

FUNDAMENTALS OF

Automotive Technology Online

CDX Learning Systems™

How to use the Moodle Calendar

Instructor Training Series

Topics covered in this tutorial:

- How to use the Moodle calendar in your CDX courses.

Need further instruction?

Visit <http://www.cdxauto.com/TrainingLibrary>

Need support?

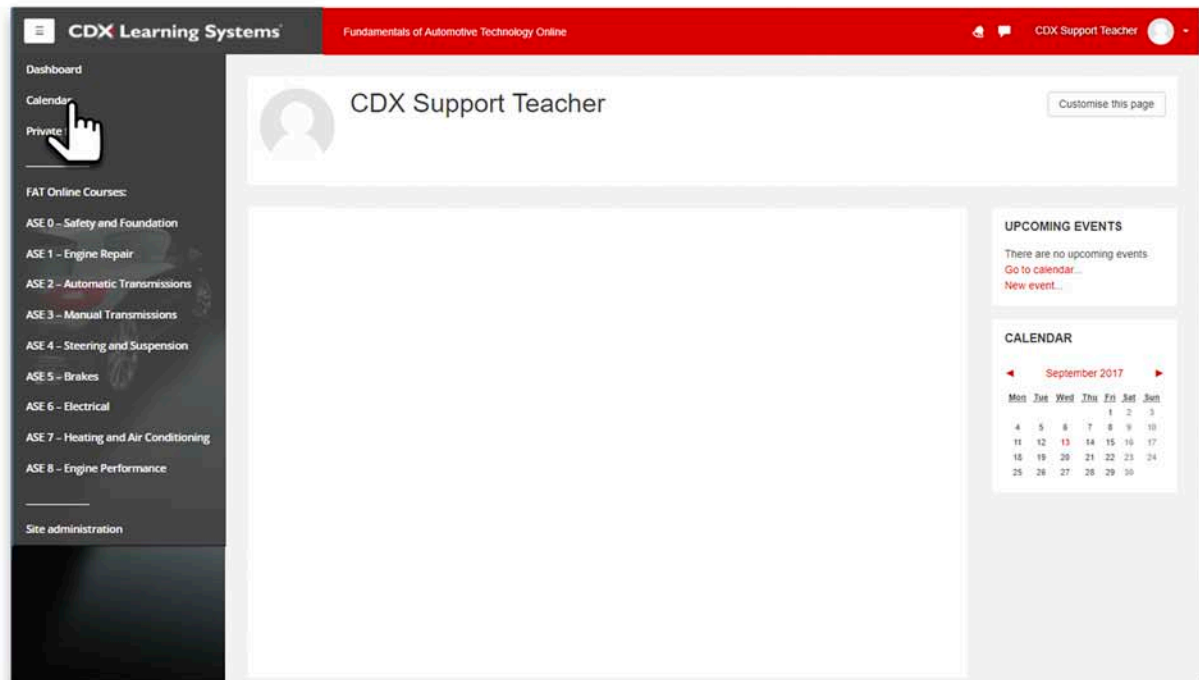
Contact the CDX Support Helpdesk

Email: cdxsupport@partnerinpublishing.com

Phone: 1-844-273-7537

Begin by logging into your account at cdxlearning.com and navigating to your CDX FAT Online Course.

To view the calendar, click on the Calendar option from the navigation on the left.



As an instructor, you have the ability to add quizzes, tasksheet assignments, and events to the Moodle Calendar for your course.

To add Quizzes and Tasksheets to the Calendar, simply assign a due date or close date to those quizzes or tasksheets. Once you have assigned those dates, the assignment will automatically populate that Quiz or Tasksheet into the due date on the calendar.

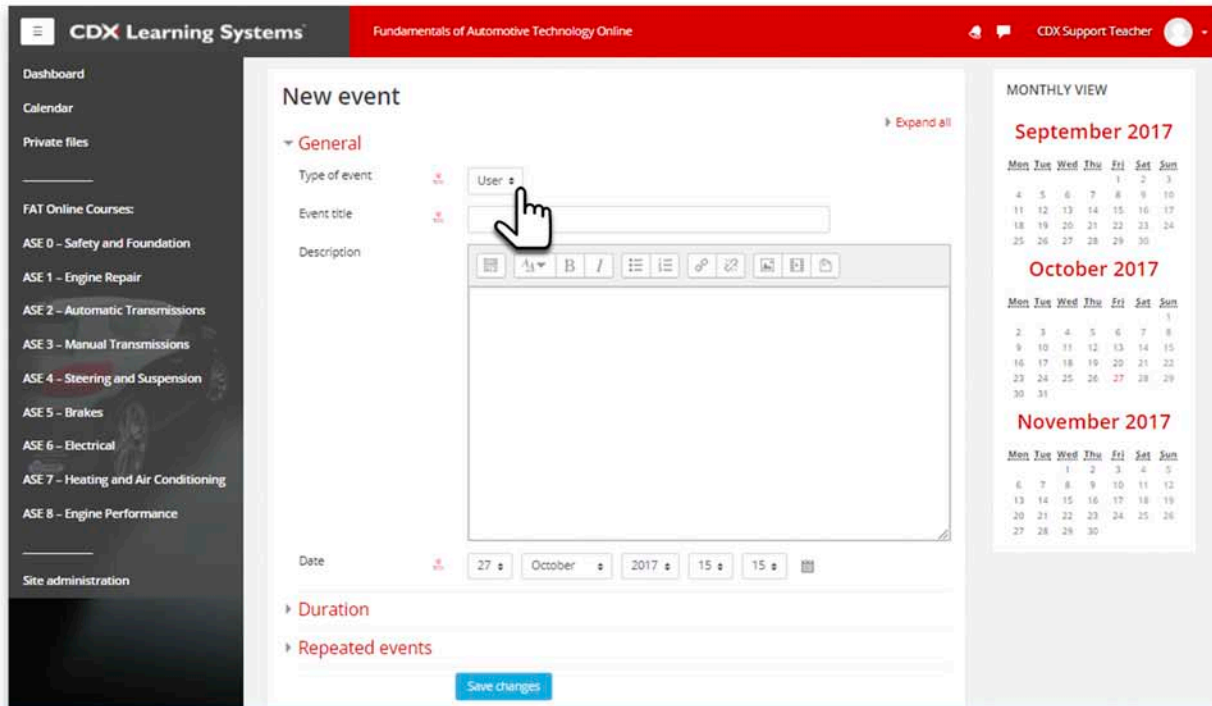
For detailed instructions on how to change or set close dates and due dates, please view our training material on Changing Quiz Timing.

If you would like to add an event to the calendar, navigate to the calendar and click on the New Event button.

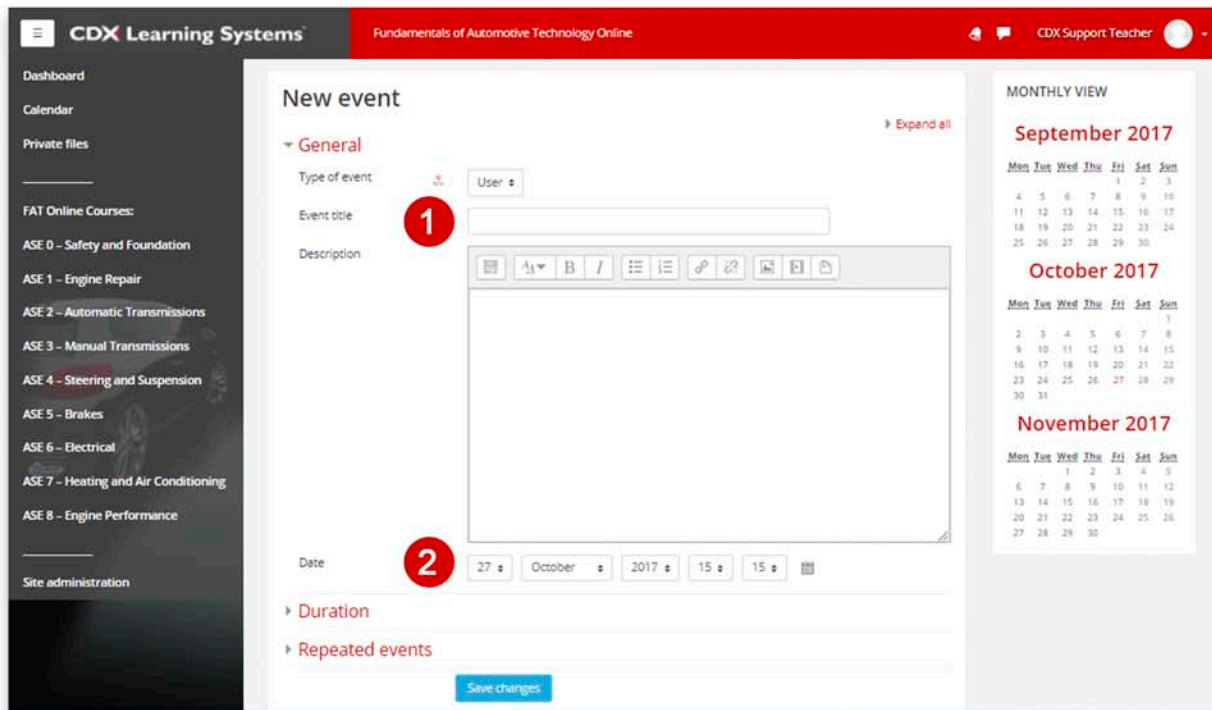


This will bring you to a page where you can create a new Calendar event.

First select if you'd like the event to be a User Event or a site event. User events will only be visible to you, while site events will be available to all students and instructors in the site

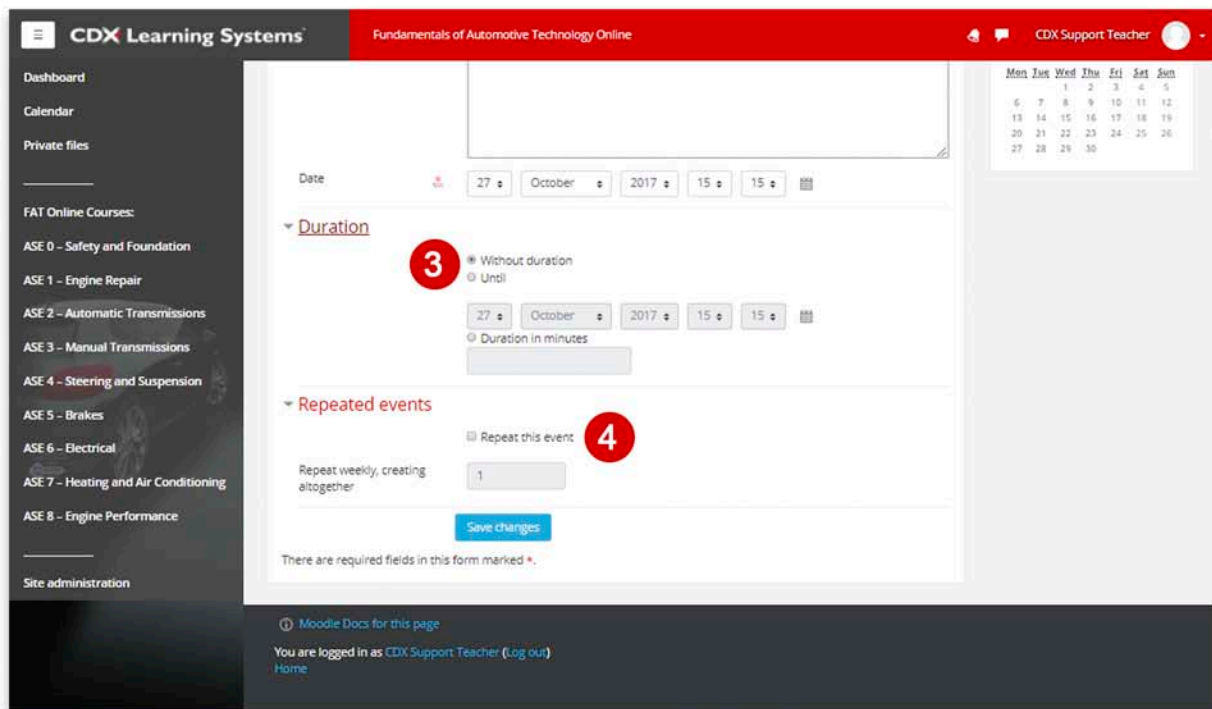


Give your event a title¹, and you can also add a description if you'd like. Then select the date you'd like the event to appear on².



If you'd like the event to have a duration, rather than just appearing on one day, set the date as the first day you'd like the event to start on, click on Duration, and select when you'd like the event to end³.

If you'd like the event to be repeated on more than one day, click on Repeated events, select "Repeat this Event"⁴ and then select the number of weeks you'd like the event to repeat.



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The screenshot shows the Moodle interface for 'Fundamentals of Automotive Technology Online'. The left sidebar lists 'FAT Online Courses' from ASE 0 to ASE 8. The main content area is the event creation form. The 'Date' field is set to October 27, 2017, at 15:15. The 'Duration' section has 'Without duration' selected. The 'Repeated events' section has the 'Repeat this event' checkbox checked, with a red circle and the number 1 next to it. The 'Repeat weekly, creating altogether' field is set to 1. A 'Save changes' button is visible at the bottom of the form. A calendar widget is visible in the top right corner.

Once you have set any settings. Click Save Changes and the event will be saved to the calendar.

You will be reloaded back to the calendar and see your event has been added.