

Calendar

How do I use the Calendar as a student?

The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. The calendar also includes access to the Scheduler, which is an optional scheduling tool in Canvas.

Note: If you change your language or locale preferences, the Calendar week start date may also change. Certain languages or locales change the Calendar week start date to Monday.

In Global Navigation, click the **Calendar** link

The Calendar spans all courses and displays information for each of your enrolled courses and groups. 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.

Assignments are shown with an icon next to the assignment title. The icon reflects the assignment type: Discussion [1], Assignment [2], Quiz [3], or Events [4]. Non-graded items with a to-do date may display in the calendar for a course.

Each item on the calendar is color-coded to match the courses or calendars in the sidebar.

To view full details for an assignment or event, hover over the item [5].

Calendar assignments can also be crossed out [6], which is a simple way to keep track of assignments. Assignments are crossed out once the assignment has been submitted. However, assignments that have been awarded a grade but do not contain an actual submission will not be crossed out.

How do I add an event to my calendar as a student?

You can add a personal reminder to your own Calendar for an upcoming event.

In Global Navigation, click the **Calendar** link.

Click any date on the calendar to add an event [1]. Or, click the arrows next to the month name to navigate to a different month [2] and select a date.

If you don't want to manually locate the date, you can click the **Add** icon [3].

Enter a title for the event [1].

Depending on how you added your event, the date may be populated for you. If not, enter a date in the date field [2].

The calendar times may also be populated for you in the From and To fields [3]. To edit, use the dropdown or enter the start and end time for your event. To create an all-day event, leave the From and To fields blank so there is no start and end time for your event.

In the **Frequency** drop-down menu, you can set [recurring calendar events](#) [4].

If a location is required, enter a location for the event [5].

To add additional details to your event, click the **More Options** button [1]. You can use the Rich Content Editor to add a description or resource links.

Otherwise, click the **Submit** button [2].