

Upcoming Events Block

The **Upcoming events block** displays future events in a summarized list. Events are generated directly from the calendar and/or activity due dates, providing a link to full details or directly to the activity. There are also links to **Go to calendar...** and **Add a New Event...**

Avenue users can set the number of upcoming events that appear in the block and the number of days to look ahead for events that may appear in the **Upcoming events block** through their **user profile**.

Exemplar

The image below shows the relationship between this block and the **Calendar** block.

Upcoming events

- User event → Car servicing - new tires
Tuesday, 3 March, 5:00 PM
- Repeating Course event → Reading Club Meeting
Thursday, 5 March, 4:19 AM » 4:59 AM
- Course event → City Hall Field Trip
Friday, 6 March, 8:20 AM
- Global event → Professional Development Day
Monday, 9 March, 4:20 AM
- Repeating Course event → Reading Club Meeting
Thursday, 12 March, 4:19 AM » 4:59 AM

[Go to calendar...](#)

Calendar


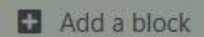
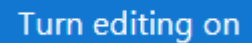
March 2020

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
30	31					

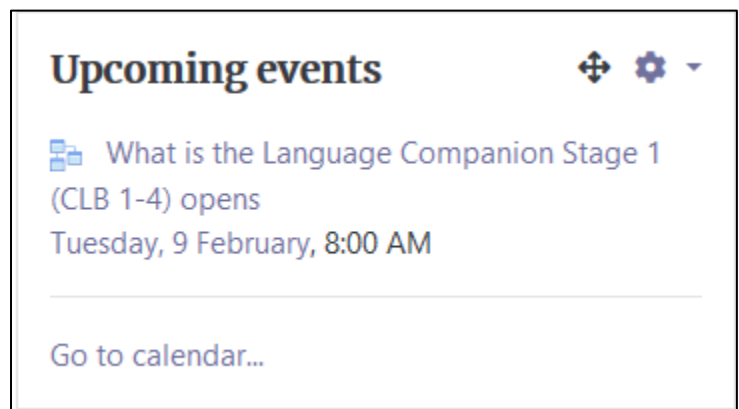
- Hide global events
- Hide category events
- Hide course events
- Hide group events
- Hide user events

Adding an Upcoming Events Block to a Course

1. On your course, click the **Turn editing on** button.
2. In the Navigation drawer, click on the **Add a block** link.
3. In the pop up, click on the **Upcoming events** option.




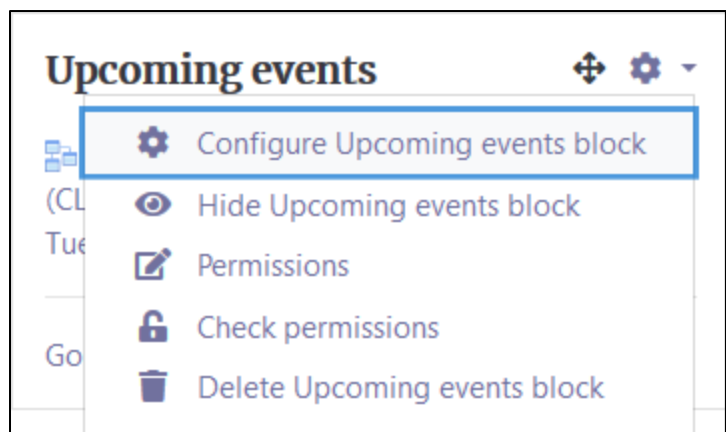
The new **Upcoming events** block appears in the right column.



Configuring the Upcoming Events block

The default setting places the **Upcoming events block** on any type of course main page. To place this block on all course pages:

1. Click on the **Actions menu** icon in the new block. 
2. Choose the **Configure Upcoming events block** option.



Note: The **Configuring an Upcoming events block** page appears.

3. Select **Any course page** in the **Display on page types** drop-down menu.
4. Select **Right** in the **Default region** drop-down menu. This is the default.
5. The block can be moved up and down the page using the **Default weight** setting; **-10** sets the default to the top of the column and **10** sets it at the bottom.
6. Click the **Save changes** button.

Note: To **move** the block to a more specific location, use drag and drop to override these settings.



Using the Upcoming Events block

The **Upcoming events block** displays a list of next important events in the course as designated by the instructor. To set the number of upcoming events to display follow the steps below. The number of upcoming events is determined by the number of **Maximum upcoming events** and the **Upcoming events look-ahead** settings.

Note: These settings only affect the **Upcoming events block** for the individual user who changes these settings. A teacher cannot set these for the whole class.

Note: The **Upcoming events block** appears similar to this on a course.

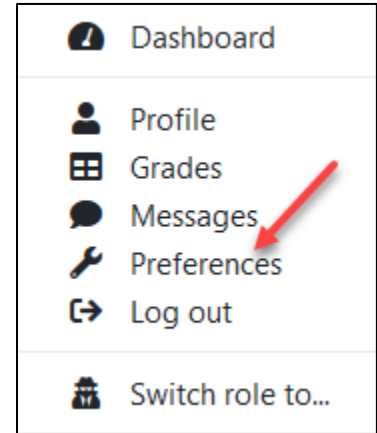
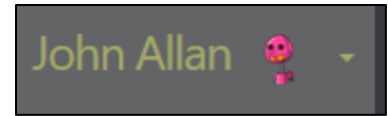
The screenshot shows the 'Upcoming events' block with the following content:

- Upcoming events** (with expand and settings icons)
- COVID at Home closes (Today, 2:13 PM)
- SAFSS (Tuesday, 26 January, 9:30 AM » 11:30 AM)
- COVID at Home should be completed (Thursday, 28 January, 2:13 PM)
- Finding a Place to Live Poll 1 should be completed (Monday, 8 February, 2:15 PM)
- Finding a Place to Live Blog should be completed (Wednesday, 10 February, 2:16 PM)
- Go to calendar...

Annotations on the right side of the screenshot:

- configure block**: points to the settings gear icon.
- 5 events**: points to the list of five events.
- different types of events**: points to the variety of event icons and titles.
- 20 days in the future**: points to the date of the last event (Wednesday, 10 February).
- jump to the Calendar**: points to the 'Go to calendar...' link.

1. In the **Avenue** banner, click on **Your Name**.
2. In the drop-down menu, click on the **Preferences** option.



Note: The user **Preferences** page appears.

3. In the **User account** section, click on the **Calendar preferences** link.
4. Set the **Time display format** to 12 hour (am/pm) or 24 hours.

Time display format	12-hour (am/pm)
	24-hour


5. Set the **First day of the week**.

First day of week	Sunday
	Monday
	Tuesday

6. Set the **Maximum** number of **upcoming** Calendar **events**.

Maximum upcoming events	6
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7. Set the **Upcoming events look-ahead** in months, weeks or days.

8. Set the **Remember filter settings** so that Avenue can refresh the **Upcoming events block** to your settings each time you log in.
9. Click on the **Save changes** button.

Note: Changes are reflected on the **Upcoming events block**.

Resource

[Moodle Documents: Upcoming Events block](https://docs.moodle.org/39/en/Upcoming_Events_block)

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