

Managing the Calendar

The calendar is an organizer that can be used on your course. The course calendar links directly to the **Upcoming events** block. It is important to understand the procedures of managing a calendar in your course. Items for consideration are adding, hiding, showing, and moving the calendar block itself. Elements also to be considered are the events key, adding a new event, editing events, deleting events, and moving events.

Calendar Exemplar

Below is a calendar from a LINC 3 sample course. It appears on the right side of that course page. You can change the vertical position of the calendar on your course. This example calendar includes events, events with repetition and events for the three restriction levels (**Site**, **User**, **Course**, and **Group**). Please note that instructors cannot add **Site** events at this time.

Calendar

February 2020

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	

- Hide global events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

- There is a **User event** on Thursday, February the 12th. This is to remember to get her car tires changed.
- There is a **repeating Course event** on February 20th and 27th, which is a reminder of the weekly grammar quiz.
- There is also a **Site event** on Saturday. This is a Celebration of the leap year. (this school has Saturday classes).
- The **Events key** at the bottom of the calendar indicates the type of event.
- If you hover your mouse over an event on the calendar, more detailed information about the event will pop out for you to see.

The Calendar and Your Course

All Avenue courses arrive with a **calendar**. If your course calendar has been deleted, it is easy to replace it.

Adding a Calendar to your Course

1. On your course, click the **Turn editing on** button.

[Turn editing on](#)

2. Scroll to the bottom of the **Navigation drawer** until you see the **Add a block** link.

3. The **Add a block** menu appears, click on the **Calendar** option.

[+ Add a block](#)

The page reloads and the new **Calendar** block appears. You may want to use the **Move** icon to change the position of the block on the course page.

4. When this is finished, click on the **Turn editing off** button.

[Turn editing off](#)

Parts of a Calendar Block

The diagram illustrates the components of a Calendar block. At the top, the title "Calendar" is shown. Below it, the "active month" is "June 2021". Navigation arrows for "previous month" and "next month" are located on either side of the month title. The calendar grid shows days of the week (Sun to Sat) and dates. Annotations highlight "weekends muted" (Sundays and Saturdays) and "coloured days are events and are hyperlinks to event description" (days with colored backgrounds). Below the calendar grid, a list of "event type colour codes" is provided, each with a colored eye icon and a label: "Hide site events" (green), "Hide category events" (purple), "Hide course events" (orange), "Hide group events" (yellow), "Hide user events" (blue), and "Hide other events" (grey). A "show and hide events" button is located to the left of this list.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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			

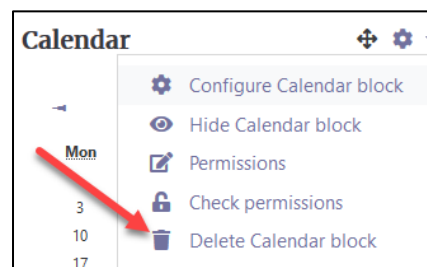
- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Hide other events

Deleting a Calendar Block from Your Course

1. On your course, click the **Turn editing on** button.
2. Look for the **Calendar** block.

Turn editing on

3. Click on the **Calendar's Actions menu** icon.
4. Click on the **Delete Calendar block** link.
5. Click the **Yes** button if you are sure.



6. The **Calendar** is gone but your entries are still active and will display in the **Upcoming events** block.

Confirm

Are you sure that you want to delete this block titled Calendar?

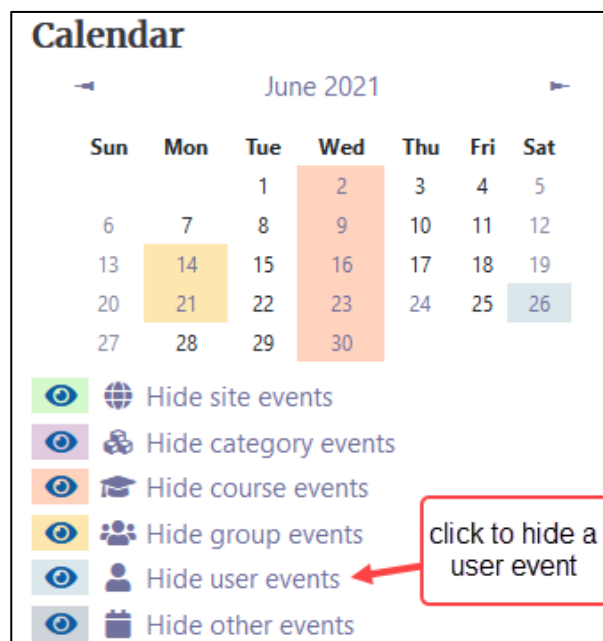
Yes

No

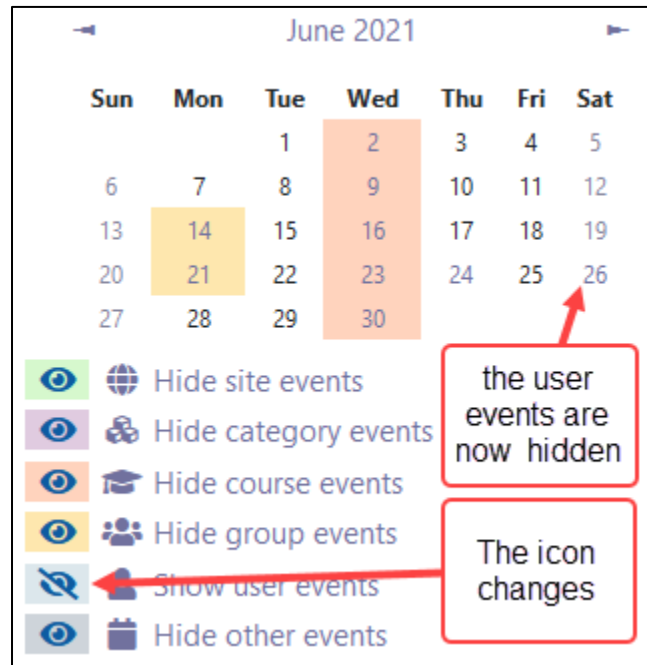
Showing and Hiding Calendar Events

A calendar event type may not be wanted on your calendar. There is a quick way that users can hide event types. Note: This example shows how to show/hide site events. The process is the same for other items in the **Events** key.

1. Click on the **Hide user events** icon below the calendar.



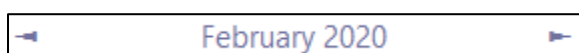
2. **Site events** are now hidden, and in the **Events Key**, the icon is stroked out and now reads **Show user events**.



3. Click on **Show user events** and all of the **user events** are again displayed on the calendar.

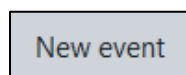
Adding an Event to Your Calendar

1. There is no need to turn editing on.
2. Click on the **Month/Year** at the top of the calendar.



The **Calendar** management page appears.

3. Click on **New Event** button.



4. Click on the **Show more...** link near the bottom.

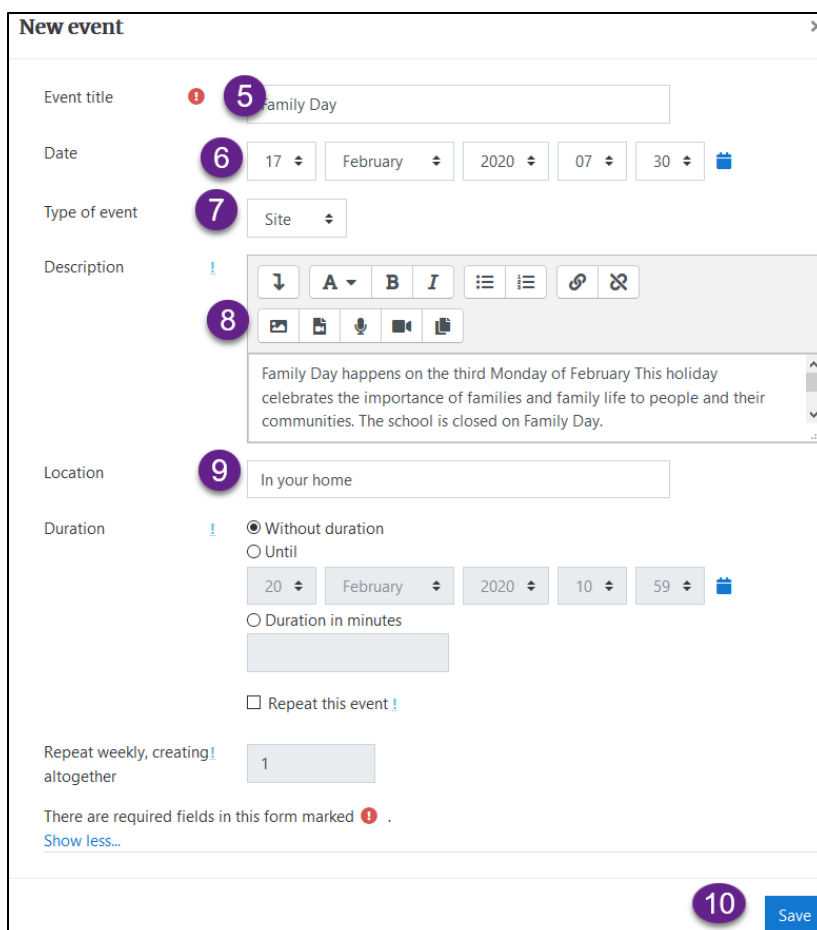
- The **New Event** pop-up has 10 fields. The only mandatory field is the **Event title**.

5. Type an **Event title**.
6. Choose a **Date** and **time**.
7. Choose **Type of event**.
Note: at this time, teachers cannot create **Site** events.

8. Type a **Description**.

9. Type a **Location**.

10. Click the **Save** button.



The screenshot shows the 'New event' form with the following fields and callouts:

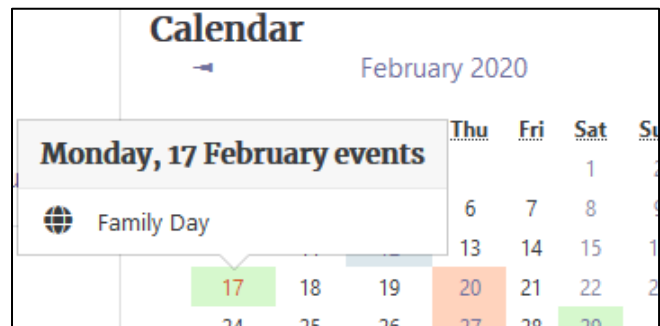
- 1**: Event title (Family Day)
- 2**: Date (17 February 2020 07:30)
- 3**: Type of event (Site)
- 4**: Description (Family Day happens on the third Monday of February This holiday celebrates the importance of families and family life to people and their communities. The school is closed on Family Day.)
- 5**: Location (In your home)
- 6**: Duration (Without duration)
- 7**: Repeat this event (1)
- 8**: Save button

11. The event appears in the **Calendar** management page.

12. Return to the course main page, click on the **course name** in the breadcrumb links.

13. On the course **Calendar** block hover your mouse over the **event** you just created. In this example it is the **17th of February 2020**.

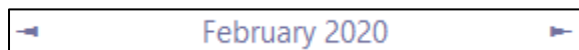
Note: The **Event title** appears beside the **Event type** icon. In this case, it is a **site event**.



Adding an Event to Your Calendar with Duration

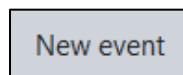
At times, you may need to schedule a long class or a multi-day event. You can set time or date duration on the calendar.

1. There is no need to turn editing on.
2. Click on the **Month/Year** at the top of the calendar.



The **Calendar** management page appears.

3. Click on **New Event** button.



4. Click on the **Show more...** link.

5. Type an **Event title**.



6. Choose a start **Date** and **time**.

24 ▾	February ▾	2020 ▾	08 ▾	00 ▾
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7. Choose **Type of event**.

Course ▾

8. Ensure the correct **Course name** is selected.

Ms. Beverly's LINC 3

9. If you want to change the course name, click on the Available course names will appear.

Search ▾

Search box.

10. Type a **Description**.

↓	A ▾	B	I	☰	☷	🔗	🔗
🖼️	📄	🎤	🎥	📋			
We will visit Melville City Hall in the morning. The Mayor will talk about his job and how it is important. After we will go to <u>Mellies Cafe</u> for lunch.							

11. Type a **Location**.

Melville City Hall, 33 Broad Street

12. Set the **Duration** to **Until**,

<input type="radio"/> Without duration
<input checked="" type="radio"/> Until

13. Set the event finishing time using the drop-down fields.

24 ▾	February ▾	2020 ▾	13 ▾	30 ▾
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14. In the **Duration** section, you can also set the duration to a number of minutes.

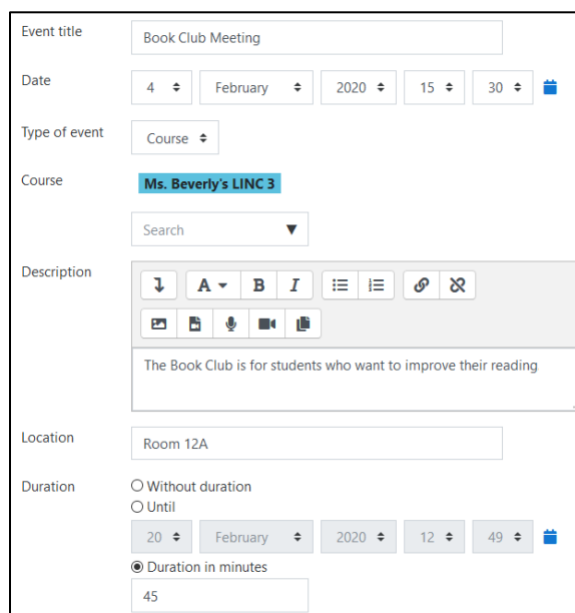
- Note the time is in 24-hour format.

15. Click on the **Duration in minutes** radio button if you like and add the number of minutes.
16. Click on the **Save** button.

Adding an Event to Your Calendar with Repeats

At times, you may need to schedule a repeated weekly event such as a quiz or a computer lab session. You can set this repetition on the calendar quickly.

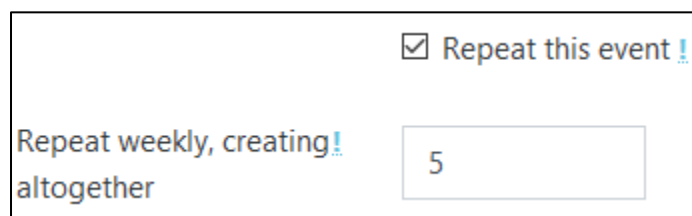
1. Click on the **Month/Year** at the top of the calendar.
2. Click on **New Event** button.
3. Click on the **Show more...** link.
4. Type an **Event title**.
5. Choose a start **Date** and **time**.
6. Enter a **Location**.
7. Set the **Duration** to 45 minutes.



The screenshot shows a form for adding a new event. The fields are as follows:

- Event title:** Book Club Meeting
- Date:** 4 February 2020 15:30
- Type of event:** Course
- Course:** Ms. Beverly's LINC 3
- Description:** The Book Club is for students who want to improve their reading
- Location:** Room 12A
- Duration:** ☐ Without duration, ☐ Until, ☒ Duration in minutes (45)

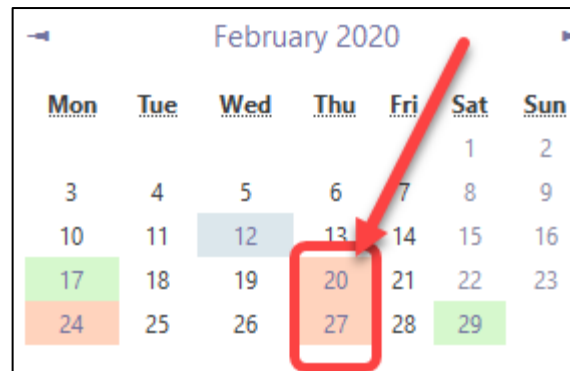
8. Check the **Repeat this event** check box.
9. Enter a number in the **Repeat weekly, creating altogether**.



The screenshot shows the repeat settings section of the event form. It includes a checked checkbox labeled "Repeat this event !" and a text input field with the value "5".

10. Click on the **Save** button.

11. In the **Calendar**, this event appears as consecutive, weekly events.















Adding Groups to the Calendar

While facilitating online courses, it may be important to set different events for groups in the class. For example online meetings, practice presentations or something more specific such as a group debate.

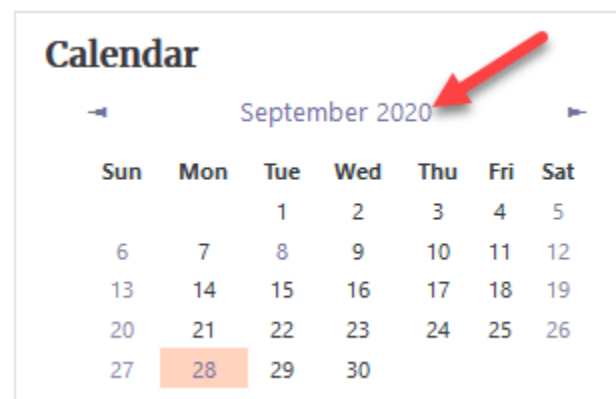
Groups events can only be viewed by the instructor and the group members.

Note: Ensure that learners are members of **groups** in your course.


	Ahmed Ali	ahmedali@fakemail.ca	Student 	Group B 
	Lee Chan	leechan@fakemail.ca	Student 	Group B 
	Maria Gupte	mariagupte@fakemail.ca	Student 	Group B 
	Eduardo Garcia	eduardogarcia@fakemail.ca	Student 	Group A 

1. Locate the **Calendar block** on your course.

2. Click on the **month and year** link.



3. Click on the **New event** button.
Note: The New event pop up appears.



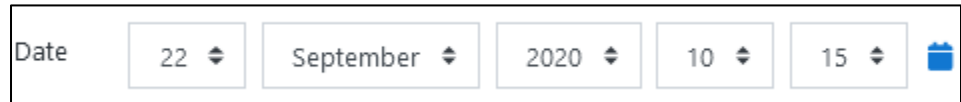
4. Click on the **Show more...** link.

5. Type an **Event title**.



Event title Group A Presentation

6. Choose a start **Date** and time.



Date 22 September 2020 10 15

7. Set the **Type of event** to **Group**.



Type of event Group

8. The **Course** should display the current course title.



Course x Ms. Beverly's LINC 3

9. There is a **Search** drop-down menu available under the current class, if you want to add group events to another course.

10. Choose a class group using the **Group** drop-down.



Group Group A

11. If you want to an event **Location**, type it in the text box.



Location Class BigBlueButton

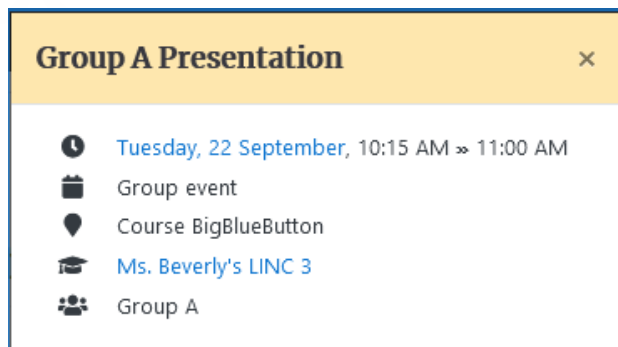
12. Set the **Duration** time in minutes.

13. Click on the **Save** button.

14. **Note:** The **Group** event appears on the calendar.



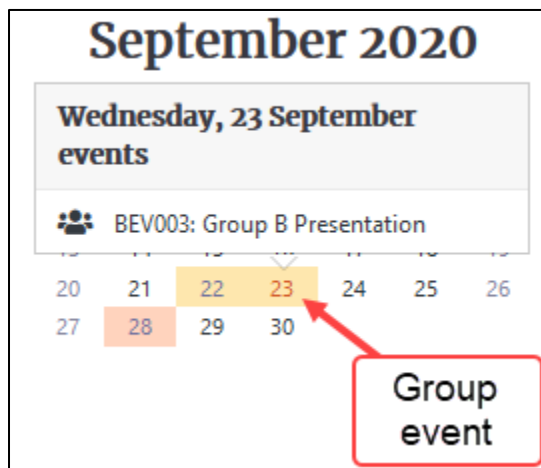
15. If a course participant clicks on the **calendar event**, it appears in a pop up.



16. Repeat steps 1 to 13 in this section for **Group B**. Group B will run their presentation on September 23rd at 10:15 a.m.

17. The result is similar to **Group A**. On the Avenue **Calendar**, the event appears in a similar colour (mustard).

18. If the event is rolled over by a mouse, the pop-up displays details.



Calendar Management Help Links

[Moodle Documents: Calendar Block](https://docs.moodle.org/39/en/Calendar_block)

<https://docs.moodle.org/39/en/Calendar_block>

[Moodle Documents: Using the Calendar](https://docs.moodle.org/39/en/Using_the_Calendar)

<https://docs.moodle.org/39/en/Using_the_Calendar>