



Viewbank College Intranet

ClassSync Setup

1. Open this link

[Manage Calendars](#)

2. If you see this, click it

It appears you have not yet enabled private schedules.

[Click here to enable your private schedule access.](#)

3. Scroll down and copy this link:

Your private schedule address is below:

<https://viewbank-vic.compass.education/download/sharedCalendar.aspx?uid:#####&key:#####.ics>

4. Put the link into the section and submit