

Canvas User Settings and Calendar

Suggested Practice Activities

Canvas User Settings and Calendar

Activity #1: Edit Profile in My User Account

- In Global Navigation Click **Account**
- Click **Profile**
- To [upload a profile picture](#), click the **profile picture** icon.
- Click **Edit Profile** in the upper right to edit your biography and add personal links
- Click **Save Profile**

Activity #2: Click your Personal Pronouns

- In Global Navigation Click **Account**
- Click **Settings**
- Click **Edit Settings**
- In the **Pronouns** drop-down menu, select your personal pronouns.
- Click **Update Settings**

Activity #3 Add an Event to the Calendar

- In Global Navigation Click **Calendar**
- Click any date on the calendar to add an event. Or, click the arrows next to the month name to navigate to a different month and Click a date. OR If you don't want to manually locate the date, you can click the **Add** icon.
- Fill in the blanks: Title, Date, Time From/To, Location, select the appropriate Calendars(s)
- To add additional details to your event, click the **More Options** button. You can use the Rich Content Editor to add a description or resource links, add an address location, and [duplicate the event](#). Otherwise, click the **Submit** button.

Activity #4: Add a Page to student To-Do List

- This will be accomplished within a course
- Open a course in which you are the instructor
- In the Course Navigation, click the **Pages** link.
- By default, Pages displays the selected front page for the course. To view the Pages Index page, click the **View All Pages** button.
- To [create a new page](#), click the **Add Page** button. OR you can edit an existing page by selecting edit from the three-dot menu to the right of the title.
- Below the page textbox, click the **Add to student to-do** checkbox. Add a due date in the **Due Date** field.
- Select **Save & Publish** to save and share the page with students.

Activity #5: Create an Appointment Group

- In Global Navigation Click **Calendar**
- Click any date on the calendar to add an event. If you don't want to manually locate the date, you can click the **Add** icon.
- Click the **Appointment Group** tab.
- Fill in the blanks: Name and Location
- Click the **Select Calendars** button. To select the course(s) or section(s) where you want to show the appointment group, click the checkbox next to the course name or section name. To close the Calendar list, click the **Done** button.
- In the date field, enter the date of the appointment. You can also select a date by clicking the **Calendar** icon.
- Set the time range for the appointment by typing in the time range field. You must include at least one time slot.
- You can split the time range into multiple time slots by entering the division time into the time field.
- To create the time slots, click the **Go** button.
- You can manually change any appointment time created by the division. If you want to remove an appointment time, click the **Remove** icon.
- Limit how many users can sign up for a time slot by clicking the **Limit each time slot** checkbox and typing the number of time slots in the limit field.
- To make the appointment slots public to students in the course, click the **Allow students to see who has signed up for time slots that are still available** checkbox. *Selecting this option also allows students to see comments other students add to their appointments.*
- If you want to limit the number of appointments available, click the **Limit participants to attend [number] appointment(s)** checkbox.
- Click **Publish** button.

Activity #6: Set a Front Page and Home Page

- This will be accomplished within a course
- Open a course in which you are the instructor
- In the Course Navigation, click the **Pages** link. (If a front page has been selected previously, it will display.)
- To view a list of all course pages, click the **View All Pages** button.
- Locate your published page that you want to set as your Front Page. Click the **Options** icon and select the **Use as Front Page** link. The Front Page will be indicated by a gray **Front Page** tag.
- To remove the Front Page, locate the page labeled with a gray **Front Page** tag. Click the **Options** icon and select the **Remove as Front Page** option.
- After setting a Front Page, you can Choose it to be your Home Page

Set the Home Page

- In your course, select Home in the Course Navigation
- In the Home Page sidebar (right), click the **Choose Home Page** button.
- Click the radio button next to the Home Page layout you prefer.