

## The Upcoming Events Block

The Upcoming events block displays future events in a list. The number of days in advance that an event is recognized by the Upcoming events block is determined by the site administrator, as are the number of events that are displayed. Clicking on each event in the summarized list inside the block reveals the full details of the event. As a teacher, you can position, show, hide or delete this block in your course. For further information, see the “Blocks Management” document in this course.

### Upcoming events block Exemplar

The Upcoming Events block appears on the Stage 2 Exemplar course. It will have a different look each month. You will only be able to see Course events, as the User and Global events will not be available for training purposes. The image below shows the relationship between this block and the Calendar block.

The diagram illustrates the relationship between the Upcoming Events block and the Calendar block. The Upcoming Events block lists events, and the Calendar block shows a grid for August 2016. Arrows indicate the mapping between the calendar grid and the events in the upcoming events block.

**UPCOMING EVENTS**

- Site or Global event: Civic Holiday in Some Provinces and Territories (Today, 12:00 AM)
- User event: Dentist Appointment (Thursday, 4 August, 4:45 PM » 5:30 PM)
- Course event: Conversation Club (Friday, 5 August, 12:05 PM » 12:55 PM)
- Course event: Class Picnic (Thursday, 11 August, 9:00 AM » 2:00 PM)
- Reoccurring event: Conversation Club (Friday, 12 August, 12:05 PM » 12:55 PM)
- Reoccurring event: Conversation Club (Friday, 19 August, 12:05 PM » 12:55 PM)

**CALENDAR** (August 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	31				

**EVENTS KEY**

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

## Parts of the Upcoming events block

The screenshot shows the 'UPCOMING EVENTS' block in Moodle. It features a list of events with various icons and callouts:

- Editing icons:** A callout points to the plus sign and gear icons in the top right corner of the block.
- User event:** A callout points to the person icon next to the 'Dentist Appointment' event.
- Reoccurring event:** A callout points to the circular arrow icon next to the 'Conversation Club' events.
- Course event:** A callout points to the circular arrow icon next to the 'Class Picnic' event.
- Add an event:** A callout points to the 'New event...' link at the bottom of the block.

The events listed are:

- Civic Holiday in Some Provinces and Territories (Today, 12:00 AM)
- Dentist Appointment (Thursday, 4 August, 4:45 PM - 5:30 PM)
- Conversation Club (Friday, 5 August, 12:05 PM - 12:55 PM)
- Class Picnic (Thursday, 11 August, 9:00 AM - 2:00 PM)
- Conversation Club (Friday, 12 August, 12:05 PM - 12:55 PM)
- Conversation Club (Friday, 19 August, 12:05 PM - 12:55 PM)

At the bottom, there are links for 'Go to calendar...' and 'New event...'.

### Upcoming events block Help links

[Moodle Documents: Upcoming Events](#)

<[http://docs.moodle.org/31/en/Upcoming\\_events\\_block](http://docs.moodle.org/31/en/Upcoming_events_block)>