**TASBO Master Calendar 21-22**

**Importing an Excel to a Google Calendar**

**Customize the Excel file – TASBO has created the Excel file template with the data fields highlighted below:**

1. Review and edit YOUR Master Schedule template as appropriate

* Subject\* – This is what your appointment will appear as on your Outlook calendar. A department has been substituted for Subject in the TASBO template.
* Location – This is the location of the appointment. Default is “Office” – can be edited
* Start Time – preset to 7:30 am to 8:00 am before your workday appointments typically begin (can be changed)
* Start Date\* - Dates must be in the MM/DD/YYY format
* End Time
* End Date\*
* All Day Event\* - This field must be a “TRUE” or “FALSE” response – by default all have been set to FALSE
* Reminder On/Off – This is a yes or no answer.
* Reminder Date
* Reminder Time
* Categories – This is the appointment category.
* Description – Details of the task or report due
* Private – This is a Yes/No flag to determine if anyone else can see this event.
* Sensitivity

\*Required fields

1. Filter the Excel file as needed to include or exclude specific subjects (departments). For example, a PEIMS department staff member may choose to filter and use only the PEIMS category. However, a CFO or Business Manager in a small district may choose to keep all departments for oversight.
   1. Two step process:
      1. Set the Excel filter function, check off all items that you don’t need and delete them
      2. Turn off the filter function and you should have the items that you want to import and save the updated file.
2. Save the final Excel file as a CSV Comma Delimited file (.csv extension)

**Import the CSV file**

1. Click the gear icon in the top right and choose **Settings**
2. On the left side, click on **Import & Export**
3. Click **Select file from your computer** and select the “Master Calendar 21-22 Goggle Import” or appropriate file name if you renamed a filtered copy of the Master Calendar
4. Click **Add to Calendar** drop-down and select the calendar you’d like to import the events to
5. Click **Import**
6. You should receive a message such as “Imported 48 out of 48 events”. Click **OK**
7. Search for some of the Master Schedule deadlines to ensure that the import was successful