

Banner Web



COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Upload your class schedule into Google Calendar

Purpose: To make your class schedule appear on your Google Calendar

Instructions:


Step 1: Login to [Banner](#).

Step 2: Click the box for the Registration Site.

Step 3: Click the link Register for Classes.

Step 4. On the next page, click the tab for “Schedule and Options”

On the top-right of the Summary block, click on the  icon →

Step 5. Follow the prompts to send an email to yourself with  the calendar file.

Step 6. Open your email inbox to find an email with the calendar file attached.

The subject line will be in the format “Spring 2020 – john.doe@covenant.edu”

Step 7. Click the [Download](#) line to save the file to your device.

Step 8. Open your google calendar.

Step 9. Where it says Other Calendars, click the + symbol to add a calendar.

Step 10. Click “Import”

Step 11. Follow the prompts to select the file you just downloaded. Then upload it.

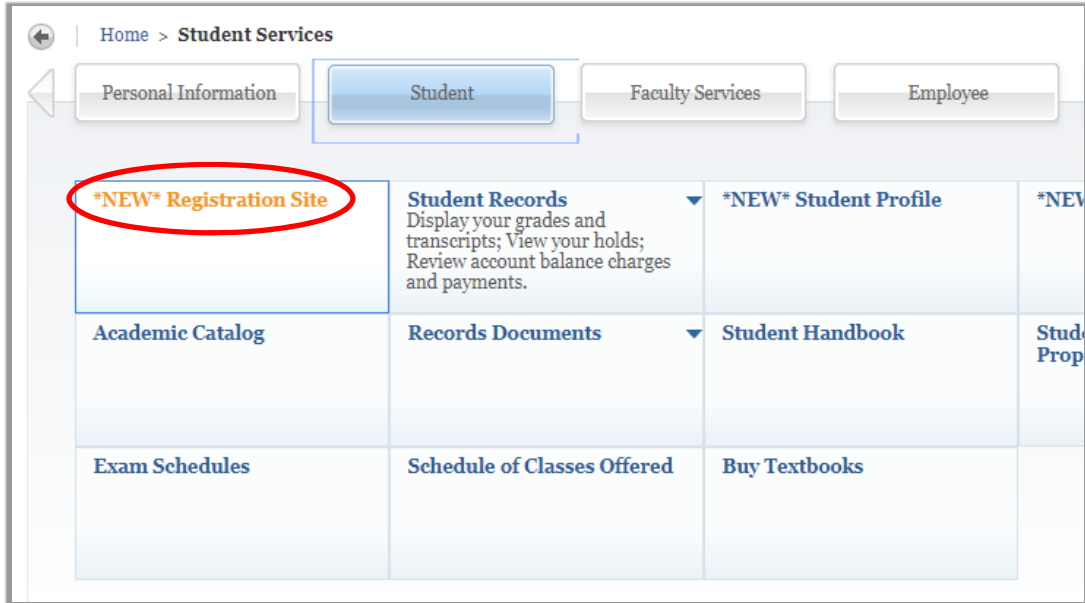
Step 12. Then view your calendar. The courses you are registered for will appear.*

*Note: If you add or drop classes to change your schedule, then you need to repeat this process to upload a current schedule. Google calendar will not update automatically.

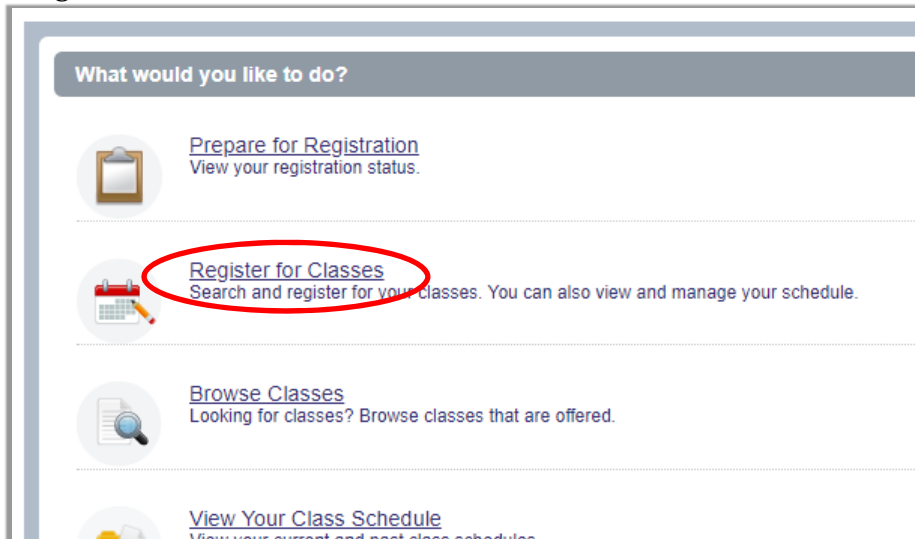
Instructions with screenshots:

Step 1: Login to [Banner](#).

Step 2: Click the box for the Registration Site.



Step 3: Click the link Register for Classes.





4. On the next page, click the tab for "Schedule and Options"

On the top-right of the Summary block, click on the



icon →

Find Classes Enter CRNs **Schedule and Options**

Summary  

Term: Spring 2020

Title	Hours	CRN	Grade Mode	Level	Study Path
▶ Concepts in Mathematics	3	5062	Standard Letter	Undergraduate	None
▶ Introduction to Musical...	3	5116	Standard Letter	Undergraduate	None
▶ Introduction to Philosop...	3	5242	Standard Letter	Undergraduate	None
▶ Old Testament Introduc...	3	5073	Standard Letter	Undergraduate	None


Records: 4



5. Follow the prompts to send an email to yourself with the calendar file.
6. Open your email inbox to find an email with the calendar file attached.

The subject line will be in the format "Spring 2020 – john.doe@covenant.edu"



Introduction to Musical Style	MUS 171 Z	3.0	5116	01/13/2020 - 05/09/2020 Tuesday, Thursday 13:00 - 14:15 Finch, Scott (Scott Matthew)
Introduction to Philosophy	PHI 101 1	3.0	5242	01/13/2020 - 05/09/2020 Monday, Wednesday, Friday 11:45 - 12:35 Wingard, John (John Calvin)

Total Hours | Registered: 12 | Billing: 12 | CEU: 0

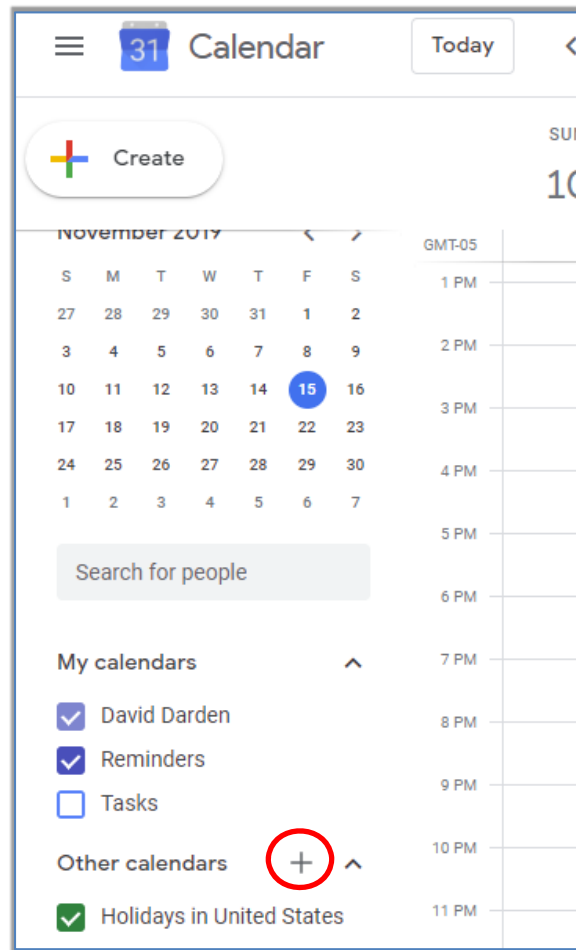
 [Spring 2020.ics](#) [Download](#)

 Reply  Forward

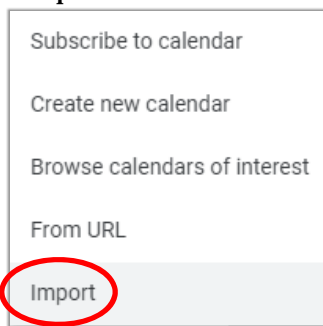
<https://mail.google.com/mail/u/0?ui=2&ik=53770ebd97...>

 Spring 2020 (1).ics [Show all](#) 

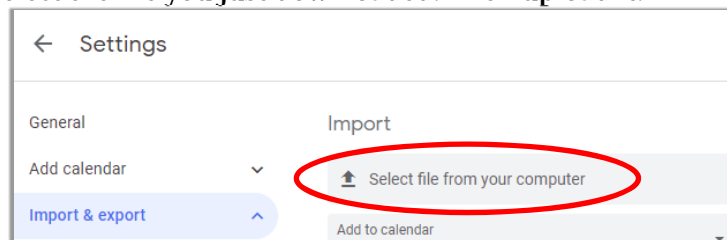
7. Click the [Download](#) line to save the file to your device.
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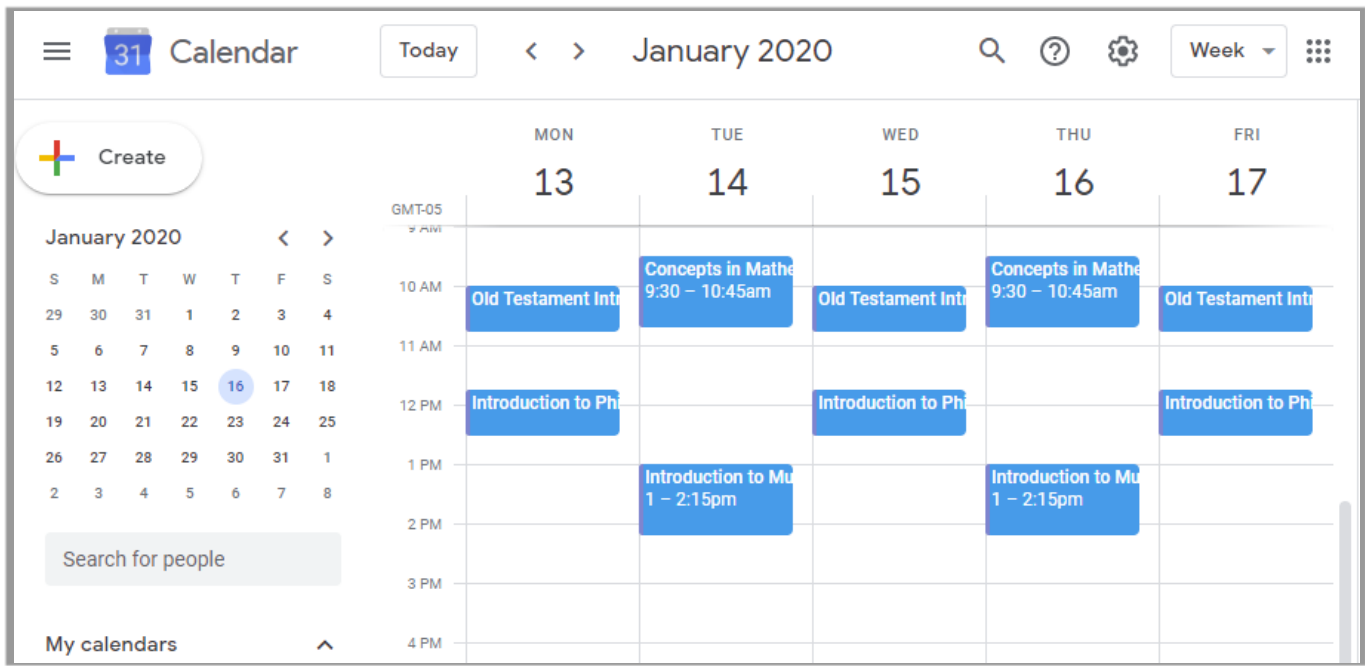
10. Click “Import”



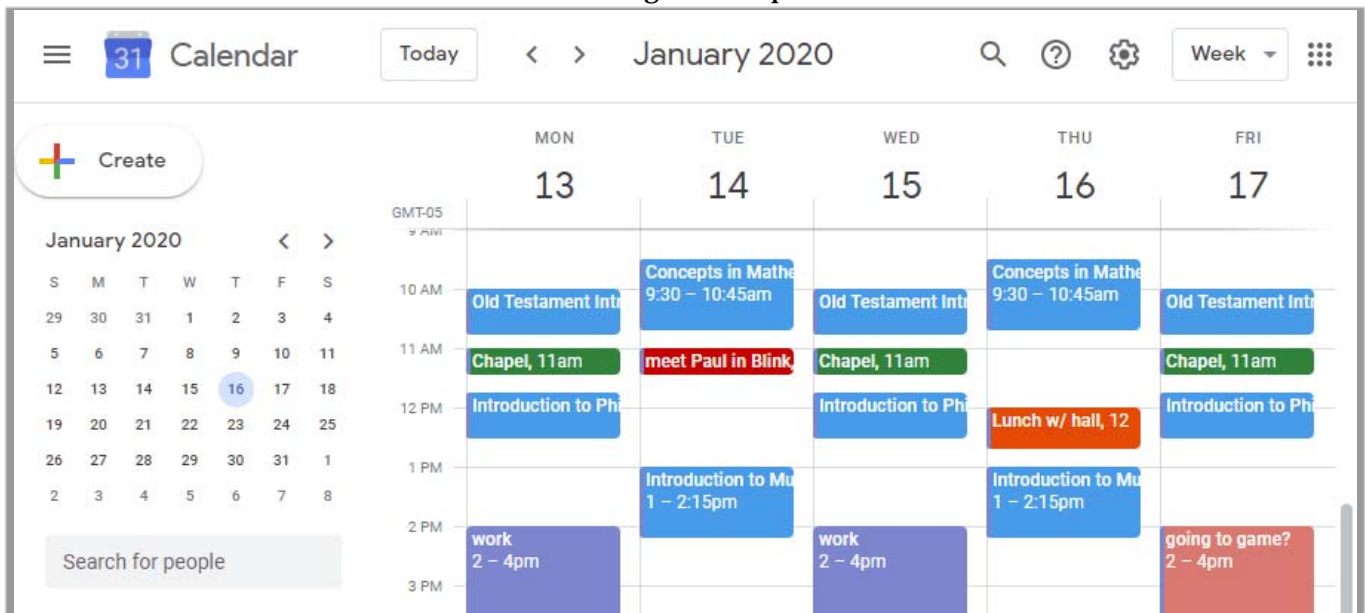
11. Follow the prompts to select the file you just downloaded. Then upload it.



12. Then view your calendar. The courses you are registered for will appear.*



13. You can then add other calendar items that might be helpful.



*Note: If you add or drop classes to change your schedule, then you need to repeat this process to upload a current schedule. Google calendar will not update automatically.

If you have already loaded your class schedule onto your Google Calendar and want to replace it with an updated schedule, follow these steps.

- On your Google Calendar, locate one of the class meetings. Left-Click on it one time.
- Click the trash can icon to delete the event.
- When it says "Delete Recurrent Event" click the button for "This and following events."
- Click OK.

- Follow these steps for each class until all classes have been removed.
- Then follow the instructions to load the file with your updated class schedule.