
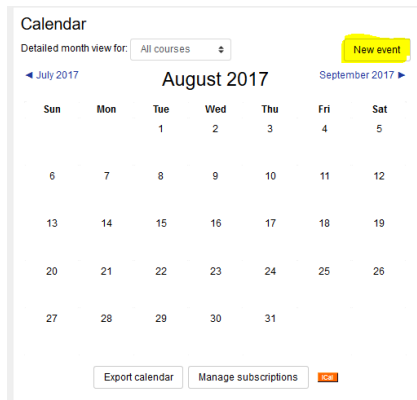


Moodle Calendar

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, follow these steps.

1. Click on the **Navigation Drawer** button,  located at the top left of your screen. The Navigation Drawer button acts like a toggle switch that opens and closes a left menu bar. When it is toggled to the open position, you will see a screen like the one in the image at the right.
2. Scroll down the menu until you see **“Calendar”** and click on it (outlined in red in the image at the right).
3. When the Calendar appears, click on the **“New Event”** button (highlighted in yellow) to go to the editable version of the calendar.



4. Enter an **event title and description** in the top two boxes.
5. Set the **date and time** of your event.
6. You can also set the **duration** or make the event a **“repeated” event**.
7. **Save** the changes.

