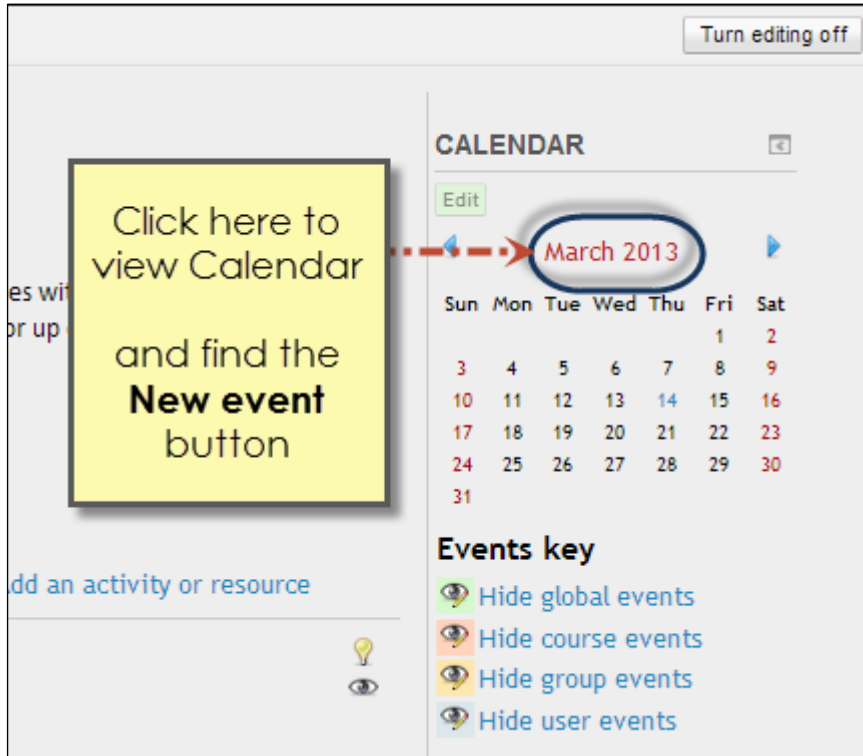


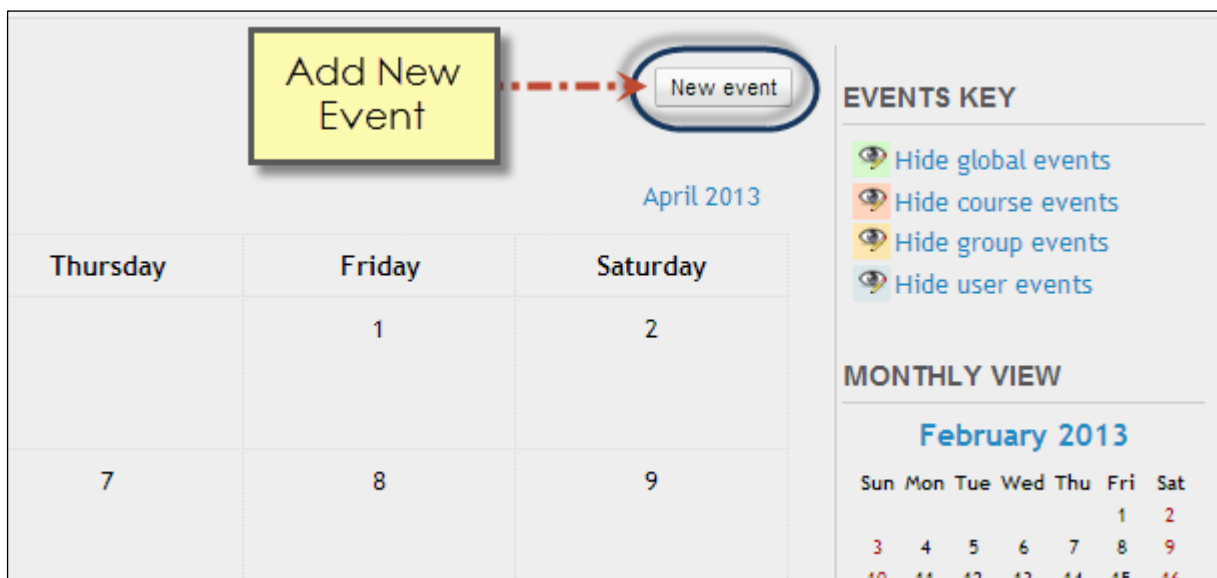
# Using the Calendar (Moodle 2.4)

You need to add the **Calendar block** and the **Recent events** block to your course. These appear in the side columns.

View calendar, get to ***New event*** button



***Add events*** button



## Add events screen

If you have groups set up you can choose a group.

Otherwise, choose User level, Course level or Site level setting for the event.

It is optional to write a description.

You can choose a date, with the option of an event happening over several days.

The screenshot shows the 'New event' form with several annotations. A yellow box labeled 'Make your choice.' points to the 'Type of event\*' dropdown menu, which is open and shows options: Course, User, Group, Course (highlighted), and Site. A blue circle highlights the dropdown menu. A yellow box labeled 'Complete description (optional) and choose date(s)' points to the 'Description' text area and the 'Date\*' field. The 'Date\*' field is highlighted with a blue oval and shows the date '14 March 2013 00:00'. The 'Path: p' field is also visible.

## View Upcoming events block

Also has a *Go to calendar* and *New event* link.

The screenshot shows the 'UPCOMING EVENTS' block with an 'Edit' link. The events listed are:

- EM: Staff meeting**  
Monday, 18 March, 12:00 AM  
» Tuesday, 19 March, 9:55 AM
- CIMS 4: Porirua**  
Wednesday, 20 March, 12:00 AM  
» Friday, 22 March, 9:45 AM
- Core Skills: Porirua**  
Wednesday, 3 April, 12:00 AM  
» Thursday, 4 April, 9:50 AM

At the bottom of the block, there are two links: 'Go to calendar...' and 'New event...'. A yellow box labeled 'Add New event' points to the 'New event...' link, which is circled in blue.