Calendar

By using the Calendar feature

- ✓ you can predate events and course distribution, and
- ✓ your learners are alerted that these events are approaching and will receive reminders

There are two ways for you to view, create and edit your events using the Calendar function.

1) Calendar under Course page:

Here we are in your homepage, select the course you would like to distribute using the calendar feature

- ➢ On the right hand side in the action box, click edit course
- ➢ You will notice tabs on the left hand side of the page, scroll down to find Calendar and select that tab

Here you will be able to view your events by each week

To create a new event

- ➢ go to the top right hand side of your screen where you will see new event, click on that link to continue
- ➢ A box should appear where you can designate the date you want your modules or courses distributed, click on the calendar icon to select the date
- ➢ Select the learners by clicking on select users, check each learner you would like to take the course, then click select, (Note: If you are adding a user to a group after you created the event and distributed the group to that event, you need to individually add that particular user to the said event.}
- ➢ Next, assign the modules you want distributed, To do so click on Add module
- ➢ Next, select the time that you would like your module to be sent out, (Note: you can click on the Time Zone link and you are redirected to settings page, where you can set your individual or preferred time zone, click save)
- ➢ Last, enter in a brief description that your learners will see
- ➢ Once you have completed, select save

Every time you create a new event, an email will automatically be sent to your users to inform them.

Now, you can view your newly created events in your calendar

If at any point, you need to terminate an event, click on the desired event and select delete event

2) Global Calendar

Another way for you to create an event is by using the Global Calendar tab (NOTE: this is enabled for LMS users only).

In the Global Calendar tab you will find all the events of all courses you scheduled in one glance.

- ➢ Create a new event by clicking on the New Event link found on the right side
- ➢ Click on the event to view the details of the event
- ➢ Click on the course link to view the details of the course

ONE LAST IMPORTANT NOTE:

Creating successive events on a Course

If you are creating a course with modules or events calendared in a specific succession, you can enable the ONLY SHOW SCHEDULED MODULES function, in which case your learners will only have access to the calendared module or event when it's scheduled date arrives

- ➢ Under Modules Tab – check the Only show scheduled modules and click save

Here's an example to better illustrate this feature

- ➢ Create Event 1, deploy the first set of modules you'd like to show under this event.
- ➢ Create Event 2, deploy the remaining modules to finish the Course.

This concludes your tutorial on how to set up and use the calendar feature

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