PERSONALIZING THE CANVAS CALENDAR

INTRODUCTION
The Canvas Calendar tool has notification settings and enables syncing with other calendars. We’ll take a look at both features in this tip sheet.

RECEIVING CALENDAR NOTIFICATIONS ON MOBILE DEVICES
You can receive text reminders about course events such as assignment or quiz due dates. To set this up, all you need to do is change a few settings in your Canvas account.

1. Click the Account icon in the global navigation menu in the left margin of your view. Then click Settings.
2. In the Ways to Contact sidebar (far right), click + Contact Method.
3. Enter your cell number and phone service carrier, and click Register SMS.
4. After receiving a registration confirmation code on your mobile device, enter the code in the box on the screen, then click Confirm (if a confirmation code is not sent to your phone, your carrier may not support this function through Canvas).
5. Navigate to the Preferences settings in Canvas (click the Account icon in the global navigation menu, then click Notifications).
6. Select the activities for which you want to have notifications sent to your mobile device. Note that in this case, unlike for email notifications, you can configure notifications to be sent immediately or never.
7. Click Save.

Notification Preferences

<table>
<thead>
<tr>
<th>Activity</th>
<th>Email Address</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Course Content</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Files</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Announcement</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Announcement Created By You</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
<tr>
<td>Grading</td>
<td>v (c) x</td>
<td>v x</td>
</tr>
</tbody>
</table>

Tip sheets website: https://ce.uwex.edu/resources
SYNCING THE CANVAS CALENDAR WITH OTHER CALENDARS

With just a few clicks, you can add Canvas Calendar due dates to other calendars you use (e.g., Microsoft Outlook, iCal, Google Calendar). Here's how:

**Step 1. Access Calendar Feeds**
Click the Calendar icon in the global navigation menu. In the bottom-right corner, click Calendar Feed.

**Step 2. Copy Calendar Feed**
Highlight the URL link in the Calendar Feed dialog box and copy it.

**Step 3. Paste the URL**
Navigate to your external calendar tool (e.g., Outlook, iCal, Google Calendar) and paste the URL into the location for adding calendars. That's it! (For help finding where to paste the URL, check the additional resources below.)

**ADDITIONAL RESOURCES**
- Add Someone Else's Google Calendar by Google
- Import or Subscribe to a Calendar in Outlook.com by Microsoft