

Faculty: Add Calendar Events

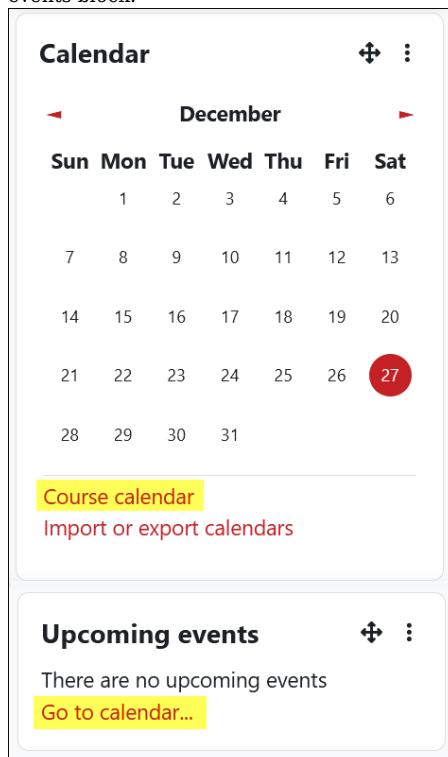
Hart Wilson - 2025-12-28 - [Comments \(0\)](#) - [Faculty](#)

Besides highlighting today's date, Moodle's calendar signals due dates for assignments and quizzes and offers links to them as you add them to your course site. Moodle creates these links for you automatically! Calendar items from all courses are aggregated to the calendar displayed on the student's home page, making this a great planning tool.

As you create assignments, the due dates will automatically be added to the course calendar.

To add a calendar item for your students manually:

1. Click on the link labeled **Course calendar** in the Calendar block or **Go to calendar...** in the Upcoming events block.



The screenshot shows the Moodle calendar interface for December. The calendar grid has the following data:

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			

Below the calendar, there is a yellow box containing the text "Course calendar" and "Import or export calendars".

At the bottom, there is another yellow box containing the text "Upcoming events" and "There are no upcoming events".

2. Click on the **New event** button.

Calendar: Mastering Moodle

Month ▾

Mastering Moodle

New event

◀ November

December

January ▶

Sun

Mon

Tue

Wed

Thu

Fri

Sat

1

2

3

4

5

6

7

8

9

10

11

12

13

3. Provide a name for the event, date and time. By default, the event will be set for the entire class, but you can also designate an event for groups if you wish.

New event

Event title

Recital

Date

18

March

2026

19

00



Type of event

Course

Mastering Moodle

Search

Show more...

! Required

Save

4. To provide a description and/or location or to make this a recurring event, click on the **Show more...** link.

New event

Description

Location

Duration

Repeat weekly, creating altogether

Save

5. **Save** the event.
6. Click on the name of your course at the top of the page to return to your course main page.

Here's how an event looks in the calendar. Click on the event name to display details or edit it.

17 18 19 20

24 25

Recital

Wednesday, March 18, 7:00 PM » 8:30 PM
Course event
Mastering Moodle

Delete Edit