

# Time Management Tools in Canvas



## Notification Preferences

Personalize your notifications by choosing how and how often you want to receive them.

- Suggestions for 'notify right away': Due Dates, Announcements, Discussions
- Optional but useful for 'notify right away': Grades, Submission Comment

*Account from left sidebar*  *Notifications*  *Select your notification preferences*



## Calendar

Keep track of due dates of assignments within each course using your calendar.

- Check/uncheck boxes for courses you'd like to be displayed on your calendar from the right sidebar. Each course has a different color with its own due dates for assignments.
- Change your view between week to month based on your preference.

*Calendar from the left sidebar*  *Select preferred calendars on the right sidebar*



## Modules & Assignments

- Modules are outlines created by instructors to list assignments throughout the semester. Instructors are able to categorize files and assignments.
- Assignments are listed based on which assignment is due the earliest. Completed assignments are pushed to the bottom.

*Select a course*  *Select Assignments/Modules from course sidebar*



## Course Syllabus

Utilize the syllabus created by your instructor to have a timeline of all assignments and materials.

- Tip: Copy all due dates of assignments into your planner in the beginning of the semester so you don't forget.
- If you can't find your syllabus anywhere in Canvas, ask your instructor.

*Select a course*  *Select Syllabus from course sidebar OR Select Files to look for syllabus*



## Announcements & Discussions

- Instructors use announcements to relay important information regarding the course, such as change in due dates, extra credit availability, etc.
- Discussions are utilized by instructors for students to discuss a topic from the course. Discussions can be graded, depending on the instructor.

*Select a course*  *Select Announcements/Discussions from course sidebar*



## Inbox

To reach you personally, instructors or peers will message you through Canvas. Inbox holds all messages that have been sent to or by you.

- Mark a message as unread when you are not prepared to reply to it yet. You won't forget as there will be a notification on the Inbox icon on your Canvas sidebar.

*Inbox from the left sidebar*  *Select message*