

## The Moodle Calendar

The calendar in Moodle is a course tool that can help you keep track of assignment due dates and other important dates for your classes. To access the calendar, first enter the Moodle course whose dates you wish to see and select the **Course Tools** link in the CONTENTS area:



CONTENTS

**My Moodle Course**  
Progress: 0 / 1

**Welcome to your course!**  
Progress: 0 / 3

**Unit One**  
Progress: 0 / 3

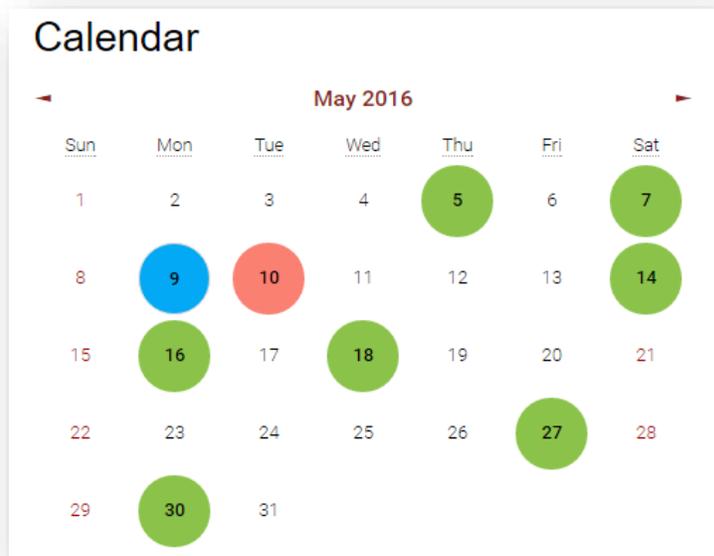
**Unit two**  
Progress: 0 / 4

**Unit Three**  
Progress: 0 / 4

**Unit Four**  
Progress: 1 / 6

Virtual Learning Center Campus Labs Create a new section Course Tools

Next, scroll down the page until you locate the calendar:



Calendar

May 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				

By default, the calendar will display the current month. It is possible to view previous or upcoming months by using the arrows in the upper corners.

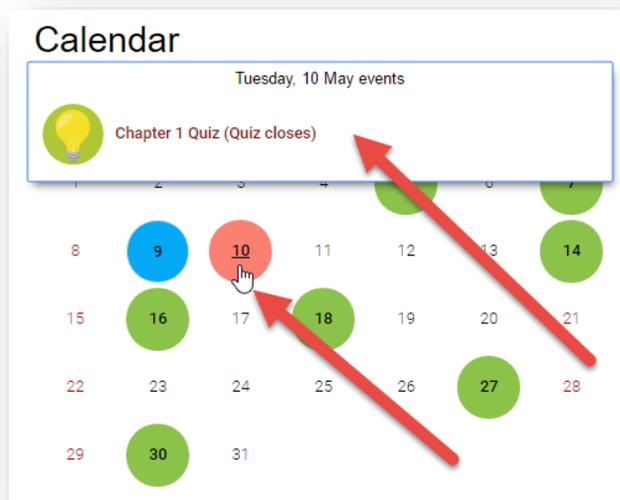
Any calendar entries will appear as a colored circle.

Green circles represent institutional dates such as drop-dates, payment due dates, and scheduling information.

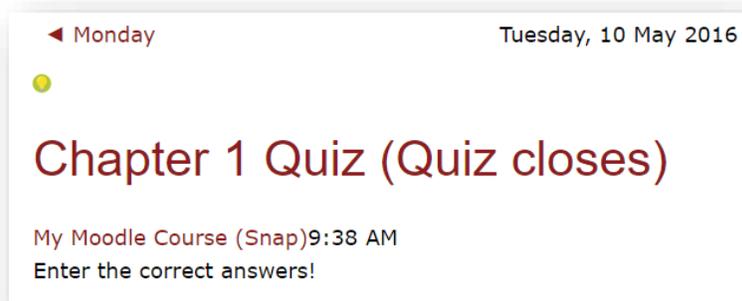
Red circles represent course dates. These are populated from Moodle assignments and quizzes and are added automatically when your instructor sets due dates for these items.

Blue circles are user dates, which are added by you.

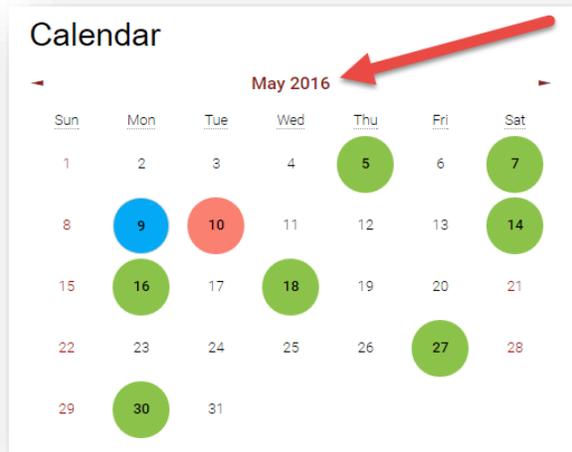
Hovering over items in the list will display information about that item:



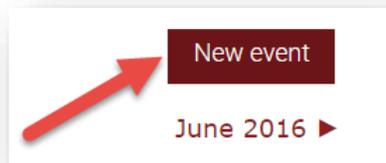
Selecting the item will load a page with even more information about the item, including its directions and a link back to the activity when applicable:



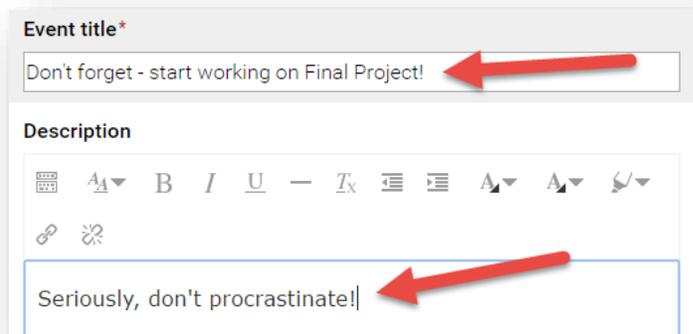
It is also possible for you to add reminders to the Moodle calendar that only you will see. User entries can be added to the calendar by selecting the name of the month:



Next, select **New event** in the upper right:



On the following page, you will be prompted to enter a title and description for your event:



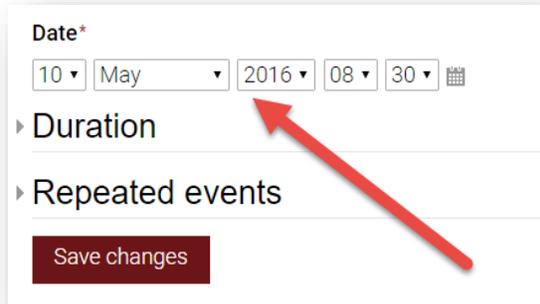
Event title\*

Don't forget - start working on Final Project!

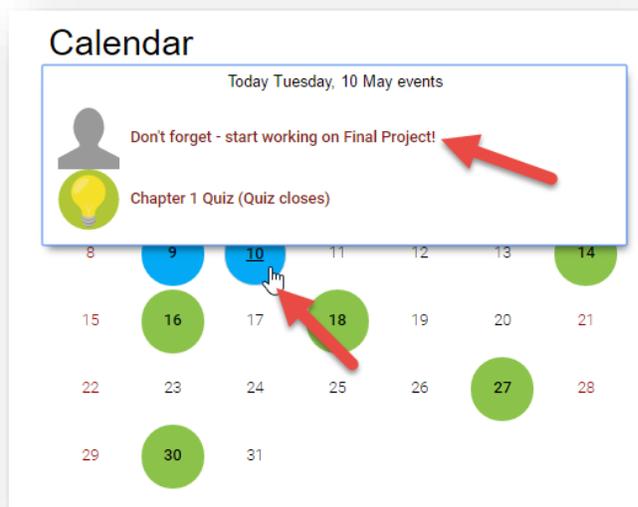
Description

Seriously, don't procrastinate!

Set the day on which you wish for the calendar entry to appear:



You can set a duration for the event, and repeat the event on later days if desired. After setting these items, the event will now appear on your calendar in Moodle:



Please note that you will not receive an email or alert regarding these entries--you will need to check the calendar for reminders.

If you need assistance please contact Moodle Support by email at [online@occc.edu](mailto:online@occc.edu), by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.