any agenda item created from the platform will sync back to your Google Calendar.

- The Busy-Free will bring in existing appointments and show your availabilities to anyone with access to your calendar for scheduling. All existing events and events that are created from Google Calendar will be shown as 'Busy.'