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

**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.

**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.

**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.

**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.

**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.