Quick Guide: How to Create a Calendar Event

The Calendar feature in Canvas provides a global view of all course-related assignment and event due dates. The Calendar can also be populated with personal events. Events are ungraded activities, such as logistical information about a class meeting place. To create a calendar event:

1. Click on the “Calendar” link in the User Dashboard at the top of the screen.

2. Click on the box next to the name of your course in the sidebar.

3. Click on the box for the date of the proposed activity. This prompts an event edit dialog box.
4. Customize event settings. Selecting **More Options** allows you to add further details. Click **Submit**.

5. In addition to seeing the event in the Calendar, you can also view the new event in the **Syllabus** associated with the course you selected in the Calendar sidebar.