

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 (**Global**, **User** and **Course**). The **Category** and **Group** events are not covered here; you can find more information about Groups in the Stage 3 resources.

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 **Global 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 on** button.

Turn editing off

Parts of a Calendar Block

The diagram shows a calendar for February 2020 with the following callouts:

- Active month:** Points to the title 'February 2020'.
- Previous month:** Points to the left navigation arrow.
- Next month:** Points to the right navigation arrow.
- Weekends are muted:** Points to the muted days (Sundays 1, 2, 8, 9, 15, 16).
- Coloured days have events & are hyper-links to event descriptions:** Points to the highlighted days (Wednesday 12, Thursday 20, Saturday 29).
- Show and Hide events:** Points to the list of event categories with toggle icons:
 - Hide global events (Globe icon)
 - Hide category events (Category icon)
 - Hide course events (Building icon)
 - Hide group events (Group icon)
 - Hide user events (User icon)

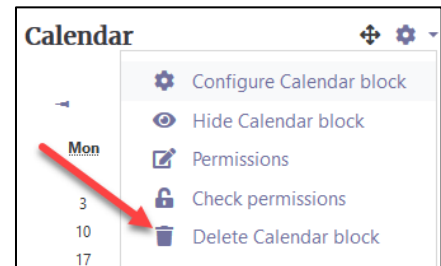
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Deleting a Calendar Block from Your Course

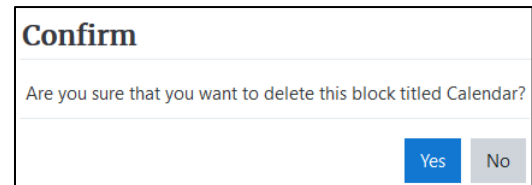
1. On your course, click the **Turn editing on** button.
2. Look for the **Calendar** block.

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.

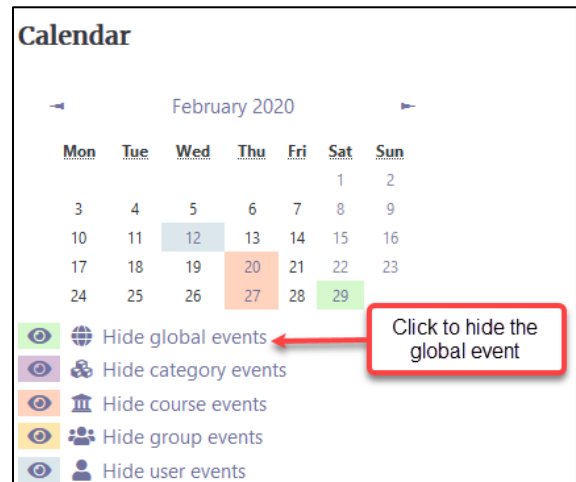


6. The **Calendar** is gone but your entries are still active and will display in the **Upcoming events** block.

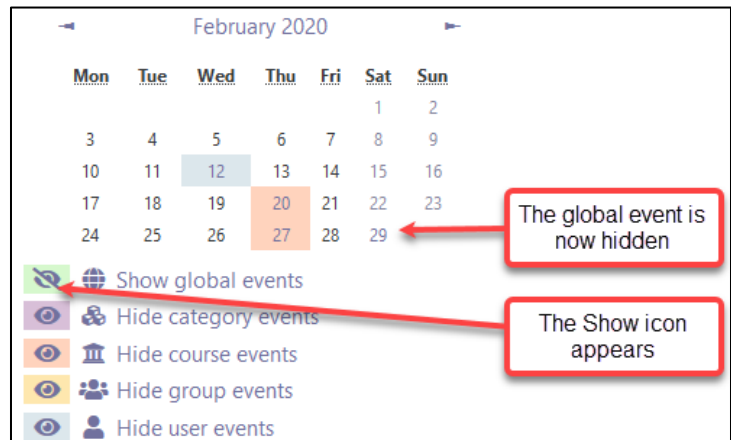
Showing and Hiding Calendar Events

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 global events. The process is the same for other items in the **Events key**.

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



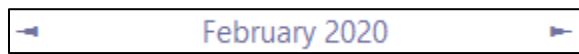
2. **Global events** are now hidden, and in the **Events Key**, the icon is stroked out and now reads **Show global events**.



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

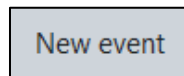
Adding an Event to Your Calendar

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.

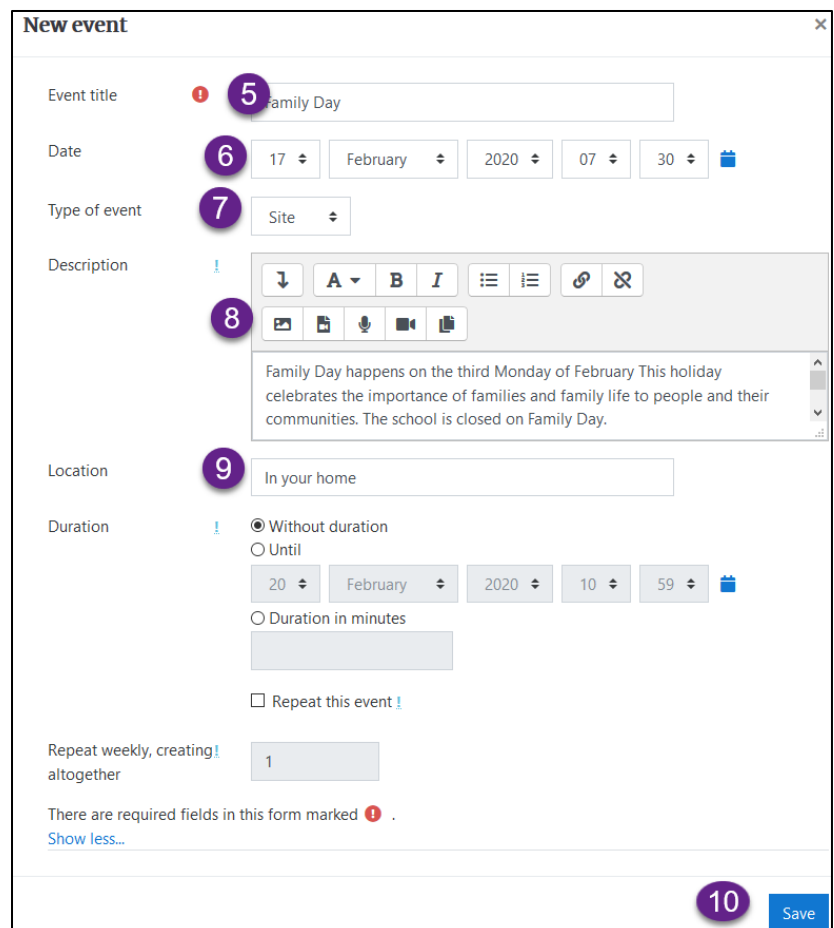
3. Click on **New Event** button.



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**.
8. Type a **Description**.
9. Type a **Location**.
10. Click the **Save** button.



New event

Event title ! **5** Family Day

Date **6** 17 February 2020 07 30

Type of event **7** Site

Description ! **8**
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.

Location **9** In your home

Duration ! Without duration
 Until 20 February 2020 10 59
 Duration in minutes

Repeat this event !

Repeat weekly, creating ! altogether 1

There are required fields in this form marked !.
[Show less...](#)

10 Save

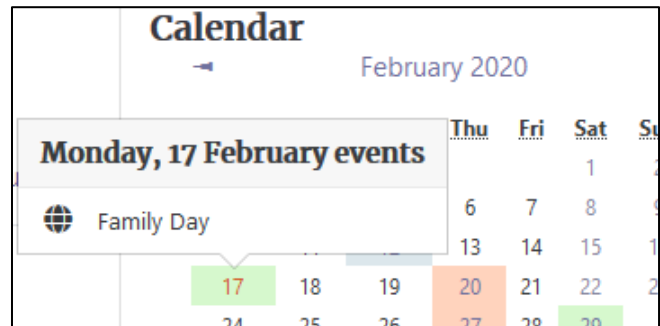
11. The event appears in the **Calendar** management page.

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**.



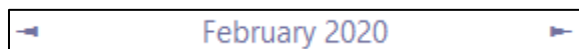
Note: The **Event title** appears beside the **Event type** icon. In this case, it is a **global event**.



Adding an Event to Your Calendar with Duration

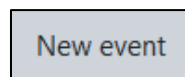
At times, you may need to schedule a long class or a multi-day event. You can set time or date duration on the calendar.

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



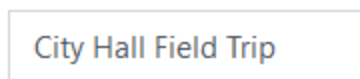
The **Calendar** management page appears.

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

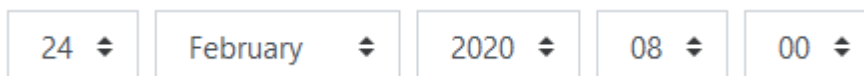


4. Click on the **Show more...** link.

5. Type an **Event title**.



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



7. Choose **Type of event**.

Course ▾

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

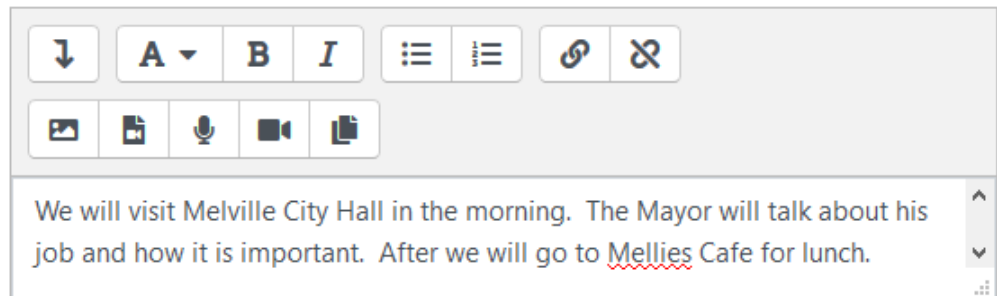
Ms. Beverly's LINC 3

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 rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, insert image, insert video, insert audio, insert document, and insert link. Below the toolbar is a text area containing the following text: "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 Mellies Cafe for lunch." The word "Mellies" is underlined with a red squiggly line.

11. Type a **Location**.

Melville City Hall, 33 Broad Street

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

Without duration
 Until

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



24 ▾ February ▾ 2020 ▾ 13 ▾ 30 ▾

14. In the **Duration** section, you can also set the duration to a number of minutes.

- Note the time is in 24-hour format.

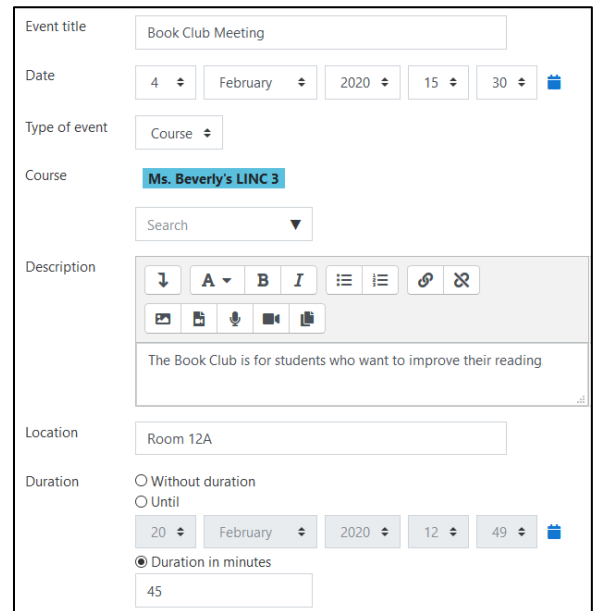
15. Click on the **Duration in minutes** radio button if you like and add the number of minutes.

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.

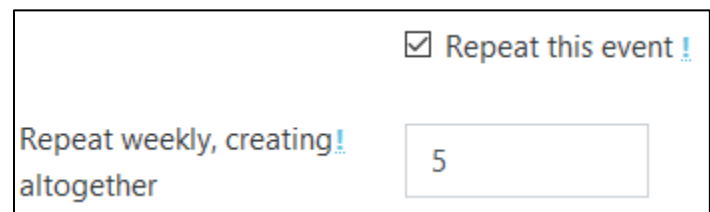
1. Click on the **Month/Year** at the top of the calendar.
2. Click on **New Event** button.
3. Click on the **Show more...** link.
4. Type an **Event title**.
5. Choose a start **Date** and **time**.
6. Enter a **Location**.
7. Set the **Duration** to 45 minutes.



The screenshot shows a form for creating 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**.

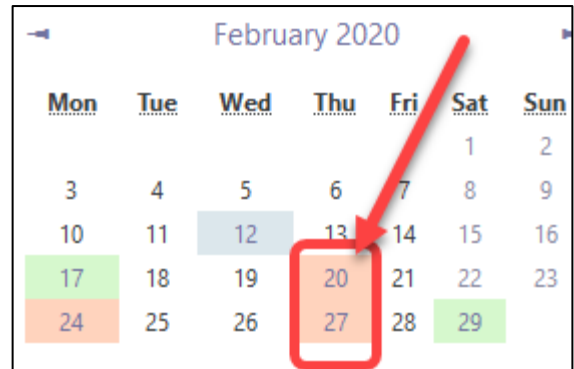


The screenshot shows the repeat settings section of the form:

- Repeat this event !
- Repeat weekly, creating altogether
- 5

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

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



Calendar Management Help Links

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