COOL THINGS YOU CAN DO WITH THE CANVAS CALENDAR

1. Use the Scheduler

You can use the Scheduler in the Calendar to create a virtual sign-up sheet or appointment group. Students can sign up to meet with you individually, come for a re-test, or choose a presentation time. You can limit each time slot to a particular number of users and limit participants to attend one appointment. NOTE: If this is not available, you can contact your Canvas Administrator.

LINK: How to Add a Scheduler Appointment Group

2. Add an Event

A Calendar Event is a non-graded Canvas activity. Events will not clutter the Assignments page or appear in the Gradebook. When creating an Event, you can attach files, add instructions, or even include a video for students to reference. To do that, click "More Options."

LINK: How to Add an Event to a Course Calendar

3. Add an Assignment

If you are working from your calendar and adding to your course, you can add an assignment directly through the calendar on the day it is due. You can create an assignment shell or you can click "More Options" and create the full assignment.

LINK: How to Add an Assignment from the Calendar

4. Add a Recurring Event (Duplicate)

To duplicate an Event, you click "More Options" and scroll down to check the "Duplicate" box. You then have the option of duplicating every day, week, or month for a number of times you set.

LINK: How to Duplicate an Event
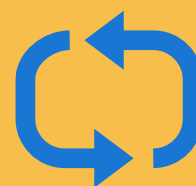
5. Subscribe to the Calendar

You can show students how to subscribe to the Calendar Feed using Outlook on their desktop. The calendar feed will contain events and assignments from all of their Canvas calendars.

LINK: How to Subscribe to the Calendar Feed

6. Mass Delete Calendar Events

Want an easier way to remove old events without having to manually delete each one or by having to remove all dates from everything in the course? Chad Scott, KISD Instructional Technology Coach wrote a script you can add to mass delete calendar events.

LINK: Calendar Event Manager Script Info