

OpenKGUMSB

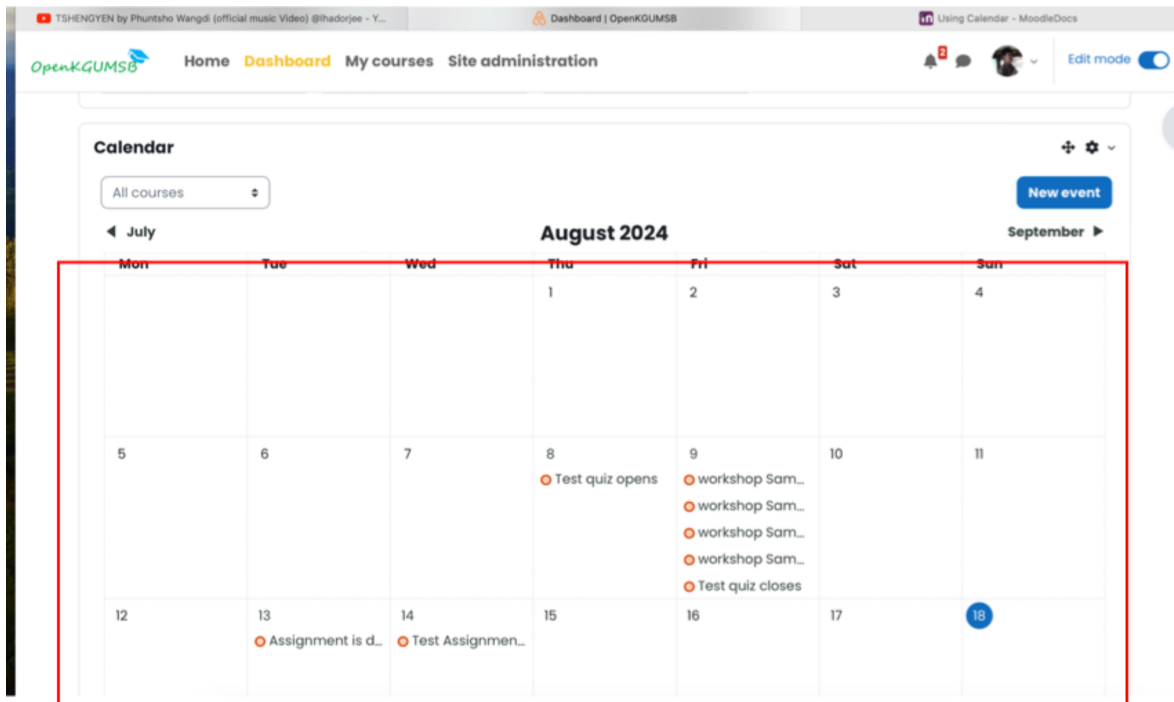
**CALENDAR MANUAL
FOR TEACHERS**

OpenKGUMSB Teacher Calendar Manual

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Department:	KGUMSB
Date:	09-08-2024
For:	OpenKGUMSB Teachers

Calendar

1. The calendar is available as shown below on your dashboard
2. To create an event click on the date or click on the New event



3. In the pop-up window, enter the event title and event type

User Event

It will only be visible by the user currently logged in (i.e. the one creating the event)

Group Event

Will be visible to a particular Group on the course

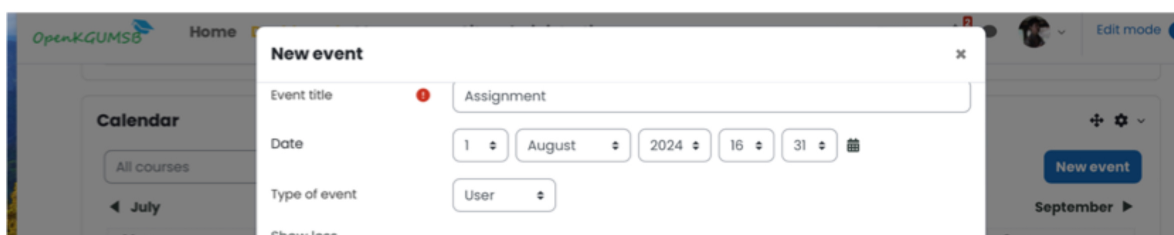
Course Event

·it will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.

Site Event is a "global" event - visible in every course and on the calendar on the home page. Only users with the capability to manage calendar entries at the system level can add site events.

4. Click on show more to view more settings.

You can make the duration of the even as shown below and Click save



Description

Location

Duration

- Without duration
- Until
- 18 August 2024 17:06
- Duration in minutes
- Repeat this event

Save

5. Now you can see the event you created

OpenK.GUMSB Home Dashboard My courses Site administration

Calendar

All courses

August 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 Assignment	2	3	4
5	6	7	8 Test quiz opens	9 workshop Sam... workshop Sam... workshop Sam... workshop Sam... Test quiz closes	10	11
12	13 Assignment is d...	14 Test Assigmen...	15	16	17	18