Calendar

The *Calendar* block helps instructors stay organized, and helps learners manage their time. It displays the following events:

- Site (event created by admin users - viewable in all courses)
- Course (event created by instructors - viewable only to course members)
- Group (event created by instructors - viewable only by members of a group)
- User (personal event a user can create - viewable only by the user)

Note: Adding closing dates to *Assignments*, *Forums*, *Quizzes*, etc. will cause them to display in the *Calenda*r block.
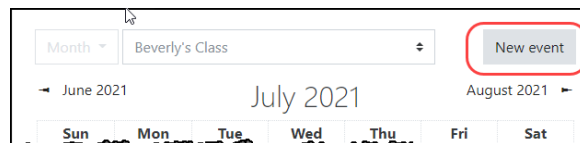
Adding an Event to a Calendar

1. On the *Calendar* block, click on the *month* name.

The *Calendar* editing page appears.

2. Click on the *New Event* button.

The *New Event* editing page appears.

3. Type an event title in the *event title* box, and select the date and time.

4. Leave the default type of event set to *Course* (so that learners can see it).

5. Click on the *Show more* option to open additional settings.

6. Type a description in the *Description* text box.

7. If necessary, set a *Duration* or an end date and time.

8. If the event will be repeated over days or weeks, set this in the *Repeat this event* checkbox option.

9. Click on the *Save* button.

10. Return to the *course homepage* by clicking on the course *Breadcrumb* link.

11. The *event* appears on the *Calendar* block. Rolling over the day on the *Calendar* reveals the *event title*.