

Canvas: Calendar Features

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The Calendar in Canvas is a global feature and the link to the calendar will display on the left in a web-browser or on the bottom menu of the app. This allows students/observers to quickly see the events and assignment due dates for ALL the events and assignments in ALL courses. Click Calendar on the left in a web-browser or on the bottom menu of the app. The calendar will display. Review the numbered items below.

The screenshot shows the Canvas Calendar interface. The left sidebar contains navigation links: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main area displays a monthly calendar for December 2017. The calendar grid shows various assignments and events color-coded by course. On the right, there is a 'CALENDARS' list showing selected courses like Elizabeth Gibson, 5th GT Math - 17-18, 7th Grade PE-Randolph-S1 17-18, 7th Science Hageman 17-18, 7th SS Hopkins 17-18, 7th, GT Math, Simmons (2017-18), 7thELADixonGT17-18, 7thgradebrassStrauss17-18, Wright ELA, and Wright Math. Below this is an 'UNDATED' section with a 'Calendar Feed' link. Two green circles with numbers 1 and 2 highlight specific features: circle 1 points to a calendar event on Friday, December 15th, and circle 2 points to the 'CALENDARS' list on the right.

1. Calendar Assignments/Events

You will notice on the calendar, you are able to see when assignments, quizzes & discussions are due. If you click on the tab, it will open up to a description of the assignment and provide more detailed information. The color of the assignments/events are based on the course.

2. Selected Courses

You can select which courses to display on your calendar on the right. You can also change the color of the courses assignments and events by clicking on the three vertical dots on the left of the course name. This will allow you to customize per class or students, if you have multiple students in your account you are observing.

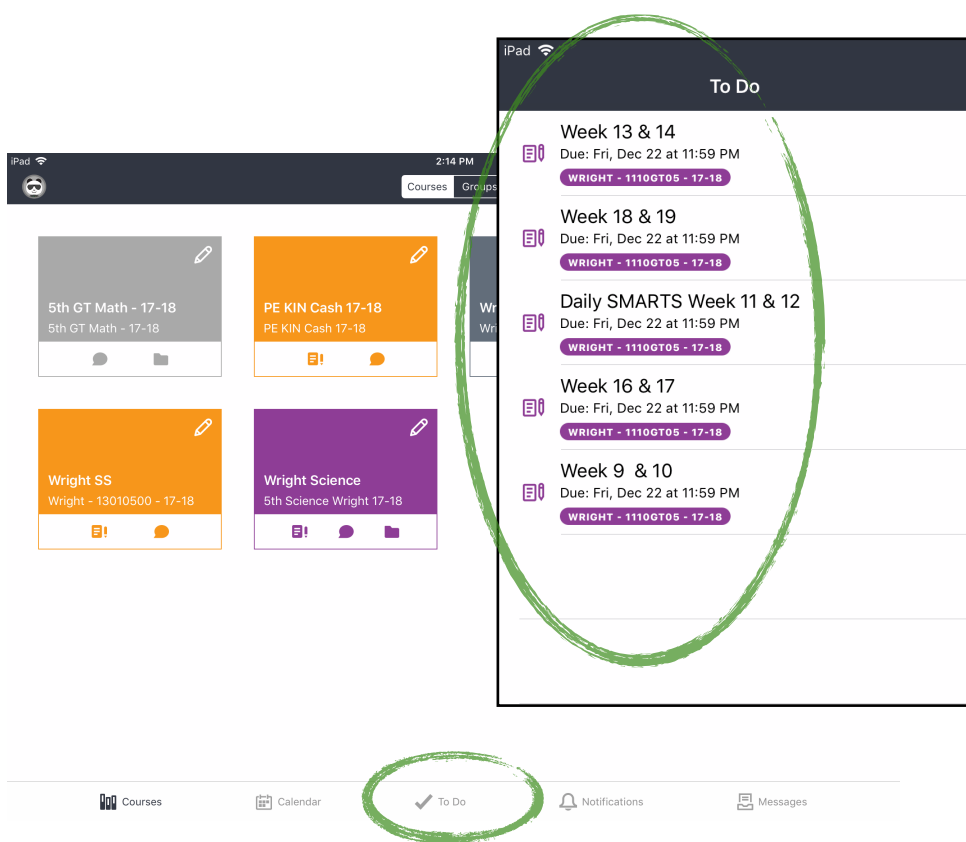
The Calendar is a top feature to keep you and your student on top of their assignments. This will allow both of you to know what and when things are due. Also, don't forget the calendar is interactive and will provide more details to the assignment if you click on the tab in the calendar.

Canvas: To-Do List

The To-Do list helps the students know what assignments and events are coming up in all of their courses. If the student clicks on something from the list, it will take them directly to the assignment or event.

This is a great tool to let you as an observer/parent know what your student has left to complete in all of their course on Canvas. It does remove the assignment once something has been submitted.

****If you are using a web-browser, the To-Do list is located on the top right of the browser window and it says Coming Up.**



Please note that paper/pencil assignments will not show on the To-Do list because they are not submitted through Canvas.