Quick Guide: Use the Calendar to Manage Your Time

The Calendar feature in Canvas can help you manage your time by enabling you to view assignments and events for all of your courses, as well as personal events that you create. Any events you add to your personal calendar are not visible to anyone else.

Course Assignments

1. Access the Calendar link from the global dashboard menu.

2. The calendar enables you to see any assignments or events your instructors have added, color-coordinated by course. You can also see your personal calendar (labeled with your name), to which you can add personal events.
Personal Events

3. To add a new event, click on the numeric date to which you wish to add an event. Or, you can click on the Create New Event icon in the Calendar toolbar.

4. Provide a Title: for the event. The date automatically reflects the date you clicked on; however, you can also add a range of time for the event. Click More Options to provide a detailed description of the event.

5. Click Submit to secure the event in the global calendar.