

Calendar and Event Creation in EtechRU LMS

The Calendar feature helps instructors and administrators schedule important events such as classes, deadlines, workshops, and exams, ensuring learners and teams stay informed with timely reminders.



✓ PREREQUISITES

- ✓ You have Teacher, Manager, or Administrator access in EtechRU LMS.
- ✓ You have details ready for the event (title, date, time, description).

★ BEST PRACTICES

- Create events in advance to provide enough notice.
- Use clear titles and descriptions for better communication.
- Choose the correct event type to control visibility.
- Review events regularly and update if needed.

STEP-BY-STEP PROCESS

- ### 1 Access the Calendar

 - Log in to EtechRU LMS.
 - From the **Dashboard** or navigation menu, click **Calendar**.
- ### 2 Add a New Event

 - Click **New event** (usually at the top right of the calendar page).
- ### 3 Select Event Type

 - Choose the appropriate event type:
 - ✓ **Site event** (Visible to all users)
 - ✓ **Course event** (Course participants)
 - ✓ **Group event** (Selected group)
 - ✓ **User event** (Personal event)
- ### 4 Enter Event Details

 - **Event title:** Enter a clear name.
 - **Description:** Add event details (optional).
 - **Date and time:**
 - ✓ Set the start date and time.
 - ✓ Enable **duration** and set end date/time if required.
- ### 5 Configure Additional Settings

 - Enable or disable **Repeat event** if the event occurs multiple times.
 - Select the relevant **course** or **group** (for course/group events).
- ### 6 Save the Event

 - Click **Save**.
 - The event now appears in the calendar view.
- ### 7 View and Manage Events

 - Events are visible in:
 - ✓ **Calendar view**
 - ✓ **Dashboard timeline**
 - Click an event to **edit** or **delete** if changes are needed.

✗ COMMON MISTAKES

Selecting the wrong event type, causing visibility issues.

Entering incorrect dates or times.

Failing to assign the event to the correct course or group.

Not using descriptions for important instructions or context.

💡 NEED A TIP?

Plan and schedule events early to improve communication, engagement, and time management.

Well-planned events keep your learners informed and connected!