CANVAS CALENDAR BASICS

UNIVERSITIES OF WISCONSIN
OFFICE OF ONLINE & PROFESSIONAL LEARNING RESOURCES

INTRODUCTION

The Canvas Calendar is a useful way for you to track due dates and deadlines for your courses. We recommend that you take full advantage of this tool as a way to help you organize your workload. This tip sheet provides you with an overview of the tool and shows you how to take advantage of some of its more useful features.

ACCESSING THE CALENDAR

Where to Find It
The Canvas Calendar can be found on the global navigation menu from any page in Canvas. It can also be found via a course's Syllabus tab. The Calendar view from the global navigation menu displays upcoming due dates for all of your courses; the view from a specific course's Syllabus tab shows dates for only that course.

What You See
In addition to displaying due dates, you can see what is due and for which course. The global Calendar view provides a snapshot across all your courses, which is great for short-term planning.

NAVIGATING

For a more comprehensive view of your course due dates, you can choose to see just a week's worth of dates or a month's worth of dates. You can also select the Agenda view to group your course events by date. Each item on the agenda is color-coded to represent a specific course.

If you click on an item in the Calendar or Agenda views, the details will appear in a dialog box, from which you can also change the due date of that item. If you click More Options, you will be brought to the edit page of that item within the course.

In the top-right corner, you can also add an item such as an event, an assignment, or a to-do. You can select which course you want to add the item to by selecting it in the Calendar drop-down menu.

Account

Admin
Dashboard
Courses
Calendar
Inbox
Commons

Notifications
Profile
Files
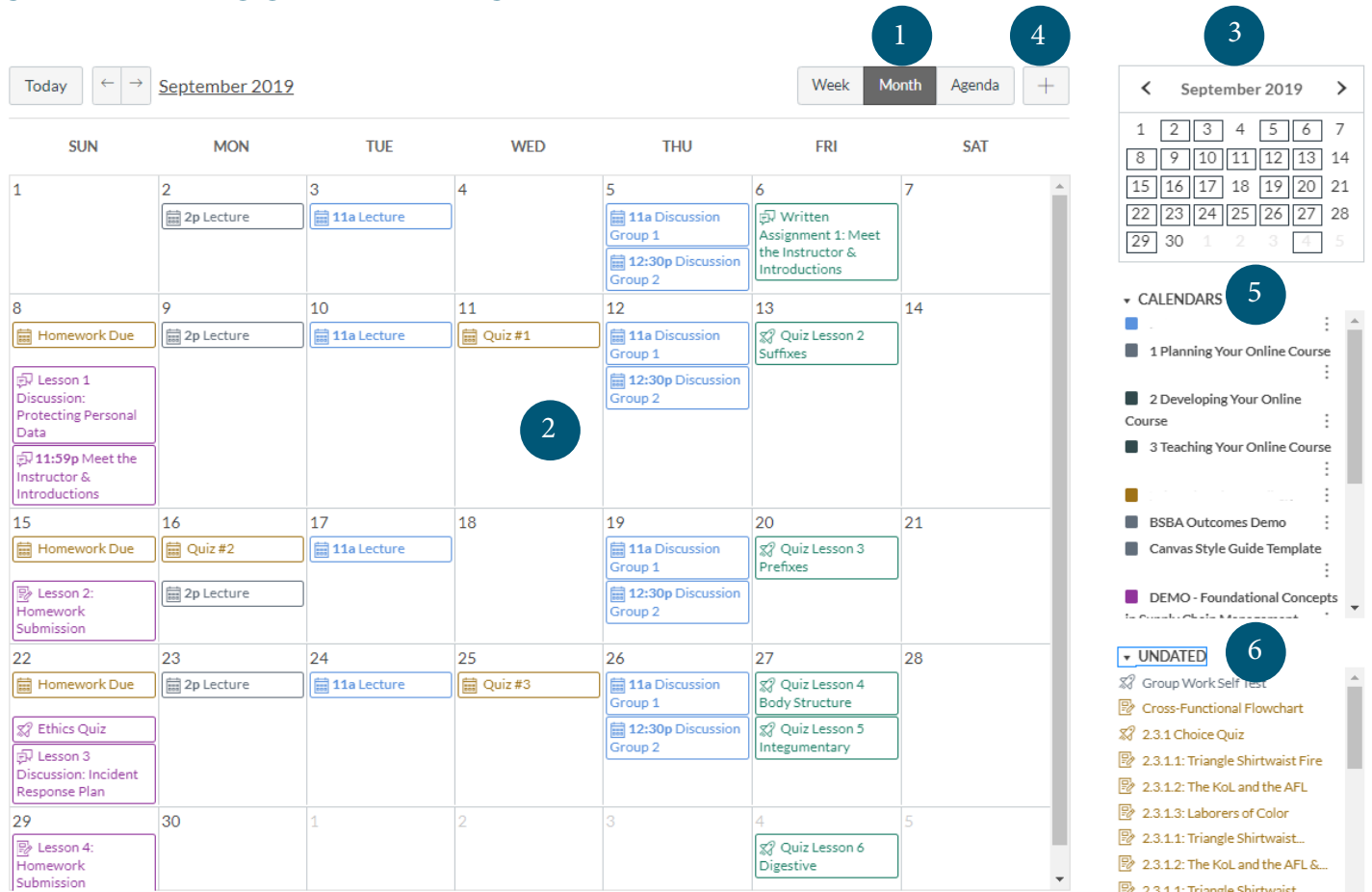Settings
ePortfolios
Shared Content
My Media
QR for Mobile Login
Global Announcements

CALENDAR TOOL REFERENCE

1. **Calendar Views:** Use the Calendar views area to toggle between different display layouts.

2. **Calendar Content:** View the content on the calendar. Click on a day to add a calendar item. Select the buttons in the top-left corner to change the timeframe.

3. **Mini Calendar:** Use the mini calendar to navigate quickly to a specific day, week, or month.

4. **Add Feature:** Click this button to add a calendar item such as an event, an assignment, or a to-do.

5. **Calendars List:** View your various color-coded calendars. You can change their color by clicking the three vertical dots to the right of the calendar name.

6. **Undated Tasks:** View all of the tasks, quizzes, assignments, etc., in your courses that do not have due dates. You can click and drag them onto a day in the calendar to automatically set them to be due on that day at 11:59 pm.

ADDITIONAL RESOURCE
- Calendar by Canvas