

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 displays the Moodle calendar interface. At the top, the word "Calendar" is followed by a plus icon and a vertical ellipsis. Below this is a navigation bar for the month of "December", with left and right arrow icons. A table shows the days of the week (Sun to Sat) and the dates (1 to 31). The date 27 is highlighted with a red circle. Below the calendar table, there are two links: "Course calendar" (highlighted in yellow) and "Import or export calendars". At the bottom, there is a section titled "Upcoming events" with a plus icon and a vertical ellipsis. Below this title, it says "There are no upcoming events" and a link "Go to calendar..." (highlighted in yellow).

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			

[Course calendar](#)
[Import or export calendars](#)

Upcoming events

There are no upcoming events

[Go to calendar...](#)

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

- 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 ▾

Course

× Mastering Moodle

Search ▾

Show more...

⚠ Required

Save

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

New event

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* A ...

0 words

Location

Duration

☒ Without duration
☐ Until

27 December

☐ Duration in minutes

☐ Repeat this event

1

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 Recital	19	20
24	25		

Recital

Wednesday, March 18, 7:00 PM » 8:30 PM

Course event

Mastering Moodle

Delete

Edit