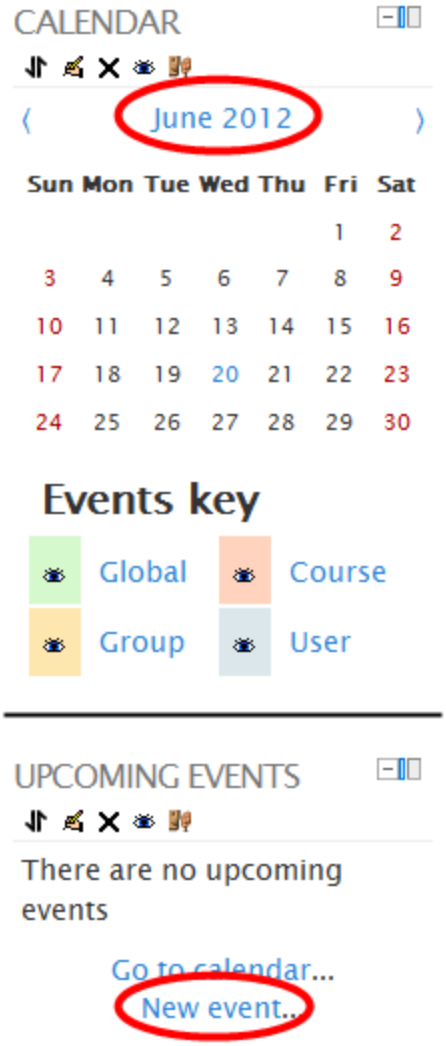
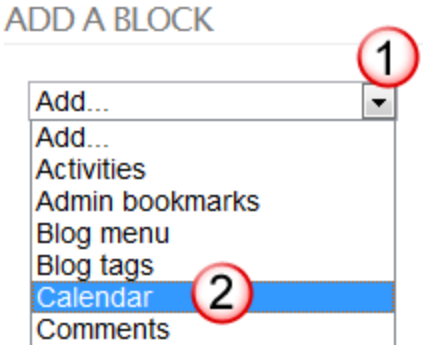
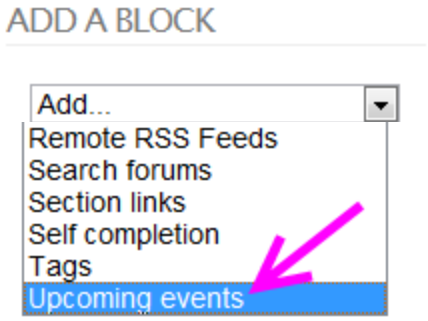
Calendar block and adding events

Activities with date restrictions, such as, a due date or only available for a limited time, will automatically appear in the Upcoming Events block. Additional events can be added through the Upcoming Events block. For a visual display, the Calendar Block can be added to the course page also. You can add events through the Calendar block also.



Make sure you have your editing on or you will not see the "add a block" option.





Adding a New Event

1. With editing turned on, Click the menu arrow next to Add…from Add a block.
2. Choose Upcoming events from the list. *(Do steps 1 & 2 again to add the Calendar Block)*
3. Click New event… OR click the Month/Year on the calendar block to add a new event
4. Choose the Event type, Name & Date

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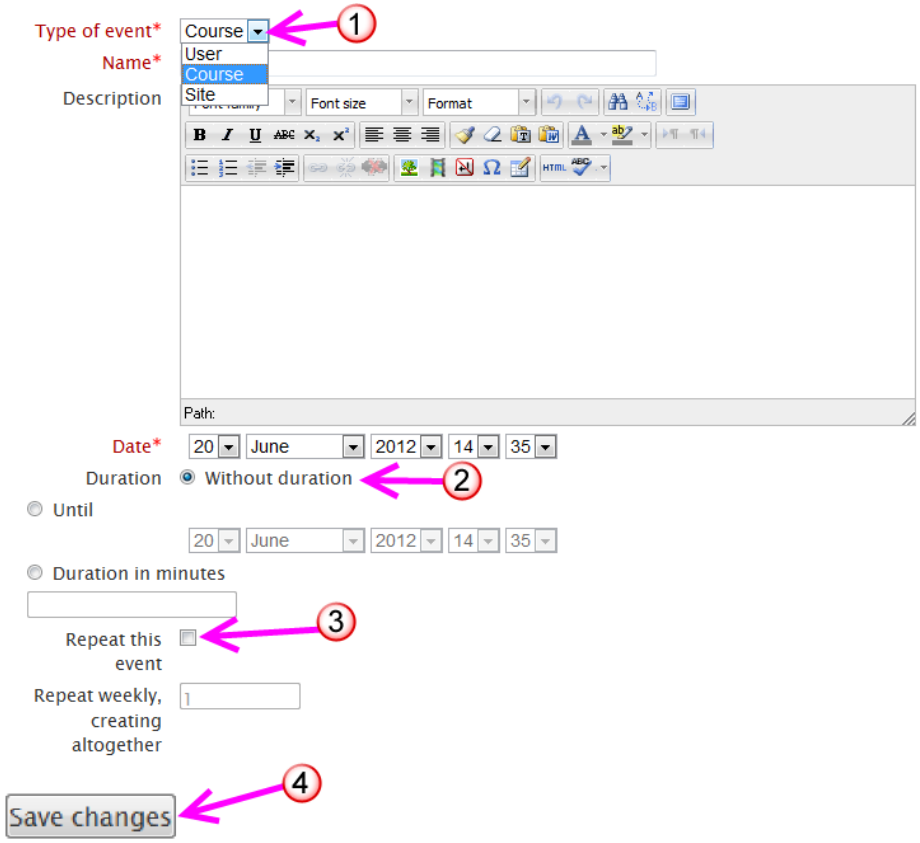


There are two types of events:

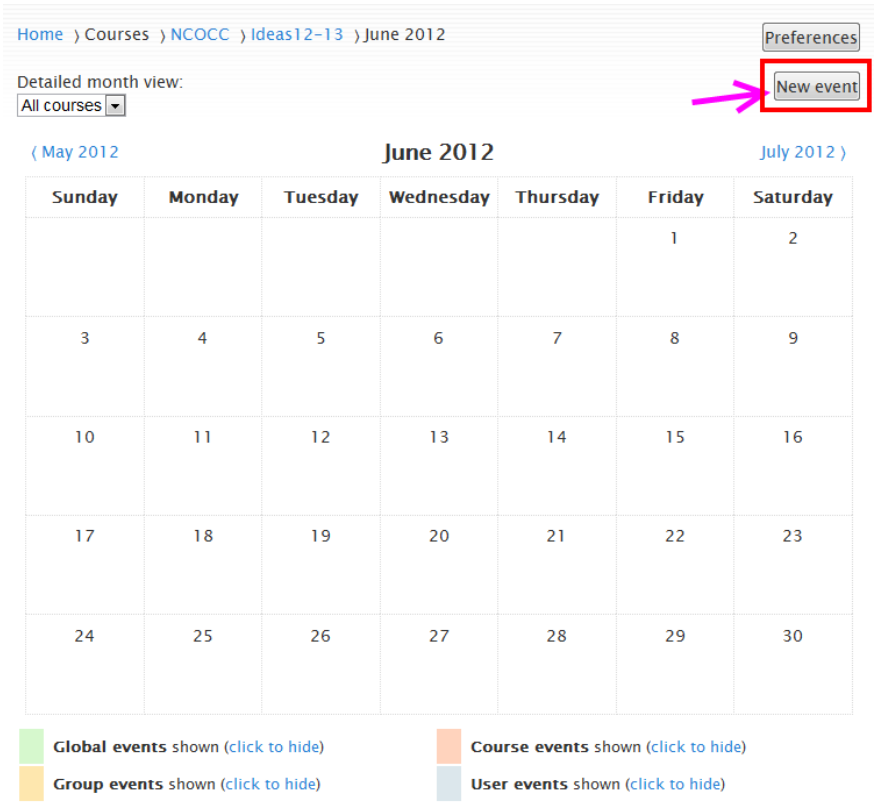
1. **User**: only viewable by the person who enters the event

Course: only viewable by the course members.

2. **Duration** (optional): allows you to determine if there is a set time for this particular event

3. You can **repeat an event** *(i.e. quiz every Friday, spelling test every Wednesday, etc.)*

4. **SAVE CHANGES** – remember to save any changes you make to this screen.



1. From the **Calendar block** click on the Month/Year and you will see this screen.

2. Click on **NEW EVENT**

3. You are back at the above screen to enter the event details

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