

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 mechanics 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

The calendar pictured here is an example from a LINC 4 sample course. It appears on the right side of that course page, but, remember that you can decide where you want the calendar to be. This example calendar includes events, events with duration as well as events for the two main restriction levels (User and Course). The Global and Group events are not covered here, but you can find more information about Groups in the Stage 3 resources.

CALENDAR						
September 2016						
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		

EVENTS KEY

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

- There is a **Personal event** on Thursday, September the 1st. This is probably to remember school supplies.
- The **Course event** on September 6th is a note that classes start on this day.
- There is also a **repeating Course event** each Friday. This is a weekly Class Social Lunch.
- 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

Adding a calendar to your course is simple. When the course arrives - it may not have a calendar (as pictured below)

The screenshot shows the LINC Courseware interface for the course 'At Home in Our Community and the World (LINC 4)'. The top navigation bar includes 'Dashboard', 'LINC4_OK', and 'At Home in Our Community and the World (LINC 4)'. A 'Turn editing on' button is visible in the top right. The main content area features a 'Courseware Help' image, a list of course materials (Keywords - LINC 4, News forum, General Discussion Forum), and a section for 'At Home in Our Community and the World (LINC 4)' with a Canadian flag icon and links to Classroom Activities, Curriculum, and Keywords. The left sidebar contains an 'ADMINISTRATION' menu with options like 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Grades', 'Gradebook setup', and 'Outcomes'. The right sidebar includes 'LATEST ANNOUNCEMENTS', 'ONLINE USERS' (showing LINC Teacher and LINC Student), 'PEOPLE' (Participants), and 'UPCOMING EVENTS'.

Adding a Calendar to Your Course

1. On your course, Click on the Turn editing on button

Turn editing on

2. Look for the *Add a block* block, it is usually at the bottom of the left side column.

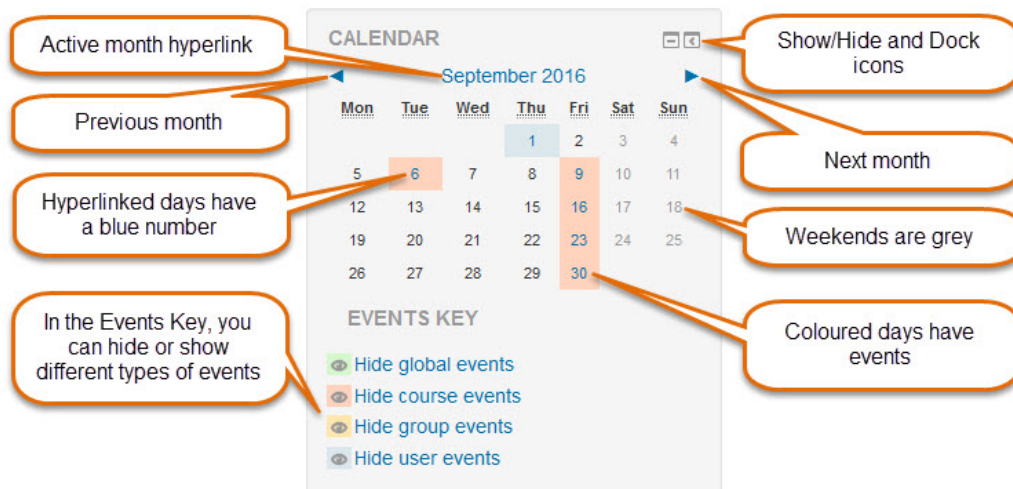
ADD A BLOCK

Add...

3. Click on the Add... drop-down option
 - Select Calendar and when the page reloads, 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, you can click on the Turn editing off button

Turn editing off

Parts of a Calendar block



Deleting a Calendar block from your course

1. Click the Turn editing on button
2. Look for the Calendar block
3. Click the Actions icon
4. Click Delete Calendar block

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

Yes

No

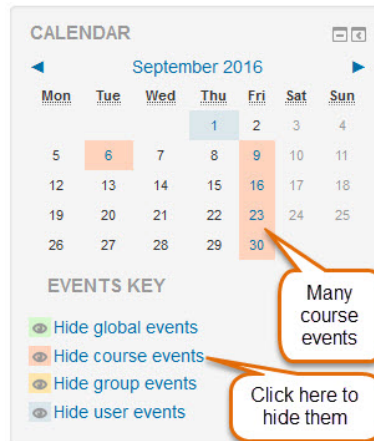
Click the Yes button if you are sure

5. The calendar is gone but your entries are still active and will display in the Upcoming events block

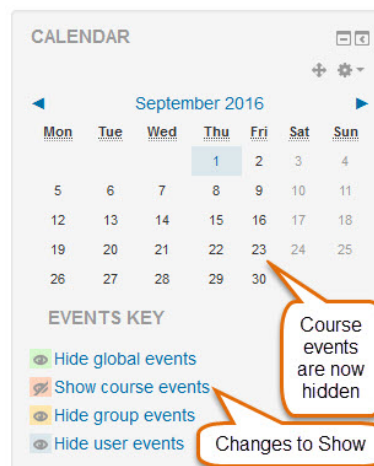
Showing and Hiding Calendar events

A calendar event type may not be wanted on your calendar. There is a quick ways that users can hide even types.

1. Click on the Hide course events button below the calendar



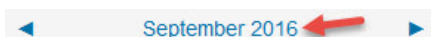
- Events of this type are now hidden, and in the Events Key, the icon is stroked out and it now reads 'Show course events'



- Click on Show course events and all of the Course events are again displayed on the calendar

Adding an Event to Your Course (also known as a Course event)

1. No need to turn editing on
2. Click on the Month/Year hypertext



- The calendar entry page appears
3. Click on New Event button

New event

- The New Event Screen has three sections:
 - General
 - Duration
 - Repeated events

4. Use the options shown below to expand each section, or all sections

New event

The screenshot shows the 'New event' form with three expandable sections: 'General', 'Duration', and 'Repeated events'. Each section has a right-pointing arrow icon. A callout box points to these arrows with the text 'Click to expand each section'. Another callout box points to a blue 'Expand all' link at the top right with the text 'Click to expand all sections'. At the bottom of the form is a blue 'Save changes' button.

5. Choose the Type of event drop-down

The screenshot shows the 'Type of event*' drop-down menu. The menu is open, showing three options: 'User', 'Group', and 'Course'. The 'Course' option is highlighted in blue. A red arrow points to the 'Course' option.

6. Select Course for the type of event

7. Input an Event title


Event title* Language Companion

8. Input the event Description (use editing tools if you wish)

The screenshot shows the 'Description' editor. It features a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, list creation, link, unlink, image, table, and other functions. Below the toolbar is a text area containing the text 'Please remember to bring your Language Companion to class today.' A red arrow points to this text.


9. Choose the event start Date and time with the drop-down fields

Date* 9 September 2016 09 00 

10. Or, use the Calendar icon to choose the event start date: 

September 2016

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	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	1	2
3	4	5	6	7	8	9

Date* 9 September 2016 09 00 

11. In the Duration section, choose the starting time of this event


12. Click on the Until radio button

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

- Note the time is in 24-hour format

▼ Duration

Without duration
 Until
 Duration in minutes

9 September 2016 16 00 

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

15. Click the “Save changes” button

- A Preview of the event appears as below

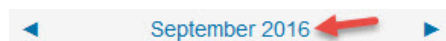


6. You can also view the events for a given day by rolling over the particular date in the Calendar block as well.

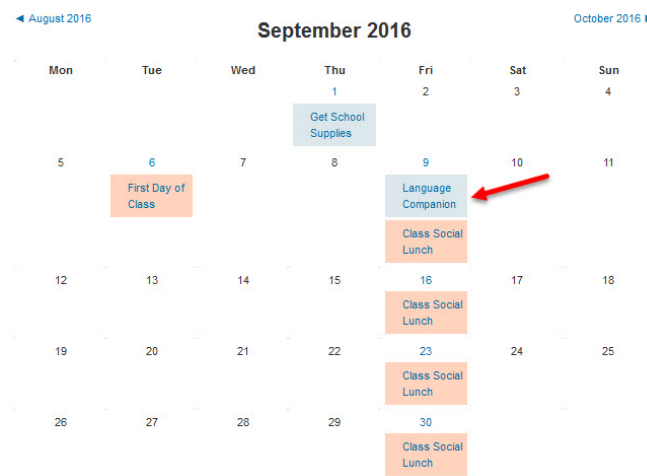


Removing an Event from Your Course (also known as a Course event)

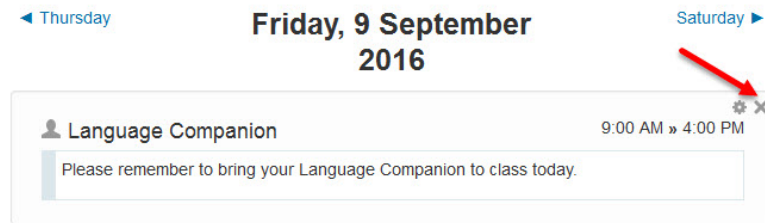
1. No need to turn editing on
2. Click on the Month/Year hypertext



- The calendar entry page appears
3. Click on an Event (for example, Language Companion)



4. Click on the Delete event icon (X)



5. Click on the Delete button

Are you sure you want to delete the "Language Companion" event?



6. The event is removed from the calendar.

Calendar Management Help links

[Moodle Documents: Calendar Block](http://docs.moodle.org/31/en/Calendar_Block)

<http://docs.moodle.org/31/en/Calendar_block>

[Moodle Documents: Using the Calendar](http://docs.moodle.org/31/en/Using_the_Calendar)

<http://docs.moodle.org/31/en/Using_Calendar>