

# CANVAS CALENDAR BASICS

## INTRODUCTION

The calendar in Canvas is a useful way for you to track due dates and deadlines for your courses. We recommend that you take full advantage of this tool as a way to help you organize your workload. This tip sheet provides you with an overview of the tool as well as additional documentation regarding how to take advantage of some of its more useful features.

## ACCESSING THE CALENDAR

### Where to Find It

The Canvas Calendar can be found on be found from the Global Navigation Menu from any page on Canvas, or specifically on a course's Syllabus Tab. The view from the Global calendar displays upcoming due dates for all your courses; the view from a specific course's Syllabus Tab shows dates for only that course.

### What You See

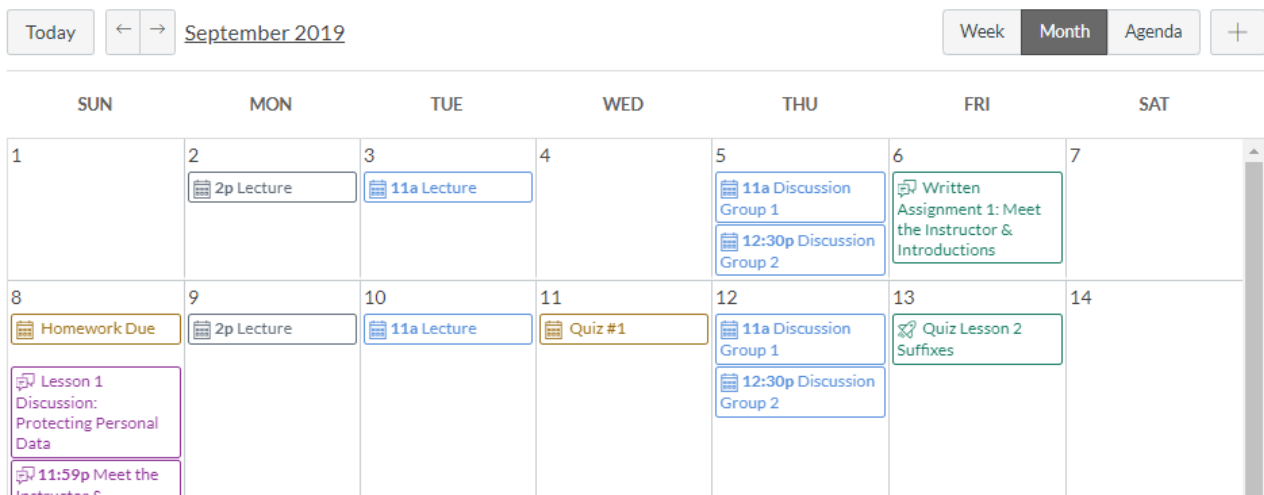
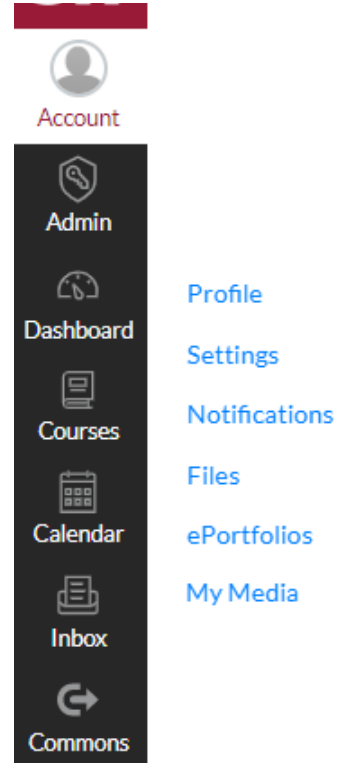
In addition to displaying due dates, you can see what is due and for which course. This view provides a snapshot across all your courses, which is great for short-term planning.

## NAVIGATING

For a more comprehensive view of your course due dates, you can choose to see just a week's worth of dates or a month's worth of dates. Or you can select the Agenda view to group your course events by date. Each item on the agenda will be color-coded to represent a specific course.

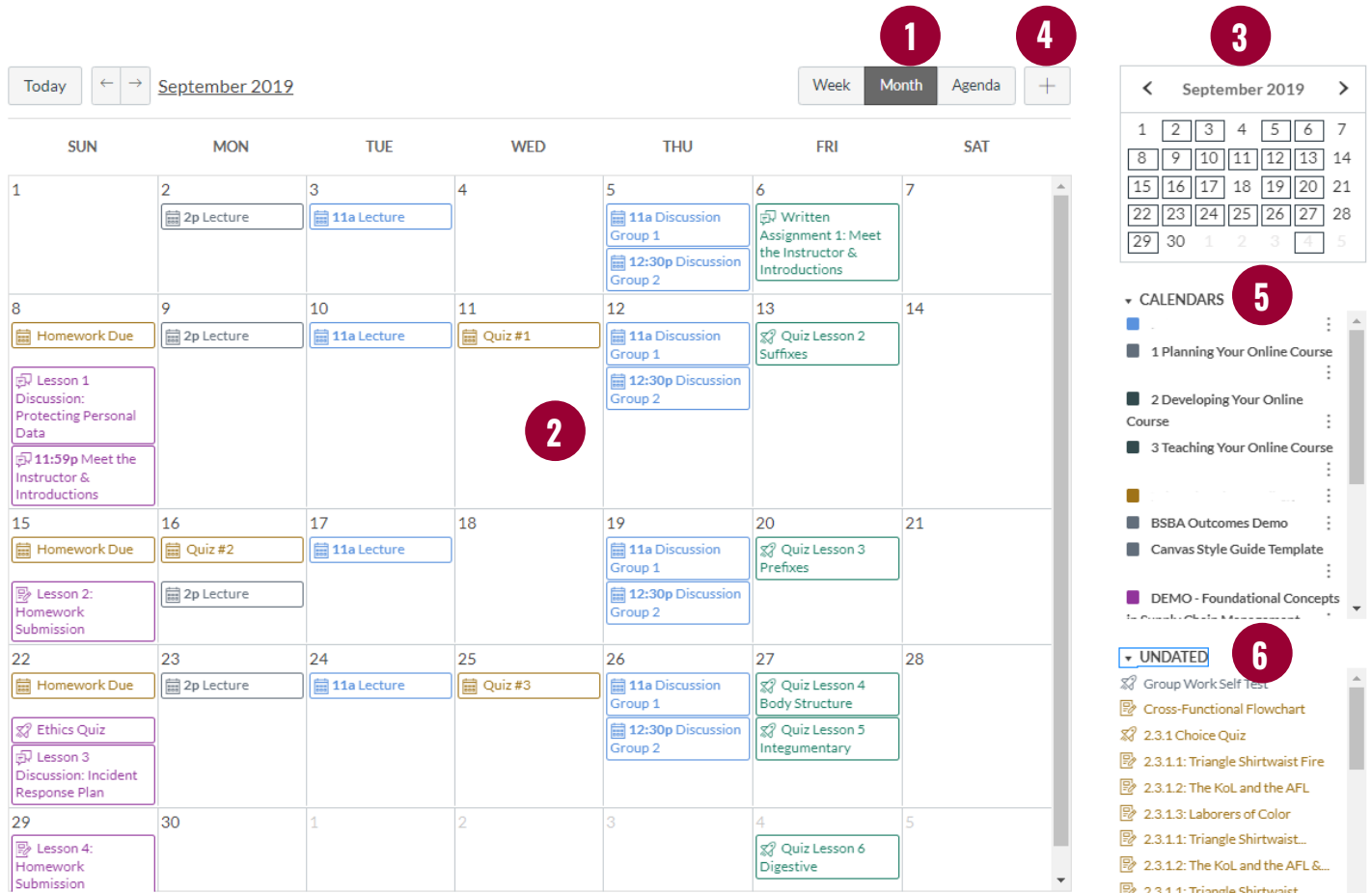
If you click on an item in the calendar or agenda view, the details will appear on a dialog box, from which you can also change the due date of that item. If you click "More Options", you will be brought to the edit page of that item within the course that item is located in!

In the top-right corner, you can also add an item such as an event, an assignment, or a to-do. You can select which course you want to add the item to by selecting them in the Calendar drop-down menu.



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## CALENDAR TOOL REFERENCE



The screenshot shows the Canvas Calendar interface for September 2019. It includes a main calendar grid, a mini calendar, and a list of calendars. Numbered callouts highlight specific features:

- 1**: Calendar Views area (Week, Month, Agenda, +)
- 2**: Calendar Content (clicking on a day to add items)
- 3**: Mini Calendar (navigation to specific days)
- 4**: Add Feature button (top right of main calendar)
- 5**: Calendars List (color-coded list of calendars)
- 6**: Undated Tasks (list of tasks without due dates)

- 1. Calendar Views:** Use the calendar views area to toggle between different display layouts.
- 2. Calendar Content:** View the content on the calendar. Click on a day to add a calendar item. Select the buttons on the top-left to change the timeframe.
- 3. Mini Calendar:** Use the mini calendar to navigate quickly to a specific day, week, or month.
- 4. Add Feature:** Click this button to add a calendar item such as an event, assignment or a to-do.
- 5. Calendars List:** View which calendars are color-coded and which colors. You can change their color by clicking the three vertical dots to the right of the calendar name.
- 6. Undated Tasks:** View all the tasks, quizzes, assignments, etc. in your courses that do not have due dates. You can click and drag them onto a day in the Calendar to automatically set them to be due on that day at 11:59pm.

## ADDITIONAL RESOURCES

Canvas Calendar Guide: [https://community.canvaslms.com/docs/DOC-10460#jive\\_content\\_id\\_Calendar](https://community.canvaslms.com/docs/DOC-10460#jive_content_id_Calendar)