Using the Calendar

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This Quick Guide will teach you how to use the Calendar Tool in MyAberdeen.

*The My Calendar module appears by default on your Homepage. The module can be added to/removed from any MyAberdeen page where the **Add Module** button appears.*

Using the My Calendar Module

- The **My Calendar** module displays any calendar events relating to your courses, created by your tutor/lecturer. You can also add personal calendar events
- To edit the date range for calendar entries which appear in the module, click the **wheel icon** at the top right of the module – this opens the **Personalise: My Calendar** page
- Click the arrow in the **Show Calendar Events For** window to open the drop down menu
- **Select the range of events** you want to display within the module on the homepage
- Click **Submit** – your changes will be applied and you will be taken back to the homepage
- To view events outwith the specified date range, click the **more calendar events** button – this opens the **Personal Calendar: View** page
  - **Select your view** from the date range options at the top right of the page
  - Then use the **left/right** arrows to scroll **forward/back** through the calendar

Creating a Personal Event

- You can create calendar entries using the **Create Personal Event** function. This is available on the **Personal Calendar: View** page which can be accessed either by:
  - Clicking the **more calendar events** button in the **My Calendar** module display **or**
  - Clicking the **Calendar** link in the **Tools** module
- **To create an event:**
  - On the **Personal Calendar: View** page, click the **Create Personal Event** button, located at the top left of the page
  - In the page which opens, **enter a Name and Description** for your event
  - **Set the Event Date, Event Start Time** and **Event End Time** options – enter the date/time directly in the appropriate box or click on the calendar/clock icon to choose your date/time from a pop up display
  - Click **Submit –** you will be taken back to the **Personal Calendar: View** page where your event will be displayed

*Events falling within the date range selected for display in the **My Calendar** module will now appear on the Homepage.*

***Note:** if the My Calendar module is made available on your Course Homepages (this is up to the respective course tutor/co-ordinator) only Course events will be visible in the module display.*