How to use the Moodle Calendar for your courses within a Program

Please log into your course(s) for fall quarter and follow the below instructions:

1. Sign in by going to www.ccle.ucla.edu->my sites->BOL login, enter your BOL login.
2. Select a course you are teaching during the Fall 2012 quarter.
3. Once directed to the course website, a calendar will be present on the right hand side of the Moodle course page.
4. **Double click on the month** displayed (August in the image below), and that opens the calendar for viewing or modification.

5. Once the calendar is open, click on “New Event” button to commence entering assignments and tests into the calendar.

6. Input the information for the event. Please note: all events must named using the convention of **NCourse#-SectionNumber:Activity**, Ex. N54B:Quiz1) and click “Save” after all relevant information has been inputted. The calendar default setting is “Course Event” this should not be changed.
7. Once the event has been saved it will appear on the month view or day view (represented below).

```
My home ➤ My courses ➤ 12F-NURSING54B.1 ➤ August 2012

Detailed month view:
12F-NURSING54B.1
```

![Month View](image)

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
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<td>19</td>
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<td>23</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

```
Day View
```

<table>
<thead>
<tr>
<th></th>
<th>N54 Test 1</th>
<th>Pathophysiology II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12:00 AM</td>
</tr>
</tbody>
</table>

![Day View](image)

8. Repeat the above steps for each event/assignment for each course.

To view the entire calendar for the program, select “All courses” from the drop down menu located on the left hand corner of the calendar. You have already been placed into the programs you are teaching in, by selecting “All courses” the calendar will display courses for all programs you are assigned to. If you are assigned to more than one teaching program, the calendar will display all courses for those programs.

```
My home ➤ Site pages ➤ Calendar ➤ August 2012
```

![Detailed month view: All courses](image)

A calendar with multiple entries from various courses will appear as below.

```
My home ➤ My courses ➤ 12F-NURSING54B.1 ➤ August 2012
```

![Calendar with multiple entries](image)