

Guide for teachers

****Plugins:**** ZSK upcoming events + optional ZSK course events

Two roles

| Task | Where? |

|-----|-----|

| ****Create and maintain events**** | Central management (`` /local/zsk_termine/manage.php``)
— with permission only |

| ****Show events in a course**** | Add activity ****ZSK course events**** |

Events are ****never**** edited inside the course activity.

Part A: Manage events (if authorised)

Requirement: administrator, allowlist entry, or `` local/zsk_termine:manage``.

1. Open ****Manage events**** (`` /local/zsk_termine/manage.php``)
2. Choose or create a ****category****
3. ****Add event**** — title, date/time, location, description
4. For ****course events:**** set ****Course assignment****
5. Optional: e-mail announcement, reminder (premium)
6. Save

All events list: `` /local/zsk_termine/index.php``

Part B: Add course activity

1. Turn editing on
2. ****Add an activity**** → ****ZSK course events****
3. Save name and optional description

Course page shows assigned events below the activity (tabs **All events** / **Past events**).

Multilingual UI

- Tabs and system strings follow the user's Moodle language
- Categories: optional ****Name (English)**** in category management
- Default activity names resolve to the current language when unchanged

FAQ

****I do not see “Manage events”.****

→ Ask support for allowlist access.

****Activity shows no events.****

→ Event must be assigned to ****this course**** in central management.

****E-mail not sent.****

→ Cron required; free tier: course events only, max. 50 recipients.