

CANVAS

TIME MANAGEMENT TOOLS

CALENDAR

How to Access: Click “Calendar” on the left side bar, then select specific course calendars on the right

Why Use It: To keep track of assignments & due dates



Tips:

- Color code courses
- Check due dates early in the term

SYLLABUS

How to Access: From the course homepage, click “Syllabus” on the left or check the first module

Why Use It: To see a “snap shot” of all assignments & due dates for the term.

Tips:

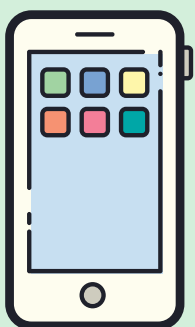


- Use due dates to make a To-Do list
- Add any missing assignments to the calendar

THE CANVAS APP

How to Access: Download the Canvas app in the app store on your phone

Why Use It: To receive course notifications & reminders



Tips:

- Customize notifications in the apps settings
- Use the “To-Do” tab to see weekly assignments

CHROME EXTENSION

How to Access: Click the link <https://chromewebstore.google.com/detail>

Why Use It: To track what assignments have been turned in and what still needs to be complete

Tips:



- Color code each course to match the calendar
- Only works with Google Chrome

CALENDAR

To access the Canvas calendar, click the calendar button on the sidebar on the left side of the screen (image 1). From there you can select the calendar for each course on the right side of the screen (image 2)

Image 1

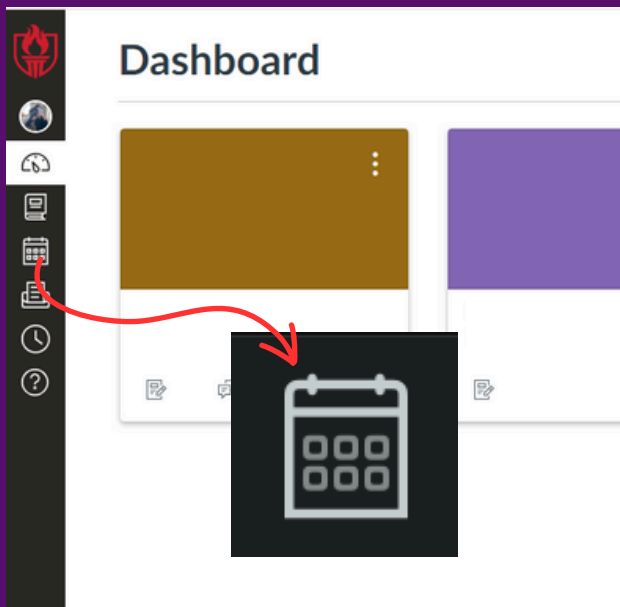
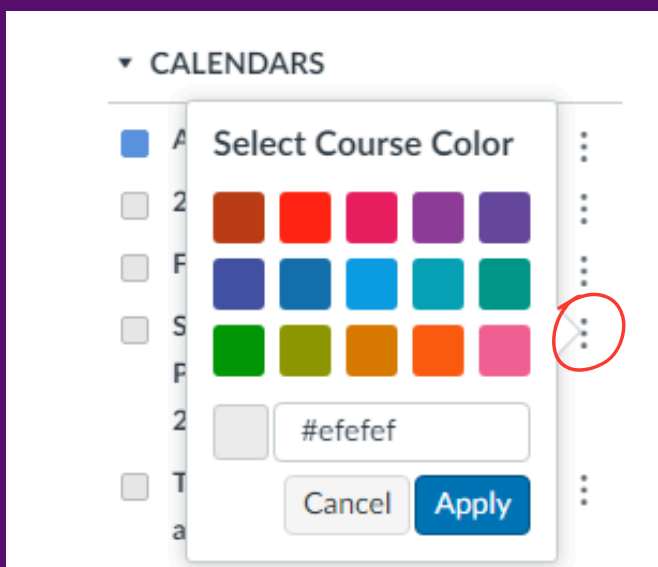
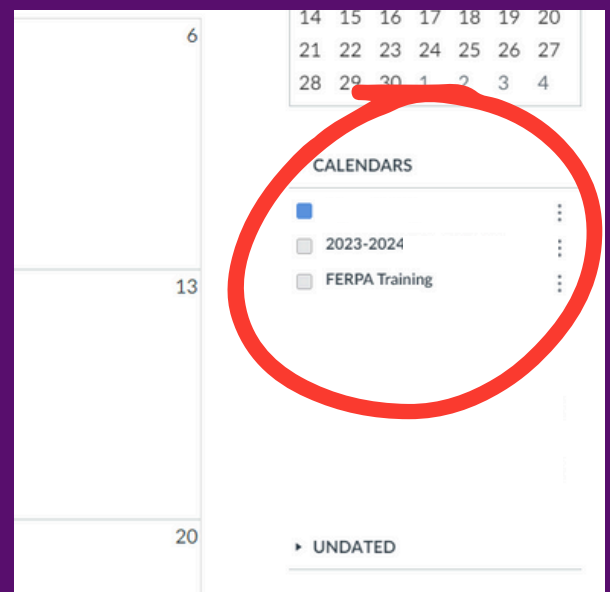


Image 2



Tip: To change the color of a course calendar, select the 3 dots to the right of the course name, pick your color, and click "Apply".

SYLLABUS

Once on the Homepage for a course, you can access the syllabus two different ways. First, you can click “Syllabus” in the left side of the screen (image 1).

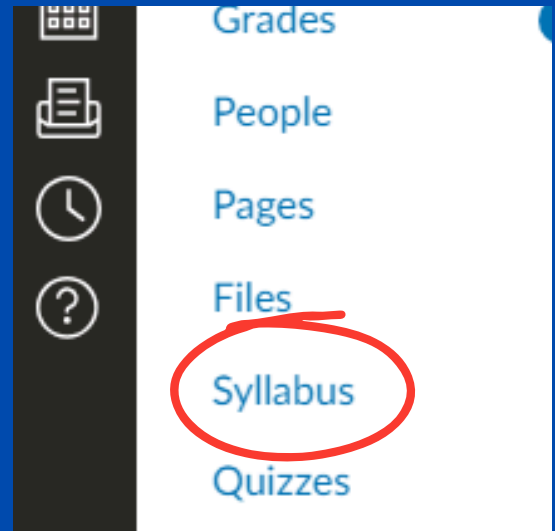


Image 1

Not every course will have this open so you can also find the syllabus in the first module. (image 2 & 3)

Image 2

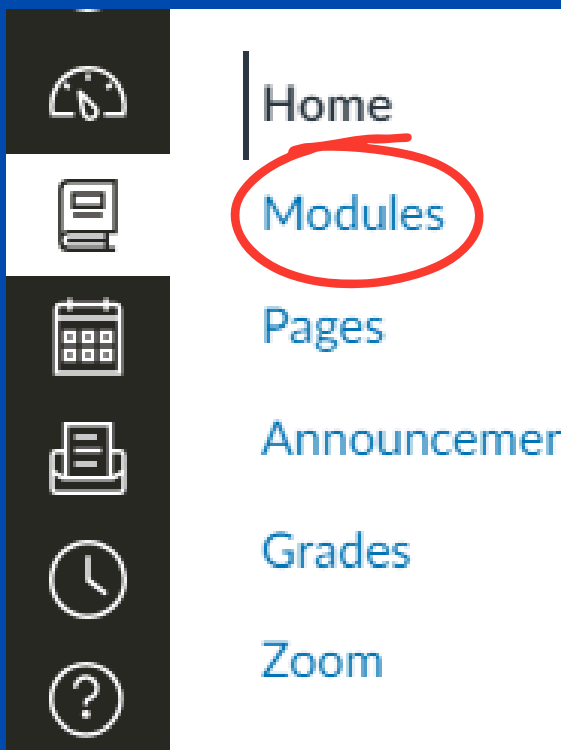
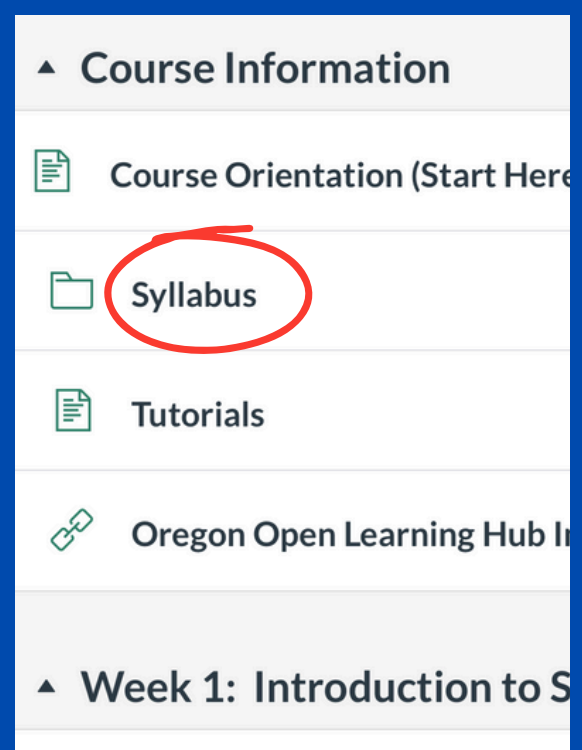
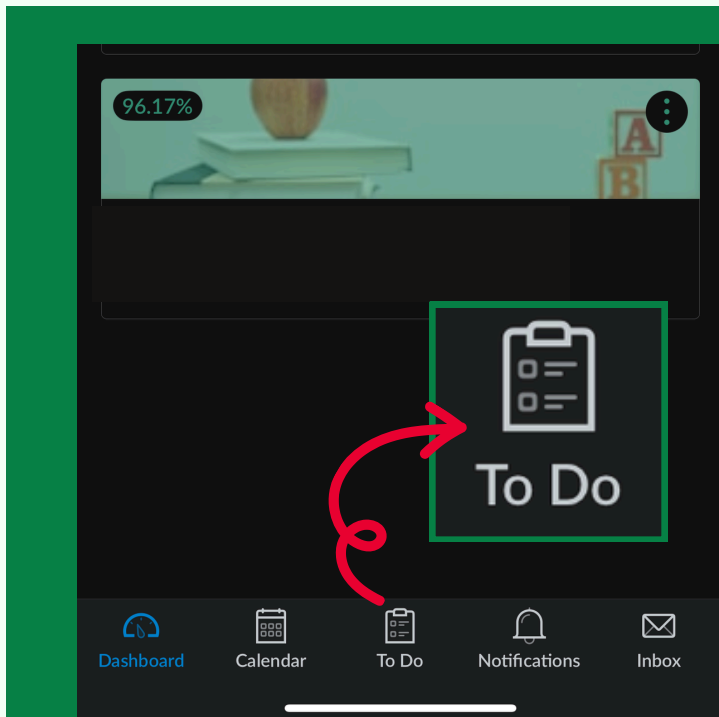
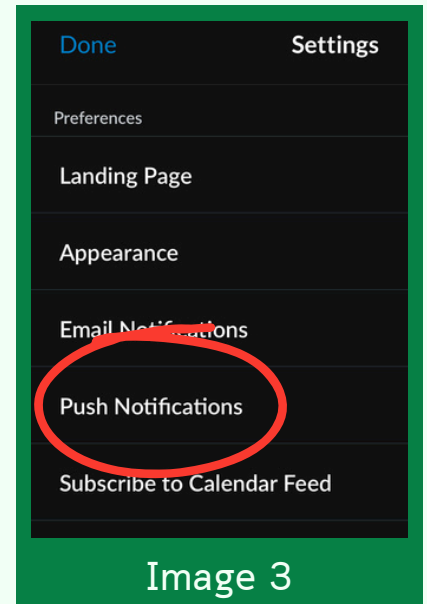
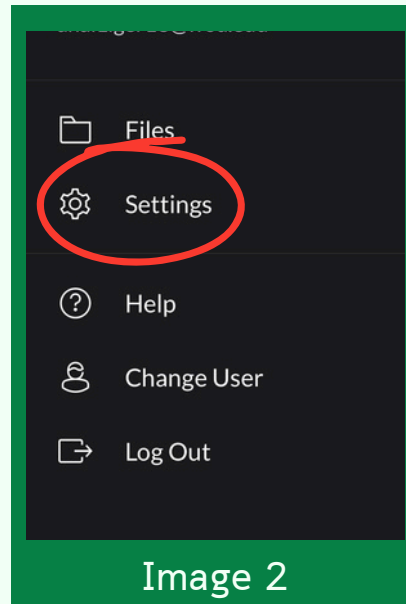
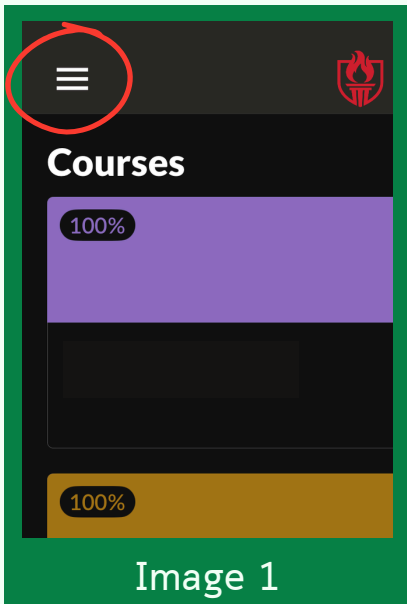


Image 3



THE CANVAS APP

To update notification settings in the Canvas App, click the side bar option (image 1) in the top left corner. From there select “Settings” (image 2) and then “Push Notifications” (image 3). From here you can customize your notifications



Tip: The Canvas App will make a To-Do list for you based off of what is due each week. As assignments are turned in, they get removed from the list

CHROME EXTENSION

In Google Chrome search “Canvas Extension” and select “Tasks for Canvas” (image 1). From there select “Add to Chrome” (image 2) and then “Add extension” (image 3). Once downloaded open Canvas and the extension should appear on the right side of your dashboard (image 4)



Image 1

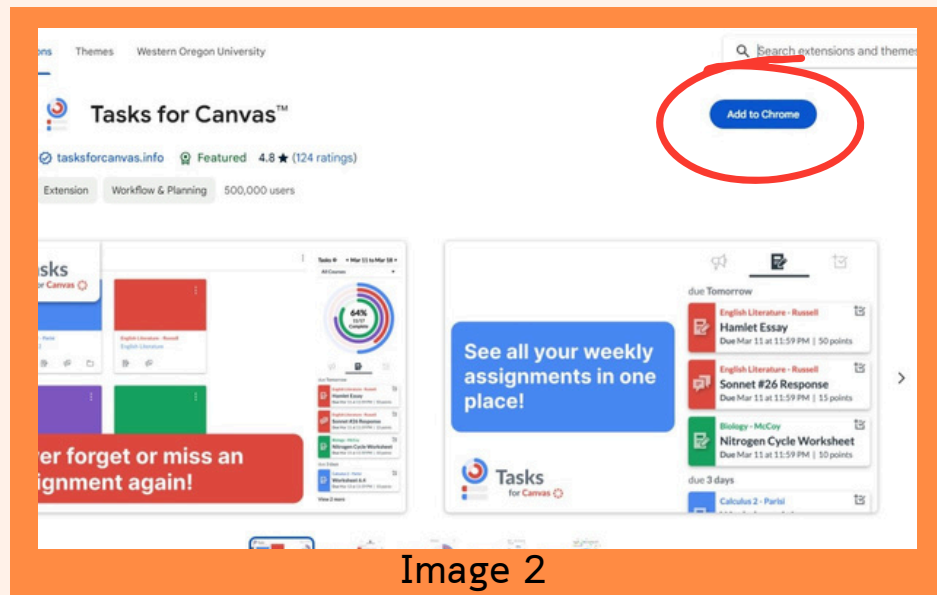


Image 2

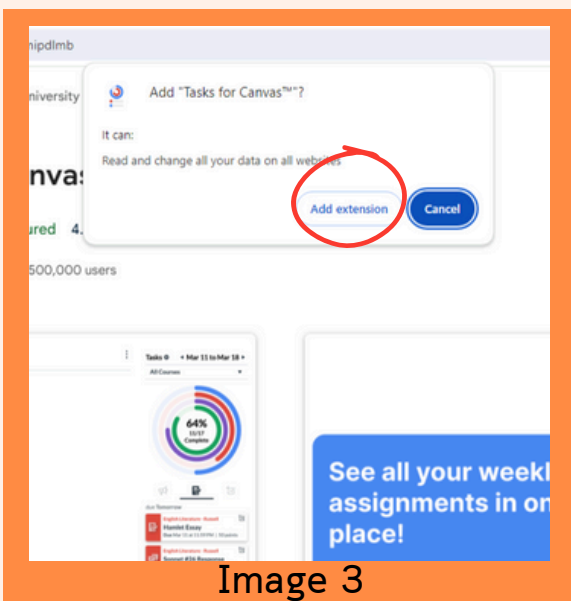


Image 3

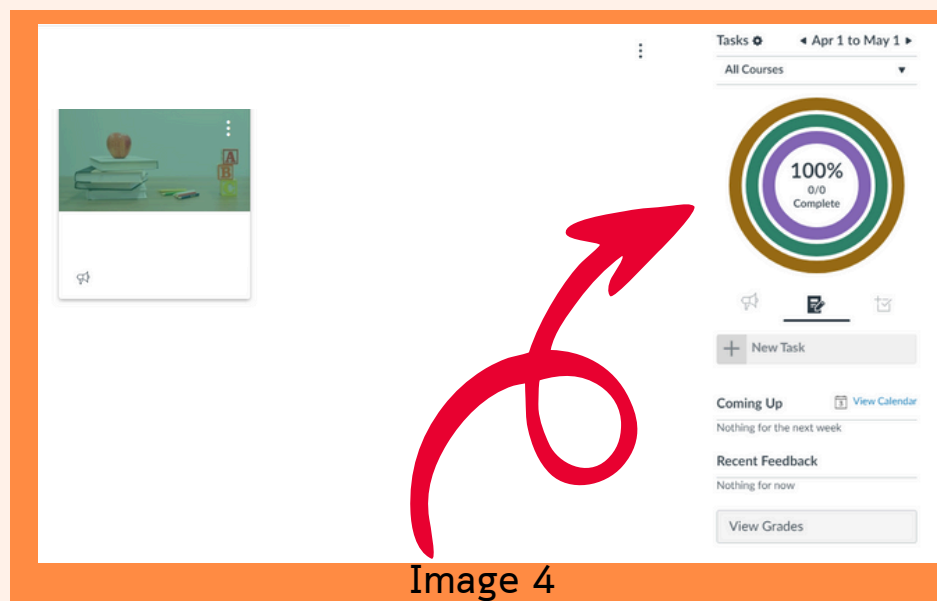


Image 4