

# Calendar

## Table of Contents

- [Overview](#)
- [Calendar](#)
- [Event](#)
- [Assignment, Discussion, Quiz](#)
- [Scheduler](#)
- [Additional Resources](#)

## Overview

Canvas has a calendar tab that displays due dates and events for all the courses a user is actively enrolled in. As an instructor, you can use the calendar to alert students of due dates and use the scheduler to allow students to sign up for office hours, advising appointments, or other events.

Each course you are enrolled in displays as a distinct color corresponding with the colors of the courses as they appear in your [dashboard](#), which can be customized. You will also have a personal calendar and one for any groups you are a member of. A more detailed tutorial on using the calendar can be found in the [Canvas guides](#).

## Calendar

Due dates that are set for assignments, discussions, or quizzes are automatically shown in the calendar view for all users enrolled in the course. You can also create events to remind students of exams, presentations, guest speakers, or other occurrences. Create an event by:

### Event

1. Select the date of the event on the calendar.
2. From the 'Event' tab, enter the appropriate information for the event and select the calendar on which you want it to appear.

The screenshot shows the 'Edit Event' form with the 'Event' tab active. The 'Assignment' tab is also visible. The form contains the following fields: Title (text input), Date (calendar icon, showing Mon Jul 10, 2017), From (text input), Location (text input), and Calendar (dropdown menu showing Gabrielle Hamlin ETM Hel). At the bottom, there are 'More Options' and 'Submit' buttons.

3. Press 'Submit' when you are done. Your event will now display on the indicated calendar.

### Assignment, Discussion, Quiz

1. Select the date of the event on the calendar.
2. From the 'Assignment' tab, enter the appropriate information for your assignment. You can choose to only fill this information out now and finish filling out the assignment details at another time, or select 'More Options' to view the full assignment settings page.

The screenshot shows the 'Edit Event' form with the 'Assignment' tab active. The form contains the following fields: Title (text input), Due (calendar icon, showing Mon Jul 3, 2017), Calendar (dropdown menu showing UG Proficiency), Group (dropdown menu showing Assignments), and Publish (checkbox icon). At the bottom, there are 'More Options' and 'Submit' buttons.

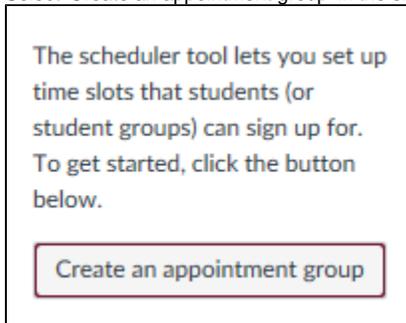
3. Hit 'Submit' to save your changes. Your assignment will now display as a calendar event and exist in your course.

Select 'More Options' to access the Content Editor and add a description, image, video, external links, or other media to the event. You can also set the event as reoccurring by checking the "Repeat" box. Select 'Create Event' to save your work.

## Schedler

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. This can be used to advertise office hours, to allow advisees to sign up for advising appointments, or in other scenarios. Set up time slots with the scheduler by:

1. Select 'Create an appointment group' in the sidebar.



2. Enter the appropriate information into the fields in the pop-up window. There is no need to enter appointment slots individually, simply enter the time ranges in which users can sign-up for appointments and enter a time value in the 'Divide into equal slots of \_\_ minutes.' option.

3. Select 'Save and Publish'.
4. If necessary, from the Scheduler tab, click the settings icon to make any changes.

## Additional Resources

---

- [Assignments](#)
- [Calendar](#)
- [Course Home Page](#)
- [Creating Assignments](#)
- [Files & Modules](#)
- [Importing Content from Courses You didn't Previously Teach](#)
- [Publishing Course Content](#)
- [Student View](#)
- [Weight Assignments](#)