




Link Google Calendar with FACTS SIS



Step 1: Add the Google API key

To integrate Google Calendar with FACTS SIS, generate and add a Google API Key from the Google Cloud Platform. Enable the Google Calendar API and create a project, initially named automatically (e.g., "My First Project") that you may rename. The Save button in FACTS SIS becomes active only after entering at least one Google Calendar group.

1. From the [Google Cloud Platform console](#) , search *calendar api*.
2. Click **Google Calendar API** in the search results.
3. Click **Enable**.
4. Click the Menu icon , then select **APIs & Services**.
5. Select **Credentials**.
6. Click **Select a project**, and select a project name.
OR
Click **NEW PROJECT**, then click **CREATE**.
7. Click **CREATE CREDENTIALS**, then click **API key**.
8. Copy the API key.
9. From FACTS SIS, click the Menu icon .
10. Click **System**, then click **Configuration**.
11. Click **Google Calendar**.
12. Paste the API key in the **Google API Key** field.

Step 2: Add Google Calendar groups

Now that you have created an API key, link Google Calendar groups to ensure events from your school's calendar display in FACTS SIS and Family Portal.

1. In your school's Google Calendar, move your mouse cursor over a calendar group.
2. Click the Vertical Ellipsis icon , then click **Settings and sharing**.
3. Ensure **Make available to public** is selected.
4. Scroll down to **Integrate calendar** and copy the Calendar ID email address.
5. From FACTS SIS, click the Menu icon .
6. Click **System**, then select **Configuration**.
7. Click **Google Calendar**.
8. Paste the Calendar ID in **Calendar Group ID**.
9. Click **Save**.
10. Click **Add Calendar Group** and repeat the process for all desired Google Calendar groups.