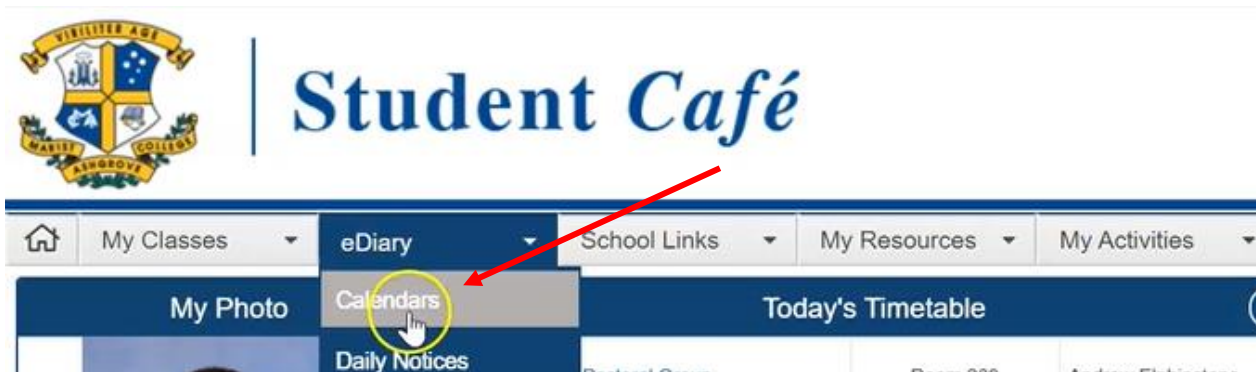
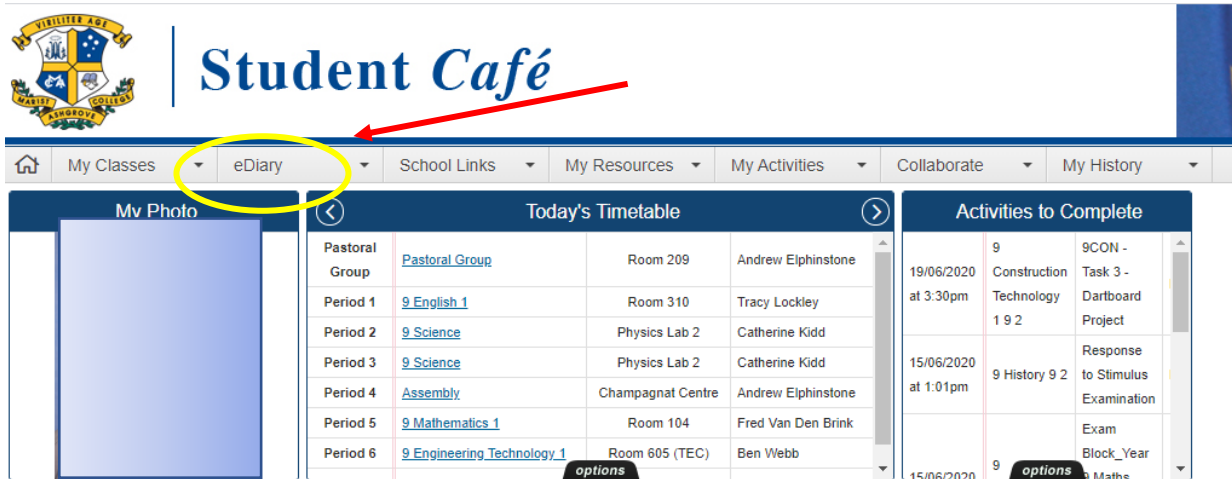


Setting up a learning schedule in Student Café

Step One: Log in to student café.

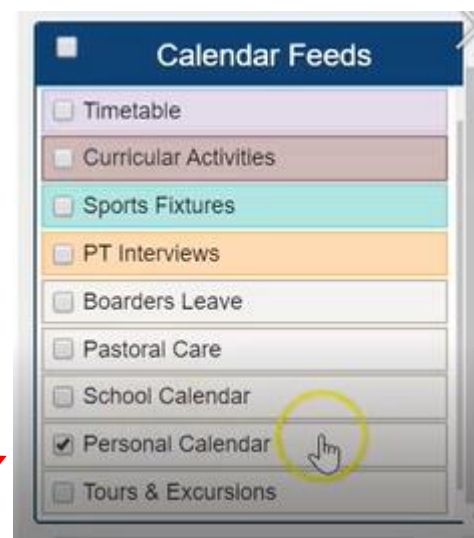
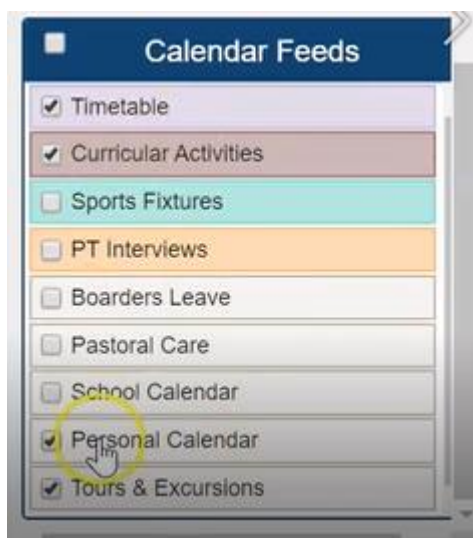
Step Two: Click on e-Diary and select 'Calendars'



Step Three: Deselect all calendar feeds except the Personal Calendar

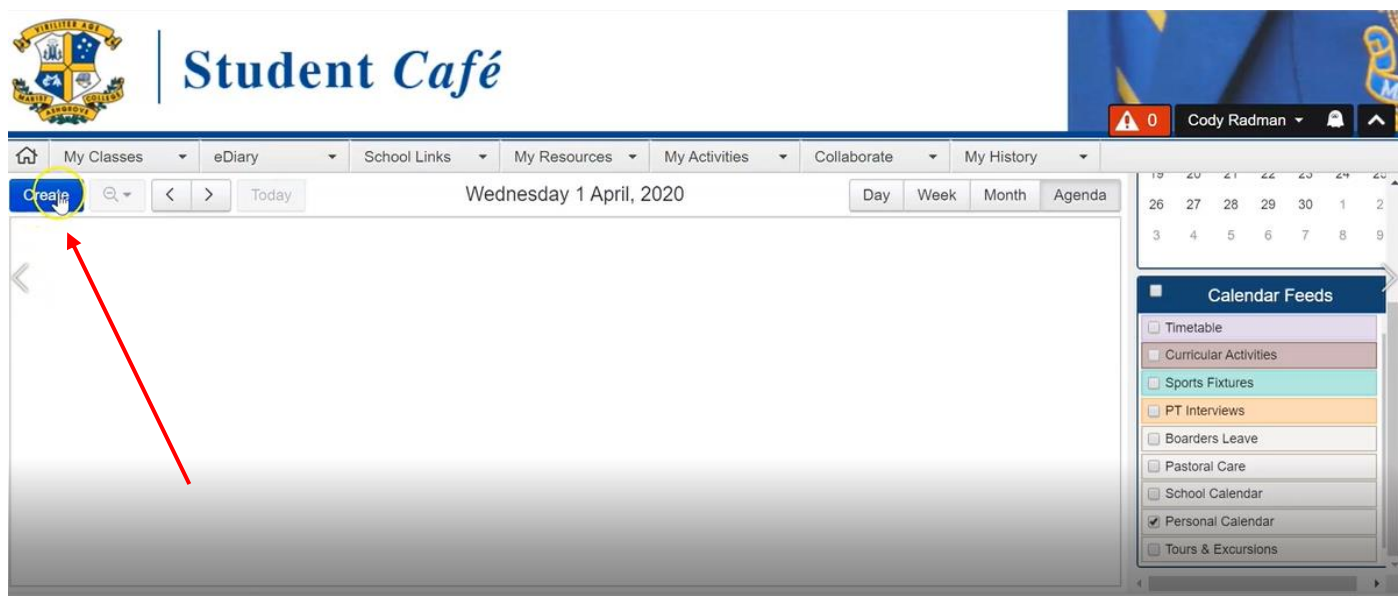
You will notice a number of calendars appear on the right-hand side:

Deselect all calendars except your personal calendar:



Step Four: Add new items to your personal calendar

Select 'create'



Set up daily or weekly blocks of time for different activities by completing the information in the 'create' tab. If the activity is to be recurring (daily or weekly), you will need to add it as a recurring event.

The screenshot shows the 'Calendar Entry' form. The title is 'History Discussion Lesson'. The 'All Day Event' checkbox is unchecked, and the 'Recurring Event' checkbox is checked. The 'Add' button is highlighted with a yellow circle and a red arrow. The 'Start Date' is '01/04/2020' and the 'End Date' is '01/04/2020'. The 'Start Time' is '10:00 am' and the 'End Time' is '11:00 am'. Both time fields have a red error message 'field is required x'. The 'Location' is 'My house'. The 'Description' is 'History Discussion - log in to Moodle, access Discussion Forum'. The 'URL' field is empty. The 'Attachment' section has a 'Drop file here' area, a '- or -' separator, and a '+ Choose' button. At the bottom, there are 'Cancel' and 'Save' buttons.

You can view your schedule as a day, week or month, and you can print this out if you wish by selecting control + p.