

NCKU Moodle Instruction Manual – Calendar

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NCKU Moodle Instruction Manual

Teacher can use calendar to control the teaching process and remind student to arrange their schedule. The activity deadline will also mark on the calendar. By subscribe feature, you can import other calendar to your course calendar.

I. Event Type

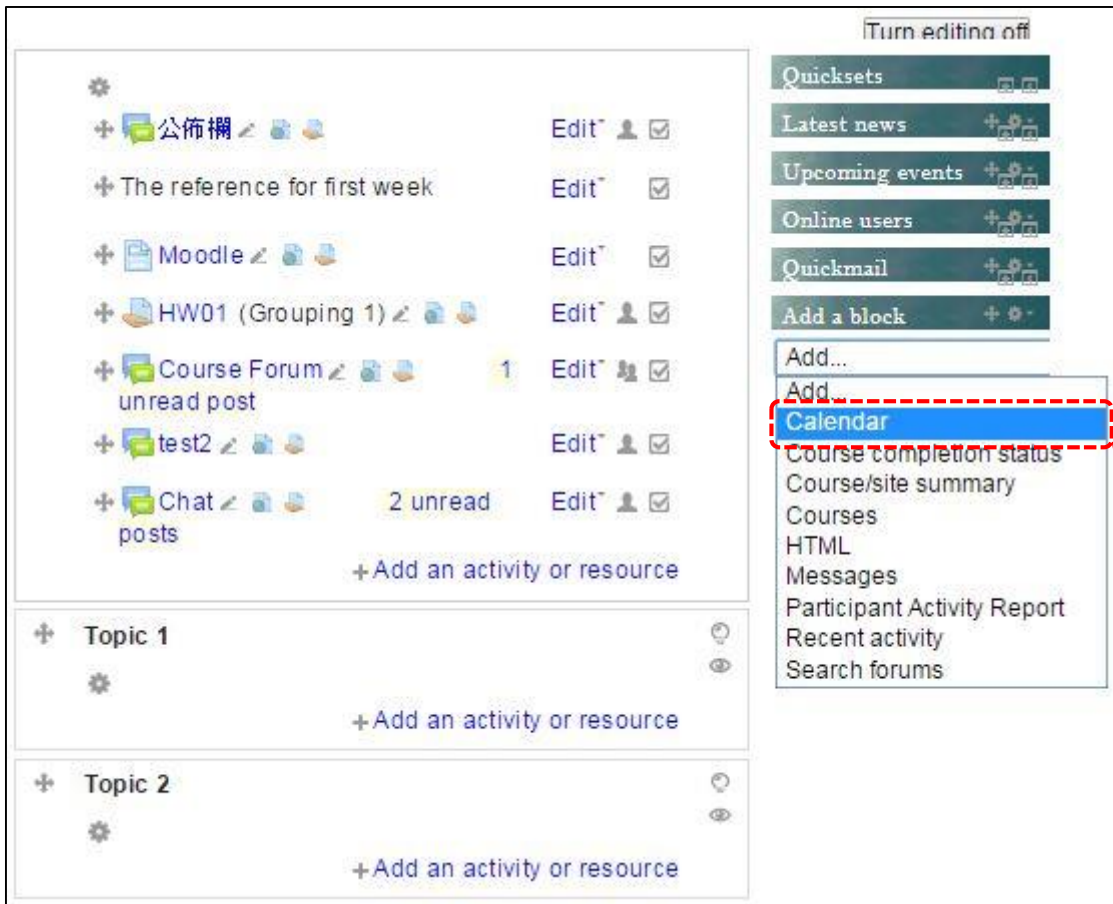
Calendar provides different event type according to different role. The system provides global events, course events, group events and user events.

- Global events
Added only by administer, everyone on moodle can see it.
- Course events
Added by teacher and TA, everyone in course can see it.
- Group events
Added by teacher and TA, assign a group and only the group member can see it.
- User events
Everyone on moodle can add it. It's private for user.

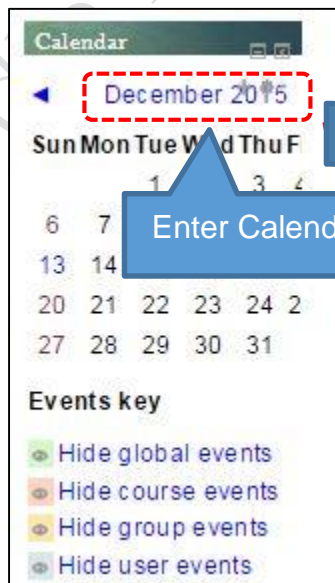
II. Add Calendar

Calendar is not created by default. Teacher need to create a new calendar block.

1. Turn editing on → Add new block → Calendar



2. Add success. Click month link to enter calendar page



Detailed month view: New event

TEST10 Events key

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

◀ November 2015 **December 2015** ▶ January 2016 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

Monthly view

November 2015

Sun	Mon	Tue	Wed	Thu	Fri
1	2	3	4	5	6
8	9	10	11	12	1
15	16	17	18	19	2
22	23	24	25	26	2
29	30				

December 2015

Sun	Mon	Tue	Wed	Thu	Fri
		1	2	3	4
6	7	8	9	10	1
13	14	15	16	17	1
20	21	22	23	24	2
27	28	29	30	31	

III. Add Event

1. Click "New event" button on the calendar page

Detailed month view: New event

TEST10 ▼

◀ November 2015 December 2015 January 2016 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

2. Setting

The screenshot shows the Moodle event creation form with the following elements:

- (1)** Type of event: Course (dropdown menu)
- (2)** Event title: (text input field)
- (3)** Date: 13 December 2015 13:10 (calendar and time pickers)
- (4)** Duration: Without duration (radio button selected), Until (calendar and time pickers), Duration in minutes (text input field)
- (5)** Repeat this event: Repeat 1 weekly, creating altogether (radio button selected, text input field)
- Save changes (button with a red arrow pointing to it)

(1) Type of event

Select the type of the event. Different role can add different type of event.

(2) Event title

The title of the event

(3) Date

Event occur date

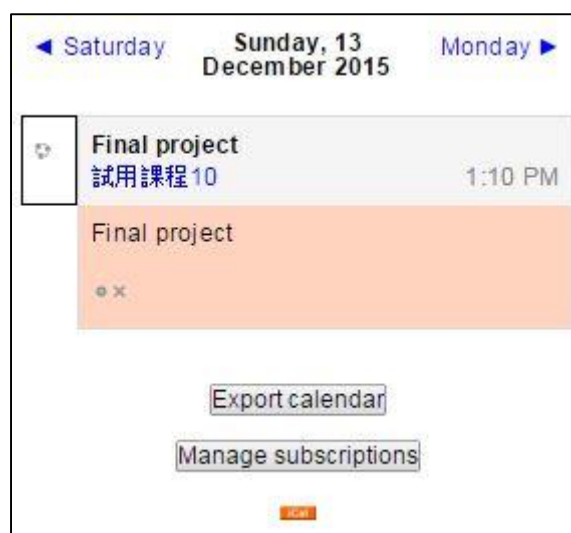
(4) Duration

Whether event continue occur several day

(5) Repeated events

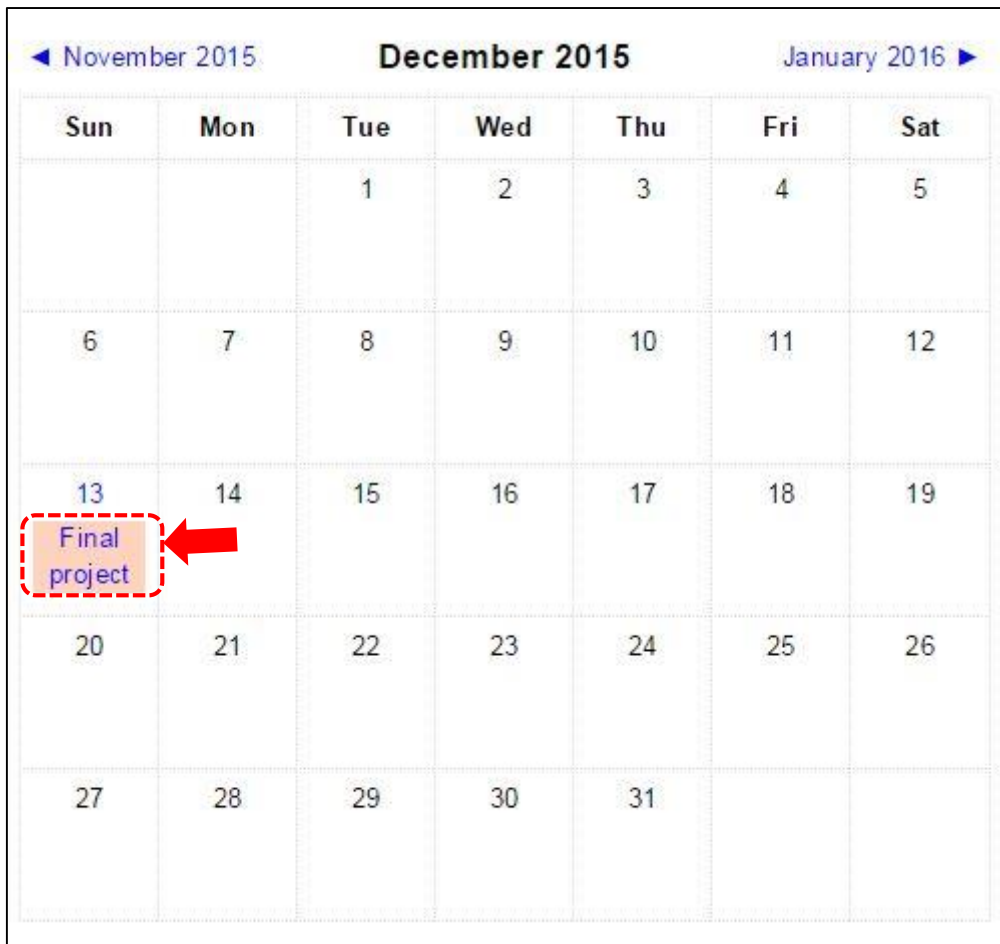
Whether the event repeatedly occur

3. Add event success



IV. Modify Event

1. Enter calendar page and click the title link



2. Click the modify icon



3. Enter modify page and click “Save change” button

Editing event

▼ Collapse all

▼ General

Event title* Final project

Description

Paragraph ▼ **B** *I* ☰ ☷ 🔗 🔗 🔗 📷 📺 📄

Final project

Path: p

Date* 13 ▼ December ▼ 2015 ▼ 13 ▼ 10 ▼ 📅

▼ Duration

Without duration

Until

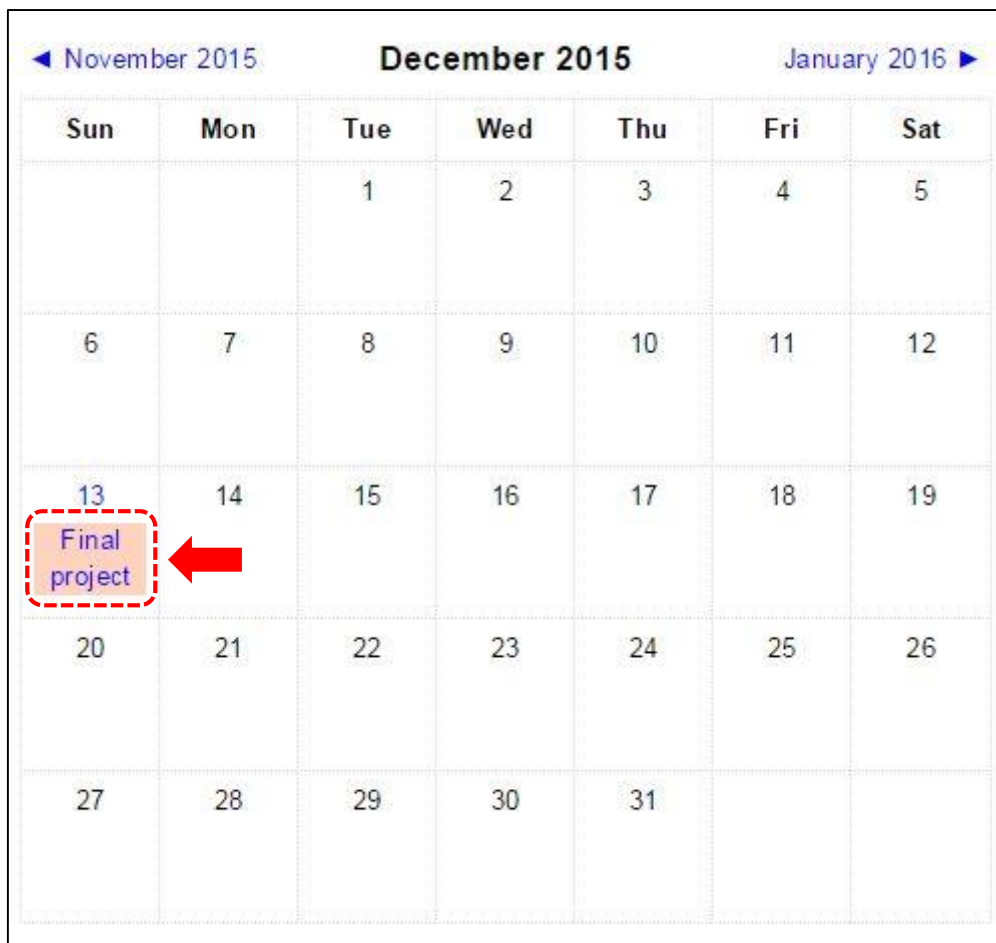
13 ▼ December ▼ 2015 ▼ 13 ▼ 10 ▼ 📅

Duration in minutes

Save changes

V. Delete Event

1. Enter calendar page and click the title link



2. Click the delete icon



3. Click delete button to delete the event



VI. View Calendar and Event

1. If the event occurs on that day, it will be mark as different color. Move the mouse on the event will show the detail.



2. Enter calendar you can select the course you want to view from the select menu.

Detailed month view: New event

TEST10 ▾
 All courses
 TEST10
 TEST05

2015 **December 2015** January 2016 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13 Final project	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Click the event title to show the detail.

Day view TEST10 ▾ New event

◀ Saturday **Sunday, 13 December 2015** Monday ▶

Final project

試用課程10

1:10 PM

Final project

⚙️ ✕

Export calendar

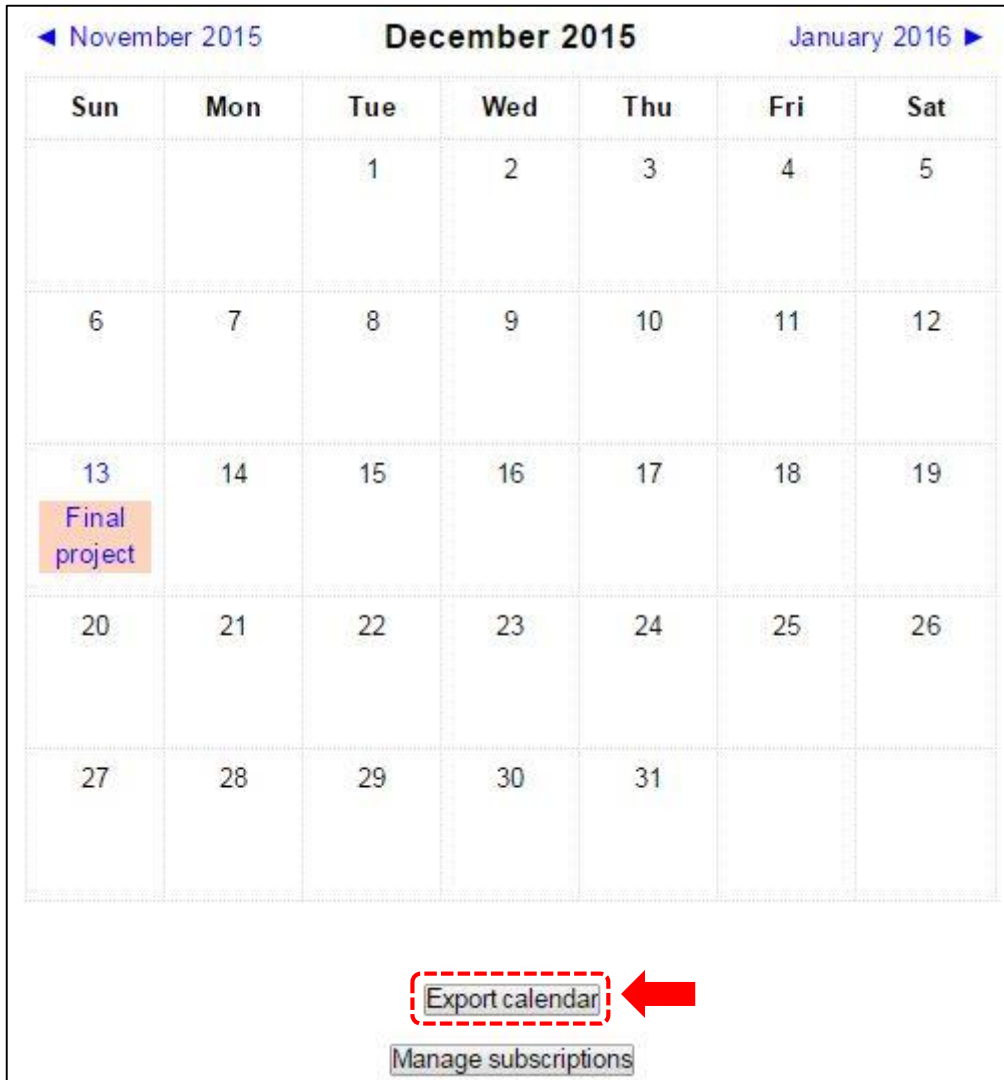
Manage subscriptions

iCal

VII. Export Calendar

You can export calendar URL or file then import to google calendar or other schedule manage system.

1. Enter calendar and click “Export calendar” button



2. Select the export event and the scope. “Get calendar URL” will get the export link. “Export” will download the .ics file.

Export
Options
Export
 All events
 Events related to courses
for:
 Next week
 This month
 Recent and next 60 days
 Custom range (8/12/15 - 12/12/16)

3. Get the URL or file and export to other schedule system.

VIII. Subscript Calendar

Calendar provide subscript feature, you can subscript other calendar event (for example, google calendar).

1. Let google calendar as example, get the calendar URL
2. Enter calendar and click "Manage subscriptions" button



3. Input calendar name, URL and click “add” button

▼ Import calendar...

Calendar name

Please provide either a URL to a remote calendar, or upload a file.

Import from

Calendar URL

Update interval

Calendar file Maximum size for new files: 200MB (.ics)

Type of event*

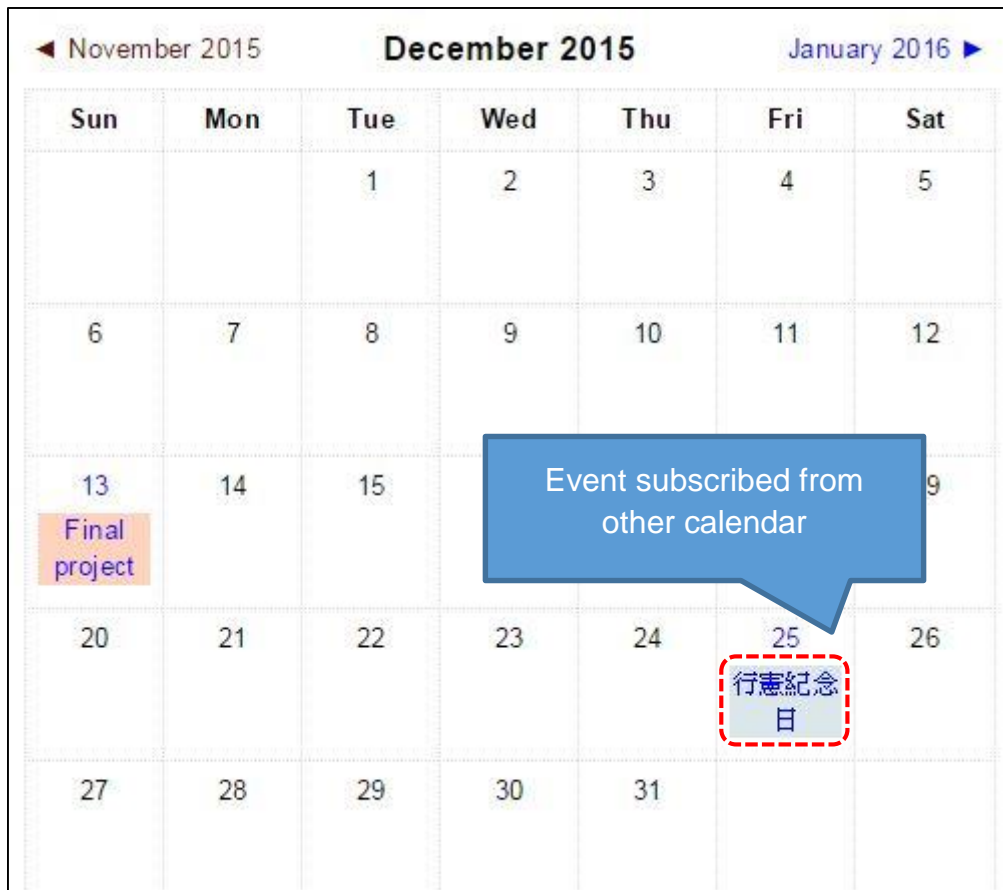
Group event

There are required fields in this form *

4. Completed subscript

Calendar	Last updated	Type of event	Update	Actions
google calendar	13/12/15, 15:49	User events	<input type="text" value="Weekly"/>	<input type="button" value="Update"/> <input type="button" value="Remove"/>

5. The subscript event will add to the moodle calendar



IX. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 · 61029.