

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 *Calendar* block.

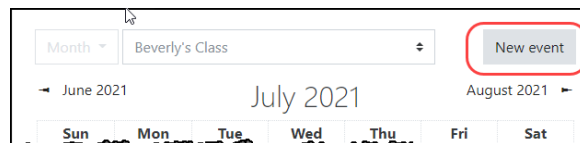
Adding an Event to a Calendar

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.

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

New event

Event title: Lunch and Learn

Date: 23 July 2021 13:44

Type of event: Course (keep at Course level)

Course: Beverly's Class

Description: Please join us in the lunch room to hear our guest talk about job opportunities in the community.

Duration: Without duration (selected)

Repeat weekly, creating altogether: 1

There are required fields in this form marked with a red dot.

Save

- Click on the *Save* button.

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

Dashboard / My courses / **Beverly's Class** / July 2021

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

