

# Moodle: Keep organized with Timeline and Calendar

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Use the Timeline and Calendar on your Moodle Dashboard to **keep track of upcoming due dates and course events**. Moodle activities with due dates show up here automatically; instructors and students **can create calendar events for class meetings** and other non-Moodle activities. You can **push Moodle calendar events to another calendar program**, such as Outlook, if you prefer to track them there.

**Before you start**, you may need:

- To be **enrolled as a participant** in a Bryn Mawr Moodle course to **view its due dates/events**.
- An **Instructor of record** or **Other editing teacher** role to **create course or group events** that other course participants see (Auditors and Registered students can create events on their own Moodle Calendars)
- An **account in a calendar program**, such as Outlook, if you want to view Moodle events and due dates there

## View due dates and events

1. [Log into Moodle](#).
2. Click **Dashboard**.
3. Use **Timeline** to view **upcoming due dates**:
  - Click the drop-down menu to **filter** what is showing: **All**, **Overdue**, or due in the **Next 7 days**, **Next 30 days**, etc.
  - In **Search by activity type or name**, type the **name of an activity type** (ex. `Quiz` to see only quizzes) or keywords in an activity names to search for them.
4. Use **Calendar** for a longer timeline and events:
  - To **filter by a specific course**, click **All courses**, and select that course.
  - Click the **arrows** to **view the previous or next month**.
5. In either place:
  - **Click on an event or activity name** for more information.
  - **Events and activities that can be completed now** will have **action buttons** (such as **Add submission**) that you can click to complete them.

# Create a Calendar event

Anyone can create a **user event** that appears on their own Moodle calendar. **Instructors of record** and **Other editing teachers** can create **course events** and **group events** that appear on the Moodle Calendars of all course participants or members of a course Group, respectively.

**Note:** Zoom meetings scheduled through the Zoom activity in Moodle will appear on the Calendar automatically and include join links; see [Moodle: Schedule class Zoom meetings](#).

1. [Log into Moodle](#).
2. Click **Dashboard**.
3. Scroll down to the **Calendar**, and click on the **New event**.
4. In the **New Event** pop-up window:
  - o Type in an **Event title**
  - o Select a **Date and Time**.
  - o Under **Type of event** select who it will be visible to: **User** (only you), **Group** (members of a specified course Group), or **Course** (participants in specified course).
5. Click **Show more** to add a **Description**, a **Location**, a **Duration** or have the event **Repeat weekly** for a specified number of times. (For example, to add class meetings for a MW course to the Calendar, create two events, one that repeats weekly on Mondays and one on Wednesdays.)
6. Click **Save**.

# View Moodle events in your calendar program




If you use a calendar program such as Outlook for scheduling, you can feed your Moodle calendar events and due dates to it so you can see everything in one place. These instructions explain how to create a Moodle calendar URL and subscribe to with Outlook; for other options, see [Moodle's documentation](#).

## Get a Moodle calendar URL

1. [Log into Moodle](#).
2. Click **Dashboard**.
3. Scroll down to the bottom of the **Calendar**, and click **Import or export calendars**.
4. Click **Export calendar**
5. Select the type of **Events to export**:
  - o **All events** -- everything on your Moodle calendar (recommended)
  - o **Events related to categories** (not used in BMC Moodle)
  - o **Events related to courses** -- only course events and due dates (you cannot filter further, to specific courses)
  - o **Events related to groups** -- only group events and due dates
  - o **My personal events** -- user events that you have created

6. Select the **Time period** to send; we recommend **Custom range**, or one year from the current day.
7. Click **Get calendar URL**.
8. Click **Copy URL**.

## Subscribe to that URL in Outlook

1. Open [Outlook web](#).
2. Click  (Calendar).
3. Click  **Add calendar**.
4. Click  **Subscribe from web**.
5. Paste the URL you copied from Moodle into the space provided.
6. Type in a **Calendar name** (such as Moodle) and optionally choose a **Color** and **Charm**.
7. Leave **Add to** set to the default.
8. Click **Import**.

Once the import is complete, the new calendar will be listed under **Other Calendars** in the sidebar and visible when checked. See [Microsoft's article: View multiple calendars at the same time](#) for more information.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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