

# Moodle: Keep organized with Timeline and Calendar

Last Modified on 05/21/2024 6:59 pm EDT

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:
  - Type in an **Event title**
  - Select a **Date** and **Time**.
  - 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**:
  - **All events** -- everything on your Moodle calendar (recommended)
  - **Events related to categories** (not used in BMC Moodle)
  - **Events related to courses** -- only course events and due dates (you cannot filter further, to specific courses)
  - **Events related to groups** -- only group events and due dates
  - **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 the **Outlook web** or **desktop app**.
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

---