

ENTERING DATA ON A "MOODLE" COURSE CALENDAR

1. Login
2. Choose the course in which you want to enter the data
 - If you do not have the calendar displayed, click 'TURN EDITING ON'
 - Toggle the "Add" button under "Add a block"
 - Select "Calendar"
3. Click on the month/year link above the actual calendar
4. Click on the "New Event" button on the top right of the page
5. The "Type of Event*" should be on "Course"
6. Under "Event Title*", type the desired event (i.e. Unit 4 Test, Unit 7 Learning Guide submitted, etc)
7. You may want to place information in the "Description" box - I didn't
8. Choose appropriate date
9. Click on "Save changes"
10. Repeat 4-9 for more events
11. When done, click on the course name in the gray bar to return to your main screen
12. Click "Turn Editing Off"
13. To view event, simply glide the mouse pointer over the date - et voila!