

# Moodleguide



Moodle version 1.9

## using Calendar

### aims

This Moodleguide will help you to:

- think about how you can use the Calendar tool in Moodle
- find out how to make Calendar entries
- display upcoming events to your users

### Calendar and Moodle

A useful tool in Moodle is the Calendar. You can use it to schedule and advertise events and meetings, and you can link it to *upcoming events* to act as a reminder on your front page.

### examples

Here are some examples of how you might want to use Calendar.

- 1 Put up your schedule of training sessions
- 2 Set deadline days for handing in submissions and assignments
- 3 Set up repeating events such as committee meetings
- 4 Arrange room usage in the Calendar to show availability and avoid double booking
- 5 Copy and paste Calendar entries for repeated events
- 6 Add agenda documents and location maps to your meeting or workshop entries so all the details are in one place

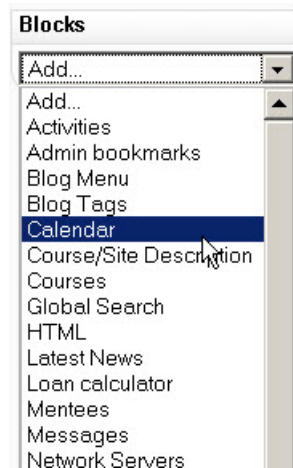
### how to set up Calendar

If you do not have Calendar installed then you need to add it as a new Block.

To do this, first

Turn editing on

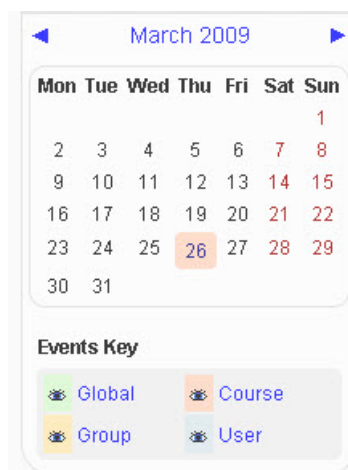
Then on the Block menu, select *Calendar*.



The Calendar will now appear at the side of the page. You can move it to the other side by dragging and dropping.

## moving around

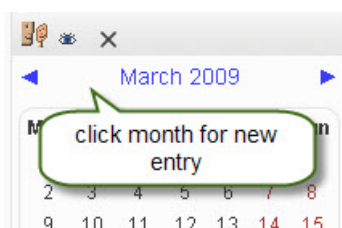
You can move from month to month by clicking the arrows. Entries are shown by highlighting.



This calendar shows there is a Course event on 26 March. Move your cursor over the event date or double click the date to open it.

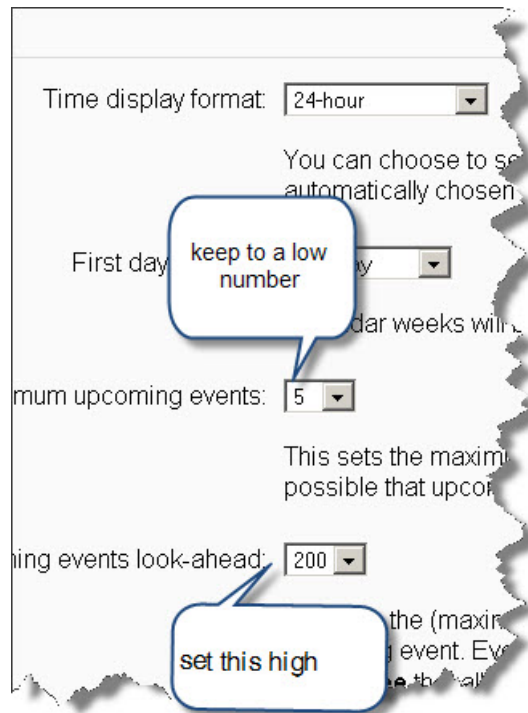
## making new entries

Click the month name to start.



## Set preferences

First set your preferences. The two most important settings are for upcoming events. Set a low number to avoid cluttering your front page, but a high number for look-ahead. Click the preferences button in the top right corner to see the dialogue.



Save your changes and continue.

Now click *New Entry*.

You have a choice of making personal or course entries. The normal choice is *course event*. **Do not** choose Site entry – unless you want to advertise your event to everyone on Moodle!.



Click Ok and you will come to the new entry page. Set the date and time of the meeting. You can also choose weekly repeats.

Date:    Time

Duration:  Without duration  
 Until    Time    
 Duration in minutes

Repeats:  No repeats  
 Repeat weekly, creating altogether  events

Now put in the entry title and the descriptive text.

You can also put in weblinks and links to uploaded resources, as the example below shows. Techniques for putting in web and resource links are explained fully in the accompanying Moodleguides

[using weblinks](#)  
[uploading resources](#)

**Editing event**

Name:

Description:

**B I U**

The next session is at the Open Learning Partnership offices - click here for [map](#)

The workshop outline is [here](#).

For any queries phone me on 0845 3700 657

## tips

To edit a Calendar entry, open it and click on the normal Moodle hand-and-pen.

Moodle training  
[Using Moodle](#)

The next session is at the Open Learning Partnership offices - click here for [map](#)

The workshop outline is [here](#).

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To repeat Calendar entry details, simply copy from one Calendar entry and paste in another. All your links will be preserved.

For efficient working, put all events in the Calendar and make sure all your users know they are there.

## checklist

Add a Calendar to your site

Set your preferences for upcoming events

Practice adding links to Calendar entries

Simplify administration by using Calendar for bookings

Save time by copying and updating old entries at new dates

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Contact us for information about training, support, hosting, authoring materials

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