

PERSONALIZING THE CANVAS CALENDAR

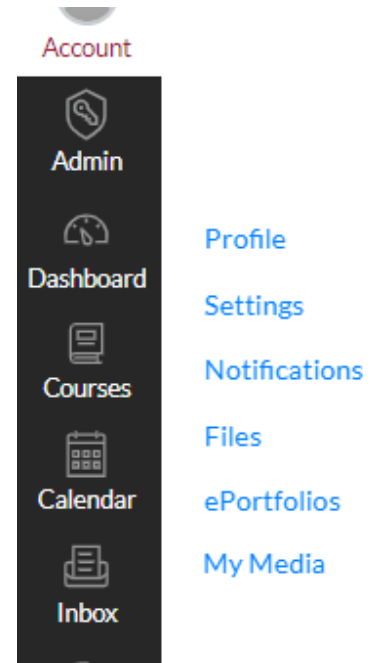
INTRODUCTION

The Canvas Calendar tool has notification settings and enables syncing with other calendars. We'll take a look at both features in this tip sheet.

RECEIVING CALENDAR NOTIFICATIONS ON MOBILE DEVICES



You can receive text reminders about course events such as assignment or quiz due dates. To set this up, all you need to do is change a few settings in your Canvas account.

1. Click the **Account** icon in the global navigation menu in the left margin of your view. Then click **Settings**.
2. In the **Ways to Contact** sidebar (far right), click **+ Contact Method**.
3. Enter your cell number and phone service carrier, and click **Register SMS**.
4. After receiving a registration confirmation code on your mobile device, enter the code in the box on the screen, then click **Confirm** (if a confirmation code is not sent to your phone, your carrier may not support this function through Canvas).
5. Navigate to the **Preferences** settings in Canvas (click the **Account** icon in the global navigation menu, then click **Notifications**).
6. Select the activities for which you want to have notifications sent to your mobile device. Note that in this case, unlike for email notifications, you can configure notifications to be sent immediately or never.
7. Click **Save**.



Notification Preferences

Notify me right away
 Send daily summary
 Send weekly summary
 Do not send me anything

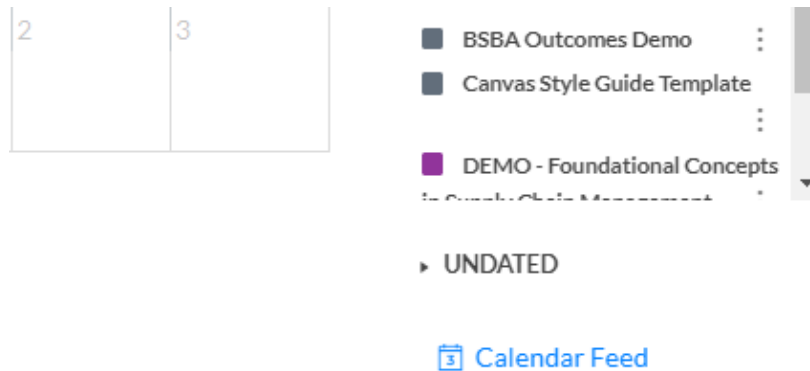
Course Activities	Email Address	Cell Number
Due Date	<input checked="" type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading <input type="checkbox"/> Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

SYNCING THE CANVAS CALENDAR WITH OTHER CALENDARS

With just a few clicks, you can add Canvas Calendar due dates to other calendars you use (e.g., Microsoft Outlook, iCal, Google Calendar). Here's how:

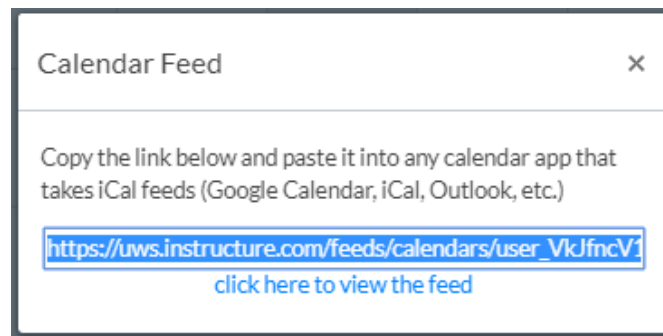
Step 1. Access Calendar Feeds

Click the **Calendar** icon in the global navigation menu. In the bottom-right corner, click **Calendar Feed**.



Step 2. Copy Calendar Feed

Highlight the URL link in the **Calendar Feed** dialog box and copy it.



Step 3. Paste the URL

Navigate to your external calendar tool (e.g., Outlook, iCal, Google Calendar) and paste the URL into the location for adding calendars. That's it! (For help finding where to paste the URL, check the additional resources below.)

ADDITIONAL RESOURCES

- [Add Someone Else's Google Calendar](#) by Google
- [Import or Subscribe to a Calendar in Outlook.com](#) by Microsoft