How to Add New Events to Moodle Course Calendar
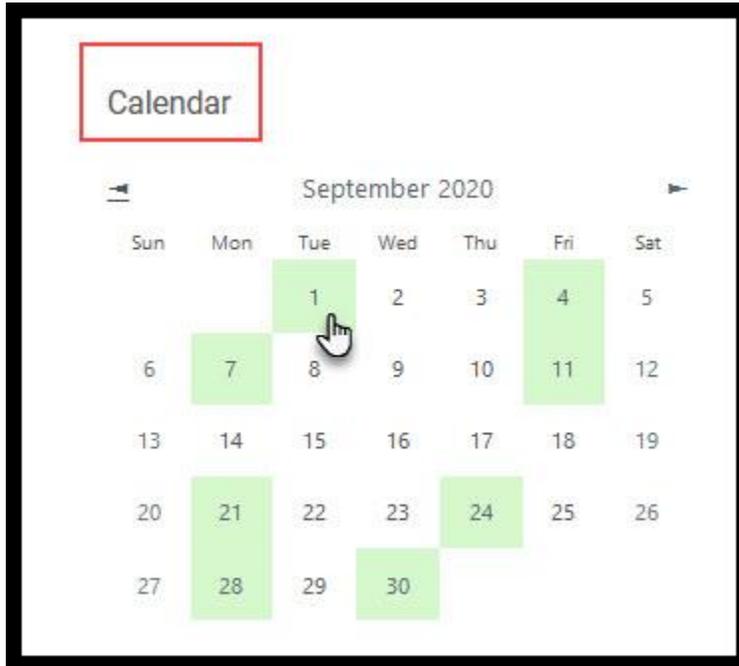
(1) Sign into Moodle, go to the course and then "**Course Dashboard**" (on the bottom of CONTENTS on the left side of the course):

(2) On the Course Dashboard, find the "**Calendar**" block.
Click on any of the green number to go into the calendar configuration page.

(3) On the top, click on the "**New Event**" button:

(4) Fill in the event details (title, date, description, etc).
    Make sure the "Type of event" is Course level and the event is for the right course.
    Click on the "Save" button.
    The event will then show up in your students' Moodle calendar.

Students also have an option to connect their Moodle calendar with Outlook calendar.