

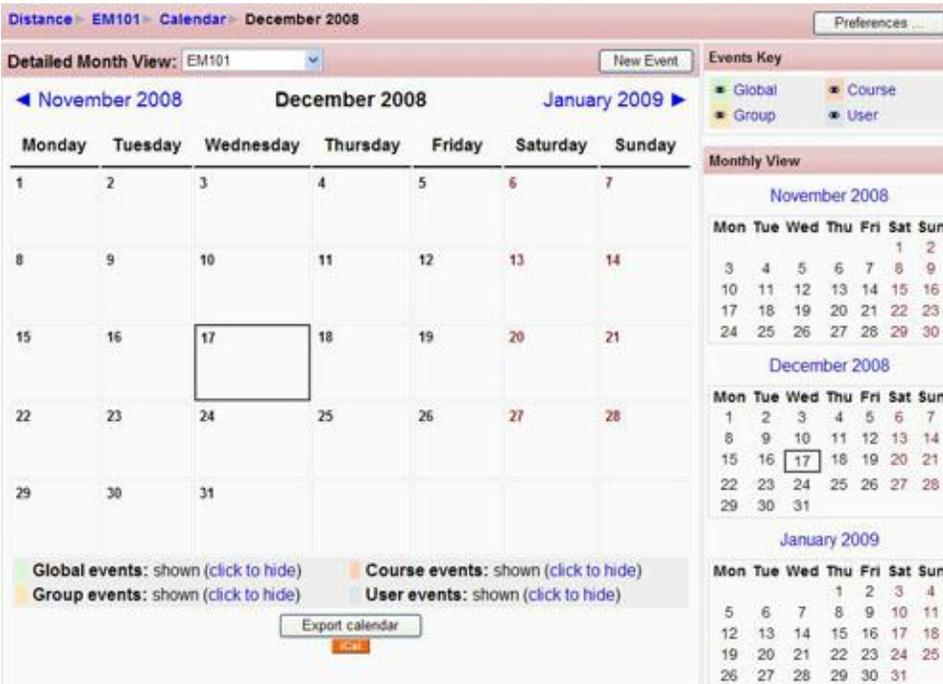
Moodle Calendar

The Calendar allows instructors to post due dates for assignments and other activities as helpful reminders for their students, and also allows students to post private deadline reminders, events notices, etc. (**meaning that only the posting student can see their own reminders**). To use the calendar tool:

Click on the Month at the top of the calendar tool to go to the editable version of the calendar.



Click on the **New Event** button (at the top, right of the Month screen).



Give your event a name, and type a description of it if needed.

New Event (User event)

Name:

Description: Verdana 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Path:

Date: 28 August 2008 Time 00 00

Duration: Without duration
 Until 28 August 2008 Time 00 00
 Duration in minutes

Repeats: No repeats
 Repeat weekly, creating altogether events

In the **Date** section, choose the date on which the event will take place.

In the **Duration** section, choose how long the event will take place (for example, if your event starts on July 30th, and is a two-day workshop, your duration would be until July 31st.)

In the **Repeats** section, you can choose to repeat your event weekly. For example if you have a weekly quiz, you could post one reminder and set it to appear at the same time on the same day every week.

When finished, click on the **Save changes** button. Your new entry will now appear in your calendar.

There are 4 categories of calendar events that you may encounter in your Moodle course(s).

Site event: an event posted by a Moodle course administrator that is visible in all Moodle courses. This may be used to inform all Moodle users about a maintenance issue, or a power outage.

Course event: an event posted by an instructor. It generally something specific to the course (for example, an assignment deadline) and is visible to all students in that course.

Group event: an event posted by an instructor that is only visible to the members of one group in a specific course.

User event: an event that can be posted by a student and that is visible **only** to the student who posted the event. Think of it as a personal reminder...

Distance > EM101 > Calendar > December 2008

Detailed Month View: EM101

Events Key

- Global
- Course
- Group
- User

Monthly View

November 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2009

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Global events: shown (click to hide) Course events: shown (click to hide)
Group events: shown (click to hide) User events: shown (click to hide)

Export calendar