NCKU Moodle Instruction Manual – Calendar

I. Event Type .......................................................................................................................... 2
II. Add Calendar .................................................................................................................. 2
III. Add Event ....................................................................................................................... 4
IV. Modify Event ................................................................................................................... 7
V. Delete Event .................................................................................................................... 9
VI. View Calendar and Event ............................................................................................. 11
VII. Export Calendar .......................................................................................................... 13
VIII. Subscript Calendar ..................................................................................................... 14
IX. Contact Us ..................................................................................................................... 17
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
III. Add Event

1. Click “New event” button on the calendar page
2. Setting
(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
Repeat this event
weekly, creating altogether

Save changes
(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
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 marked as a 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.
Click the event title to show the detail.

**Final project**

**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 management 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.
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
4. Completed subscript

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Last updated</th>
<th>Type of event</th>
<th>Update</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>google calendar</td>
<td>13/12/15, 15:49</td>
<td>User events</td>
<td>Weekly</td>
<td>Update</td>
</tr>
</tbody>
</table>

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.