Faculty: Add Calendar Events

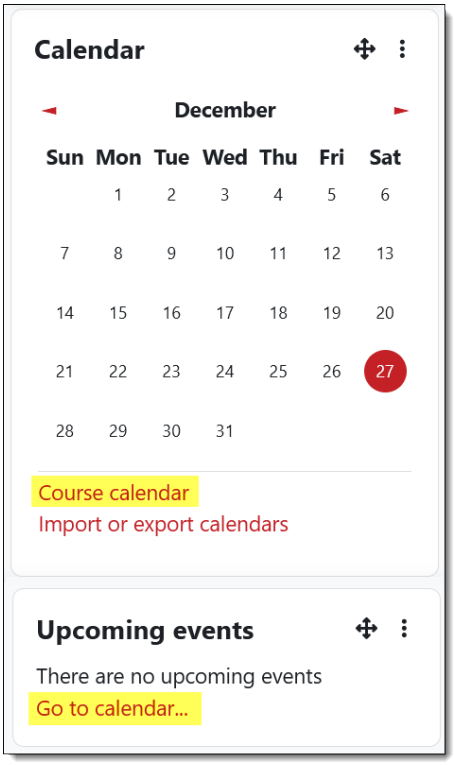
Hart Wilson - 2025-12-28 - Comments (0) - Faculty

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.

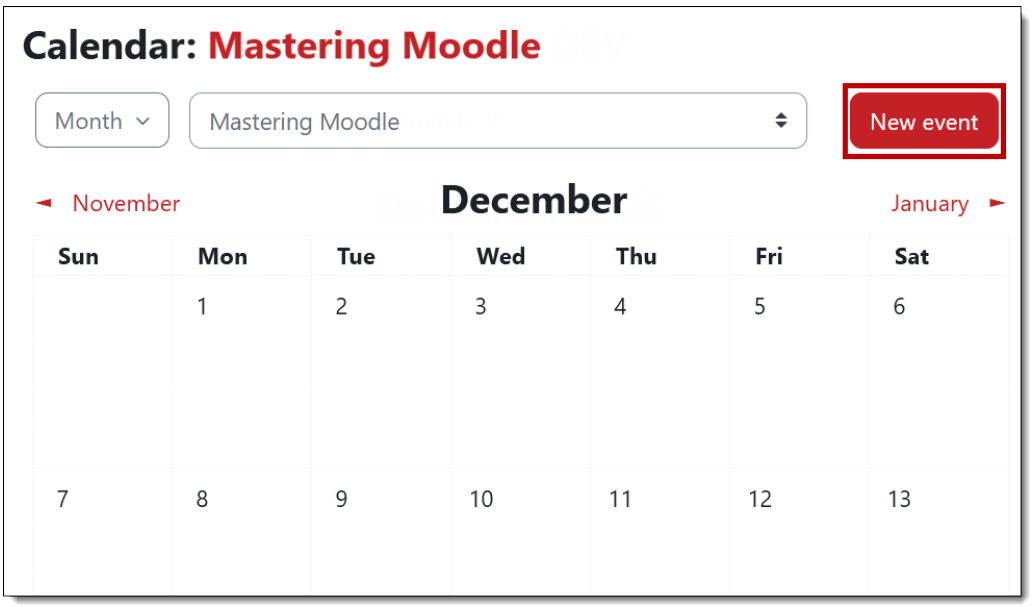
As you create assignments, the due dates will automatically be added to the course calendar.

To add a calendar item for your students manually:

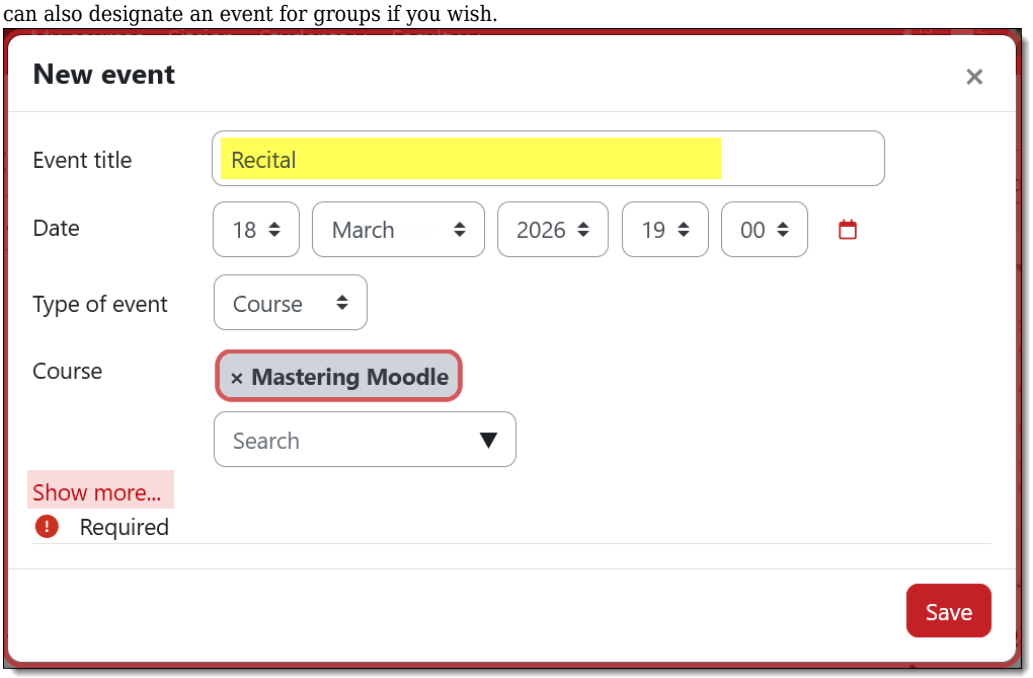
1. Click on the link labeled **Course calendar** in the Calendar block or **Go to calendar....** in the Upcoming events block.



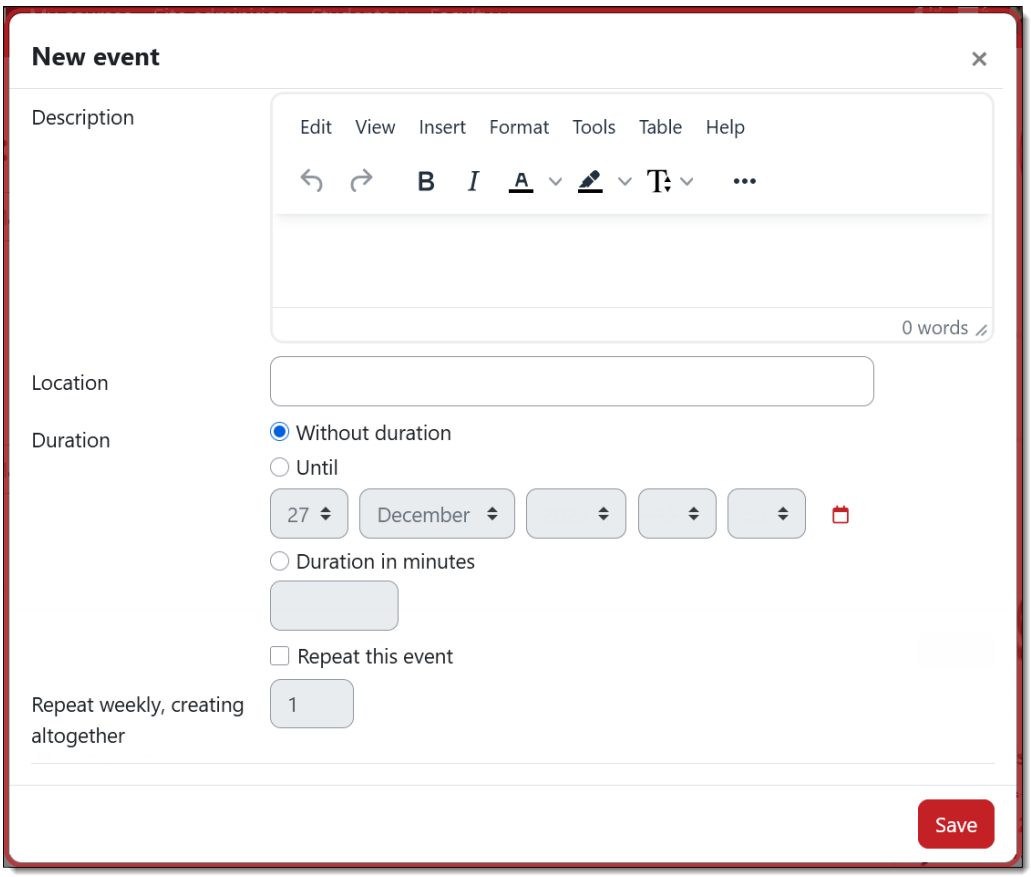
2. Click on the **New event** button.



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.



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



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.

