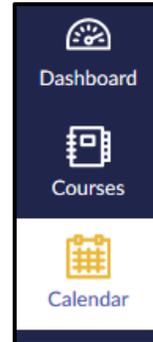


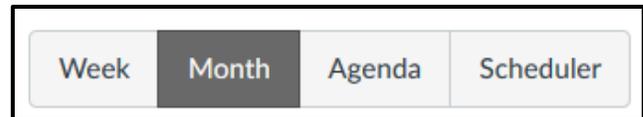
## Canvas Calendar for Students

The calendar shows everything you have to do for all of your courses in one place. You can view the calendar by day, week, month, or agenda list.

- Click **Calendar** in the Global Navigation pane to open your calendar.



- In the navigation bar at the top of the calendar, choose to view the calendar by week or month or in agenda view. **Month** is the default view.



- While in Month view, click the arrows to move from month to month or click **Today** to view events for the current day.

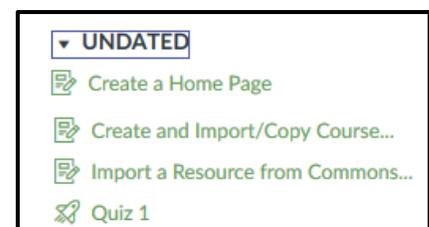


- By default, Canvas displays the first 10 course and group calendars and each item on the calendar is color-coded to match the courses/calendars in the sidebar.



- Click the box next to the name of a calendar to hide or display it.

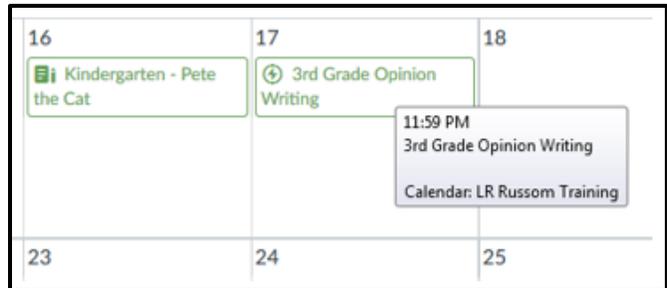
- Click **UNDATED** to view a list of events and assignments that are not dated.



- The icon displayed next to an assignment title shows if the assignment is a

- discussion 
- assignment 
- quiz 
- or event. 

- To view the details for an assignment or event, hover your mouse over the item in the calendar.



- Assignments that have been submitted will be crossed out on the calendar; graded assignments which do not contain an actual submission will not be crossed out.

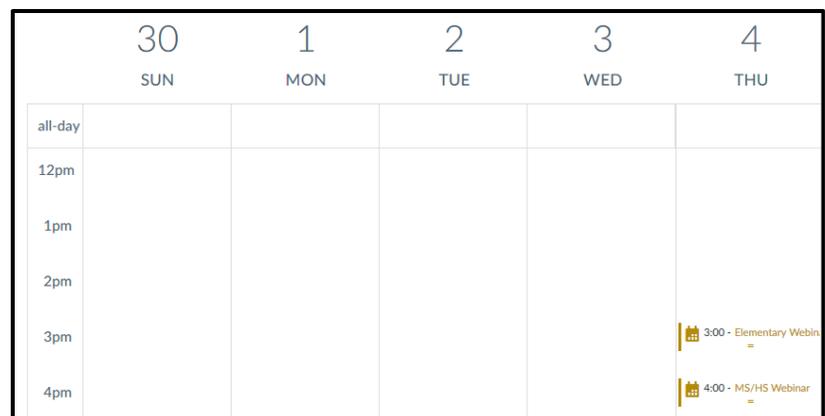


- To view all calendar items by date and time,

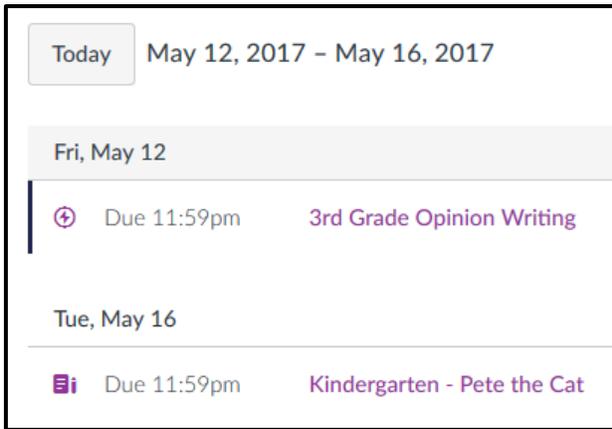
- Click **Week**.



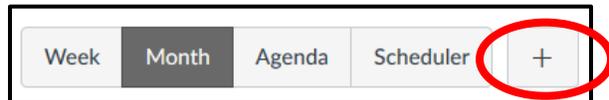
- All-day events will appear the top of the calendar.
- Any assignments due at 11:59 pm will appear at the bottom of the calendar.



- To view items in an agenda format, click **Agenda**.



- To add an event to your personal calendar,
  - Click the Add button.



- Enter a title for the event.
- Enter or edit the date.
- Edit the start and end times for the event in the **From:** field; leave the field blank to create an all-day event.
- Enter a location if desired.
- Click **More Options** to add an event description or link to resources.
- Click **Submit**.

### Edit Event ×

Event

Title:

Date:

Fri May 12, 2017

From:  to   
12:00am      12:00am

Location:

Calendar: