Creating Calendar Entries

Overview
Calendar entries are automatically created whenever an instructor sets a closing date on an Assignment or Quiz; however, calendar entries are not automatically created when using Restrict access to set a closing date on a Discussion Forum.

In addition, hidden sections or activities do not appear on the calendar. In this case, either add manual entries to the calendar so that students can see all due dates or supply a timeline of deadlines in the course.

Below are instructions on creating manual calendar entries.

Step 1
Open the Calendar via the Calendar block, navigate to the month for the manual entry, and choose New Event in the upper-right corner of the calendar.

Step 2
Make sure the Type of event is set to Course Event.

- User Event: A personal event visible only to the user who created the entry (Do not use)
- Course Event: An event created by the instructor that is visible to all members of the course

Step 3
Create the Event title which displays what the end users see on the Calendar.

Step 4
Add a Description (if needed) which provides additional details.

Step 5
Choose the Date/time for the event. If the event falls on the first day of the month, set the time at 1 a.m. to make it show on the expanded calendar.

Step 6
Set the Duration and Repeated events if you want the event to show up on multiple days:

- Without Duration: The entry will not expire and disappear
- Until: The entry will expire and disappear when the date/time entered hits
- Duration in Minutes: The entry will expire and disappear after the entered amount of minutes have passed
- Specify if the event is to be recurring by selecting the appropriate Repeat setting
- No Repeats: The entry will not be repeated
- Repeat Weekly: The system will automatically repeat the event for the specified number of weeks

Step 7
Save changes.