ACADEMIC TECHNOLOGY
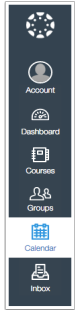*for the* FACULTY OF ARTS & SCIENCES

Quick-Reference Guide to
USING THE CANVAS CALENDAR

The Canvas Calendar keeps students and instructors on schedule and up-to-date. The Calendar automatically syncs with other features in Canvas, such as Assignments, Syllabus, and Grades. This means that when you create, change, or delete the due date of an Assignment on the Calendar, it will show up in all the other areas and vice versa.

The direct link to access the Calendar is located in the global navigation on the left of the course site page. You can change dates right in the Calendar by dragging and dropping assignments from one date to another. You can add an event such as a lecture or field trip on the Calendar without having to create a separate Assignment. Simply click the date, select the Event tab in the pop-up box that appears, and add your details.

Calendar View

The Calendar is designed to display up to 10 calendars at a time. To help manage user calendars, courses marked as favorites will always be listed at the top of the user's calendar list in the calendar sidebar.

If you have more than one course, Canvas will display all the assignments from all your courses by default. If your Calendar becomes too crowded, you can filter the number of events listed on your Calendar by selecting or deselecting courses in the sidebar on the right-hand side of the screen.

The Calendar displays everything you are enrolled in, since the Calendar spans across all courses. In the navigation bar, you can choose to view the calendar in Week, Month, or Agenda view [1]. The view you choose dictates the style of the calendar window [2]. By default, the calendar appears in Month view.

The sidebar [3] shows a quick-view calendar, your list of courses and groups, and undated items for your courses and groups.
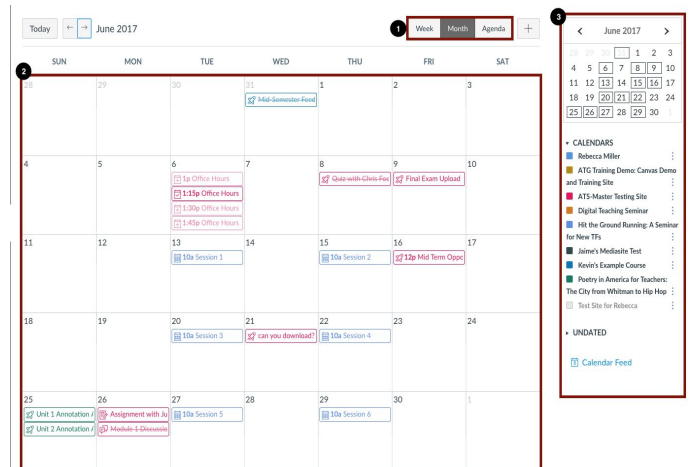
Creating Calendar Items

Events

A Canvas event is a non-graded Canvas activity. Events you create on the Calendar will not appear on the Assignments page or in the Gradebook. But they will show up on the Syllabus page and student calendars. You can create events with due date times as well as all-day events.

For example, in the Calendar you may create a course event with a link to the readings that you want students to do in preparation for a class discussion. You will not grade students on whether or not they have done the reading, but you are providing the readings on a specific day to help them organize their time more efficiently.

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To create an event:

Click the + button at the top right of the calendar. Enter a title for the event [1]. In the date field [2], edit the date if necessary. Specify the start and end time for your event [3]. To create an all-day event, leave the "From–to" fields blank, so there are no start and end times for your event. If a location is required, enter a location for the event [4]. In the Calendar drop-down menu [5], select the course calendar for the event. Click Submit [6] to add the Event to your calendar.

Note: To add additional information about the event or to link readings, click More Options [7] before clicking Submit.

Assignment Shells

You can create assignment shells from the Calendar. Assignment shells are placeholders for the assignment until you fill in the assignment details.

To create an assignment shell:

Click the "Assignment" tab at the top of the pop-up box. Enter a title [1] and due date [2] for the new assignment. In the Calendar drop-down menu [3], select the course for the assignment. In the Group drop-down menu [4], select the assignment group. To publish the assignment, toggle the Publish icon [5]. If you choose not to publish, the assignment will still be created and remain unpublished.

Click the Submit button [6].

Note: To edit the assignment details, click the More Options button [7] before clicking Submit.

Appointment Groups

You can also create appointment groups in the Calendar. Appointment groups create a block of time where students can meet with you. Students can sign up for appointment times in their own calendars.

Appointment groups are great for:

- Office Hours
- Project/Group Meetings with Faculty/TAs

For more information on setting up Appointment groups see: https://community.canvaslms.com/docs/DOC-2640