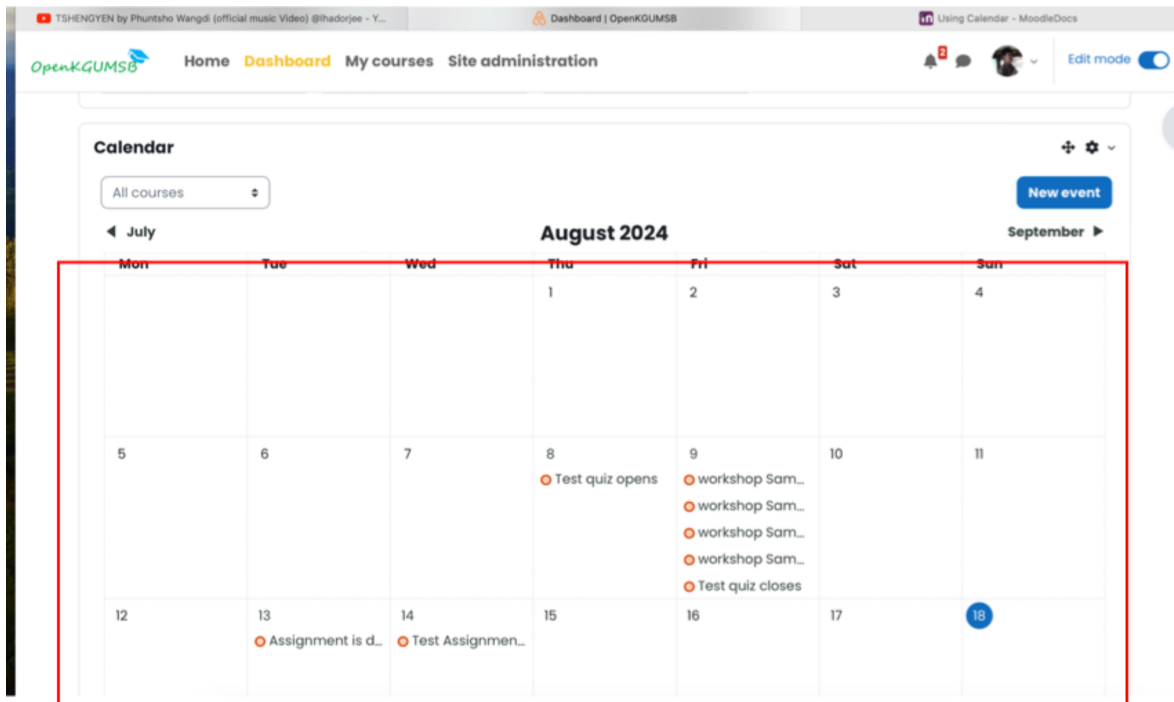# OpenKGUMSB

CALENDAR MANUAL FOR TEACHERS

OpenKGUMSB Teacher Calendar Manual

Written by:	ICT UNIT (OOP, FNPH, FOTM, FOUGM)
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
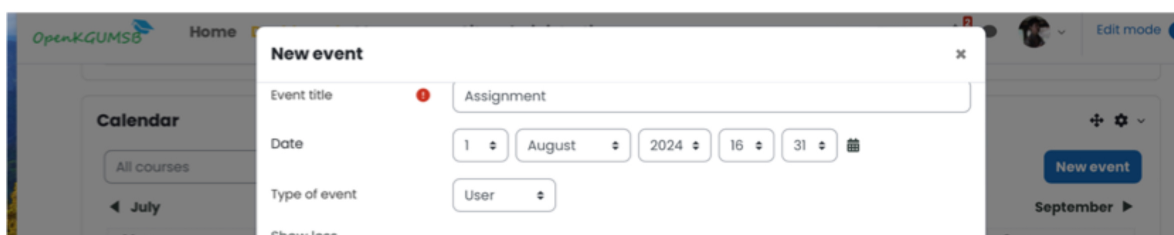   Will be visible to a particular Group on the course
   Course Event
   ·it will be visible to participants on the course in question. Only users with the capability to manage calendar entries at the course level can add course events.
   Site Event is a "global" event - visible in every course and on 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

5. Now you can see the event you created