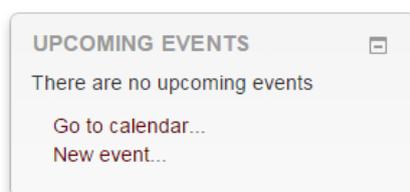


Calendar

Calendar events will either be shared with:

- The user that is logged in at that time (User event)
- The users registered for the course (Course event)
- A specific group (if groups are already created) (Group event)
- The entire LMS community (Site event)

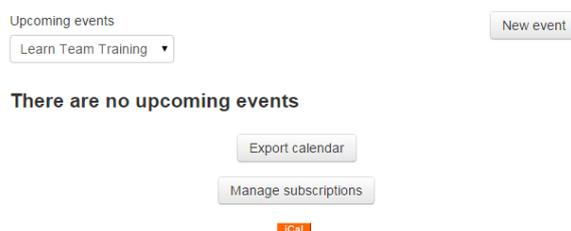
➤ **Step 1:** On both home screen and module screen, calendar will be on the right



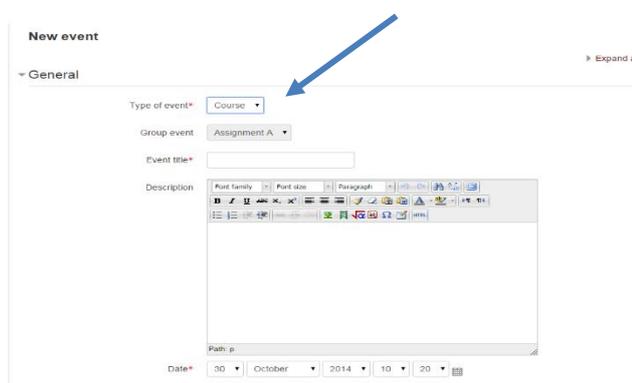
➤ **Step 2:** Click on 'Go to calendar' or 'New Event'.

➤ **Step 3:** On the Calendar page any activity that you create in your module that has a specific date assigned to it will show up in your module calendar.

➤ **Step 4:** Calendars can be synchronised with your Outlook calendar using the 'iCal' icon



➤ **Step 5:** On the 'New Event' page select the type of event and give the event a title



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- **User Event:** will only be visible by the user currently logged in
 - **Group Event:** will be visible to a particular Group on the course (chosen from a drop-down list)
 - **Course Event:** will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.
 - **Site Event:** is a "global" event - visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.
- **Step 6:** Select specific date for the event
- **Step 7:** Select the duration of the event

▼ Duration

Without duration
 Until
 
 Duration in minutes

- **Step 8:** You can also decide if you want the event repeated

▼ Repeated events

Repeat this event

Repeat weekly, creating altogether

- **Step 9:**

[Save changes](#)

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