

PERSONALIZING THE CANVAS CALENDAR

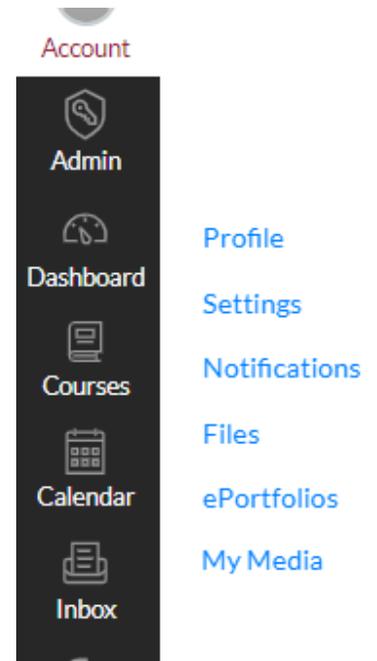
INTRODUCTION

The Canvas Calendar tool allows for notification settings and syncing with other calendars, so we'll take a look at how to do that here.

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 on your Canvas account.

1. Click Account on the global navigation menu. Then click Settings.
2. In the Ways to Contact menu, click "+ Contact Method" under Other Contacts.
3. Enter your cell number and your 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 "Account" in the global navigation menu, then click "Notifications")
6. Select which activities you want to trigger a notification sent to your mobile device. Unlike email notifications, you can only configure notifications to be sent immediately or never.
7. Click Save.



Notification Preferences

✓ Notify me right away

🕒 Send daily summary

📅 Send weekly summary

✗ Do not send me anything

Course Activities	Email Address	Cell Number
Due Date	✓ 🕒 📅 ✗	✓ ✗
Grading Policies	✓ 🕒 📅 ✗	✓ ✗
Course Content	✓ 🕒 📅 ✗	✓ ✗
Files	✓ 🕒 📅 ✗	✓ ✗
Announcement	✓ 🕒 📅 ✗	✓ ✗
Announcement Created By You	✓ 🕒 📅 ✗	✓ ✗
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	✓ 🕒 📅 ✗	✓ ✗

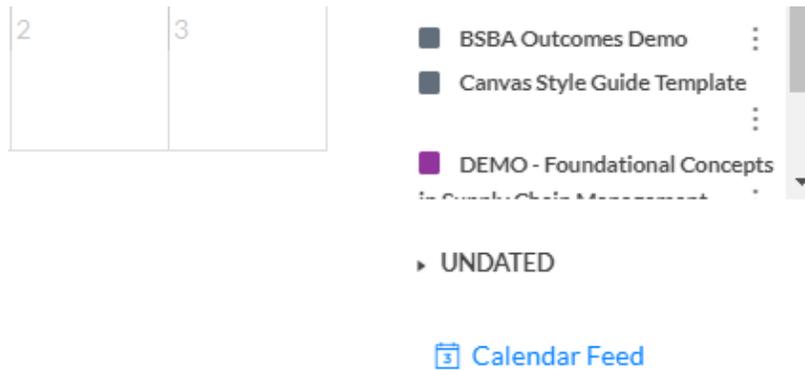
PERSONALIZING THE CANVAS CALENDAR

SYNCING THE CANVAS CALENDAR WITH OTHER CALENDARS

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

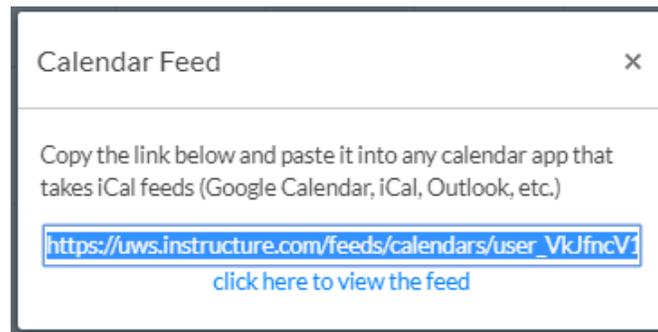
Step 1. Access Calendar Feeds

Click the Calendar 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 (ex. 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

Canvas Calendar Basics:

Add Someone Else's Google Calendar: <https://support.google.com/calendar/answer/37100?hl=en>

View and Subscribe to Internet Calendars: <https://support.office.com/en-in/article/View-and-subscribe-to-InternetCalendars-f6248506-e144-4508-b658-c838b6067597>