



CC 2.0 Using the Calendar

1. Log onto Cougar Courses.
2. Click the **My Home** tab at the top of the page.
3. Locate the calendar block. **Click** the month, in blue.
4. A new page will load with a customizable calendar on it.
Note: You may see some assignments already added to your calendar by your Instructor(s).
5. You can toggle different event types on and off by clicking the **Click to Hide** link at the bottom of the page.
6. To view different months, **click** the ◀ or ▶ buttons.
7. You can select to view the events for a single course, using the **Detailed Month View** drop down menu.
8. **To add a new event:** click the **New Event** button at the top, right of the calendar.



Detailed month view: 7 ◻ 8 New event

6 ◀ October 2012 November 2012 December 2012 ▶ 6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					Quiz #4: Chapters 8 and 9	[Quiz #4: Chapters 8 and 9]
4 [Quiz #4: Chapters 8 and 9]	5 [Quiz #4: Chapters 8 and 9]	6 [Quiz #4: Chapters 8 and 9]	7 Human Genome Project part 1 (Quiz closes)	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5

Global events shown (click to hide) Course events shown (click to hide)
Group events shown (click to hide) User events shown (click to hide)

9. *Name*: Enter the name of the event.
10. *Description*: Enter a brief description of the event.
11. *Date*: **Select** in the date of the event. (day, month, year, hours, in military time, minutes)
12. *Duration*: If desired, click the “until” or “Duration in minutes” radio button. Enter the date/time or the duration in minutes as appropriate.
13. If the event repeats each week on the same day and time, you can create a calendar entry for each repeat. Click the “Repeat this event” box. Enter the **number of weeks** you want the event to repeat in your calendar.
14. Click **Save Changes**.

New event

Type of event* User

Name*

Description

Path: p

Date* 8 November 2012 00 00

Duration Without duration
 Until
 Duration in minutes

Repeat this event

Repeat weekly, creating altogether 1

Save changes

15. Your event overview will be shown on the next page.
16. Click **Calendar**, at the top to return to your calendar or click **New Event** to add more.

Home > CC.HOME > **Calendar** > May 1, 2013

Day view All courses

← Tuesday **Wednesday, May 1, 2013** Thursday →

Username 12:00 AM

my Birthday!

Description of the event goes here

Exporting Your Calendar

If you use Microsoft Outlook 2007, Google calendar or the Mozilla calendar, you can import your Cougar Courses calendar events into this calendar. For instructions, see: http://docs.moodle.org/23/en/Using_Calendar#Importing_Moodle_calendar_into_other_calendars