

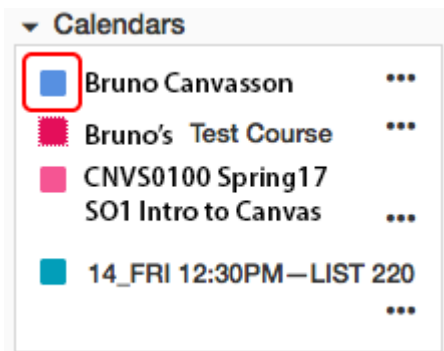
Create Canvas Calendar Events

Stephanie Obodda - 2023-07-03 - Comments (0) - Designing and Building Your Course

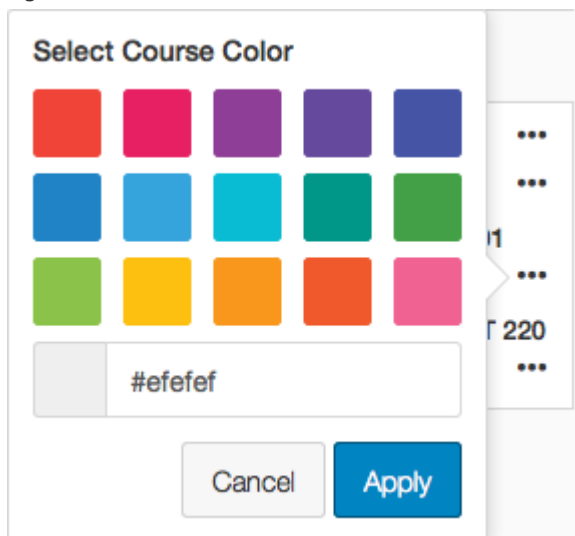
The **Calendar tool** in Canvas creates a calendar that shows events and assignments for each of your courses.

Create Canvas Calendar Events

1. Log in to Canvas at canvas.brown.edu
2. Click **Calendar** in the Global Navigation menu on the left. This calendar shows events and assignments for all of your courses, as well as events on your personal calendar.
3. To show or hide a course's items on the calendar, click the course's color on the **Calendars** menu to the right of the calendar.

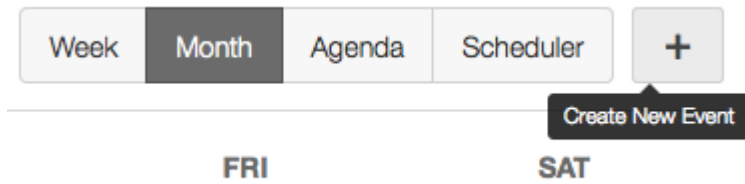


4. To change a course's color, click **Select Course Color** (. . .) for that course on the right side of the **Calendars** menu. Select a color, then click **Apply**.



5. There are two ways to add events to the calendar:

6. Click **Create New Event (+)**, to the upper right of the calendar.



1. Click any date on the calendar.
7. Enter the title of the event in the **Title** box.
8. Select the date of the event in the **Date** box.
9. Enter the beginning and end times of the event in the **From** and **to** boxes.
10. Enter the location of the event in the **Location** box.
11. Select the calendar to which to add the event in the **Calendar** menu.
12. Select **More Options** to add a description of the event.
13. Click **Submit** or **Create Event**.

Note: You can also use the Calendar to schedule appointments with your students. Click [here](#) to learn how to use the Scheduler tool.