

The MPA guide to Google Apps calendars

Adding postgraduate calendar feeds

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

OR

self-select calendars from our website (ideal for postgrads 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”.



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

News and events home

- Events and promotions
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- Booking systems
- Monash news feeds
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- TeamMONASH Events
- My polls

my.monash > News and events

News and events

Events and promotions

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

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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 postgraduate 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 postgrads 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 postgrad. 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 MPA website.

Postgrads 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 MPA homepage.

Firstly ensure you are logged out of any private gmail account 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 MPA homepage and click on the google+ icon at the bottom of the “What’s on” calendar in the right hand column.

Click on the Google+ icon

Then simply add the calendars you want to subscribe to.

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