



Calendar (Student version)

You can display the calendar by clicking on your avatar at the top of a Moodle page when logged in and selecting **Calendar**. The Calendar block may also be available in some courses.

The Calendar displays five types of events:

- Site (event viewable in all courses - created by admin users)
- Category (event viewable in all courses within a category - created by admin users)
- Course (event viewable only to course members - created by teachers)
- Group (event viewable only by members of a group - created by teachers)
- User (personal event created by students - viewable only by the user)

Add a private user event to the calendar

1. Click on your avatar followed by **Calendar**.
2. Click on the **New event** button in top right corner.
3. As a Student, you will only be able to create User events. Only you will see this event - it is essentially a private calendar entry.
4. Type the name of the event in **Event title**.
5. Put in the **Date** for the event.
6. If you need to add further information, define a duration or make the entry recur click on the **Show more...** link to show extra settings. If not skip to step 11.
7. Add a **Description** of the event, if you wish.
8. Add a **Location** if required or appropriate.
9. If you wish to specify a duration for the event, select one of the options in the **Duration** section – **Until** or **Duration in minutes**.
10. You have the option of repeating the event weekly, if desired. Select **Repeat this event** and in the field for the option **Repeat weekly, creating altogether** enter the number of times you wish the event to recur.
11. When finished click **Save**.
12. You are returned to the monthly view of the Calendar with your event added.

Edit an event

1. Click on the event in the calendar.
2. Click on the **Edit** button.
3. Make the required changes and click the **Save** button.

You can also remove the event using the **Delete** button that appears next to the Edit button.