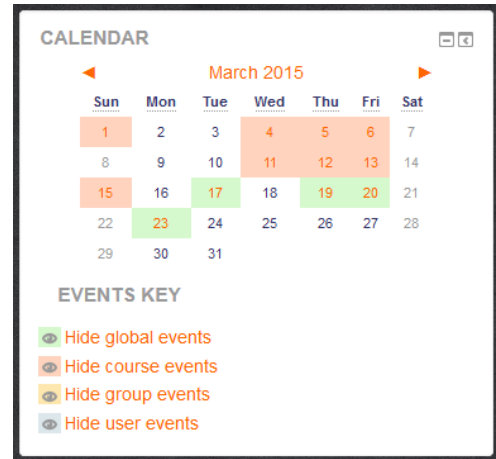


Tips for Using the Calendar

Overview

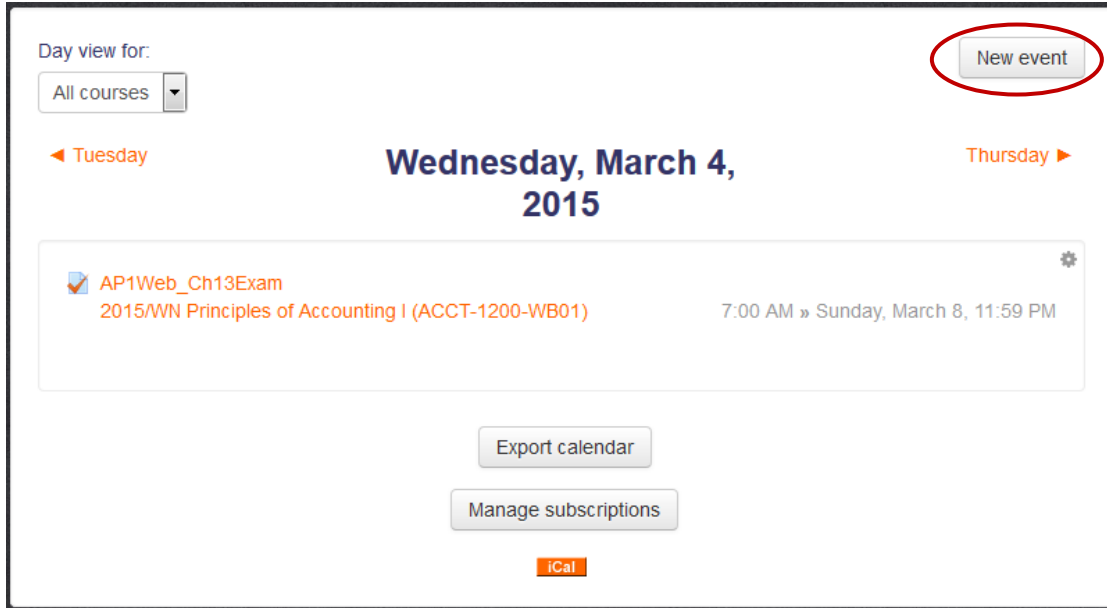
The calendar for Moodle is a helpful tool for reminders. If instructors set a due date for an assignment or quiz, it should also display on the calendar. Instructors might place other entries on the calendar, too. Any scheduled course entries will show with an orange background (shown to the right). You can also create your own personal calendar entries. Those will be displayed with a light blue background, and **only you can see your own personal user entries**. If your instructor uses groups, you might see group entries in light orange. Global announcements for all users, shown in green, might be set by the system administrator to remind of quarter start/end dates, drop dates, etc.



Note: Not all items feed directly into the calendar. Discussion forums are one example of this. Unless your instructor manually sets a course event for the discussion due dates, you will not see them in your calendar. Therefore, you need to pay attention to the course outline or weekly instructions.

Using the Calendar

If a date has an event scheduled, the calendar dates become active links. If you want to see what entries are scheduled for a particular date, you can point to a highlighted date to see a quick summary. Or you can click directly on the highlighted date to see a view similar to the one on the next page which shows more detail in a daily schedule. From the view below, you might see scheduled assignments, quizzes, etc. Often, those will be direct links to those activities. However, do NOT get into the habit of just navigating to items due from the calendar. You MUST read the information in the order your instructor presents it on the course home page. If you bypass that information and go directly to an assignment via the Calendar, you might be missing something that is vital to your success in completing the assignment or activity. Use this only as an overview of items due. Also, compare this to any course checklist or assignment checklist provided by your instructor.



Adding Personal Calendar Entries

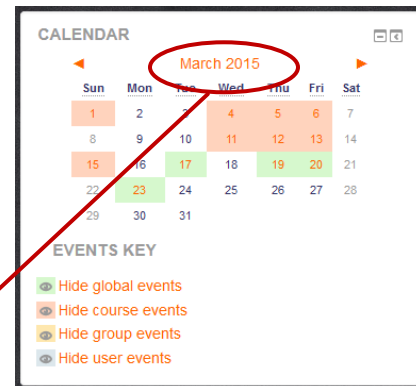
You'll see in the picture above that there is a **New Event** button. You can use this to add your own personal User events or reminders to the calendar (remember that you are the only one who can see your entries). When you click the **New Event** button, you'll have options to enter an event title, description, date, duration, and any repeat information. That screen is shown below.

You must give the event a title. You can also add a description. Make sure the date is correct or adjust as needed. Then set whether the event has a duration (most would not). You can set options for repeating the event, such as a weekly study session. When you are done, click the **Save changes** button to save your event.

Monthly Calendar View

From the course home page, you can also click directly on the month at the top of the calendar to access a more detailed monthly view of the calendar as shown below. Notice that this view also has a **New Event** button.

Again, use this for information purposes only and make sure you read the details for each week's unit provided on the course home page—many resources and files provided by your instructor will NOT show up in the calendar; you must access them through the course home page.



Detailed month view for: New event

◀ February 2015 **March 2015** ▶ April 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Finals - Beatrice Campus	18 [Finals - Beatrice Campus]	19 Winter Quarter Ends - March 19 [Finals - Beatrice Campus]	20 Graduation	21
22	23 Winter Qtr Grades Available (WebAdvisor)	24	25	26	27	28
29	30	31				

Export calendar
Manage subscriptions
iCal