

Quick Start Guide

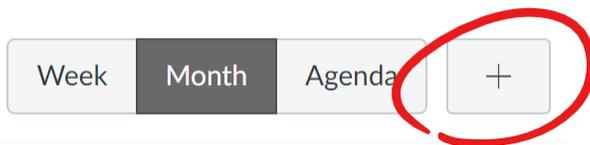
Canvas – Schedule Calendar Events

Introduction:

This guide will cover how to schedule calendar events in the Canvas Course Calendar such as program-specific events, university events, or instructor events such as office hours. Please note that course assignments and quizzes are automatically assigned to the Canvas Course Calendar.

Create Calendar Appointment:

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Click “Calendar” in the left navigation.
- 3) Ensure the calendar you want to work with is turned on (checked) in the “Calendar” list on the right side of the screen.
- 4) Press the “Create New Event” button in the top-right corner.



- 5) Make sure you are creating an “Event”.



- 6) Enter the required information for the meeting.
NOTE: For more options such as recurring (duplicate) appointments and provision of additional information (e.g. call-in information), click the “More Options” button.

A screenshot of the event creation form. It has two input fields: 'Location:' and 'Calendar:'. The 'Calendar:' field is a dropdown menu showing 'UGST 1100 Section E01'. Below the input fields are two buttons: 'More Options' and 'Submit'. The 'More Options' button is circled in red, indicating it is the button to click for more options.

- 7) Press “Create Event” when done.

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Break-Up Large Time Block Events:

If you are scheduling a large block of time (e.g. 2 hours) and you want to break it up into four 30-minute timeslots, use the Appointment Group feature of the Canvas Course Calendar Event Editor. This comes in very handy when working with scheduling office hours.

- 1) Login to [UNT Dallas Canvas](#) with your EUID / Password.
- 2) Click “Calendar” in the left navigation.
- 3) Ensure the calendar you want to work with is turned on (checked) in the “Calendar” list on the right side of the screen.
- 4) Press the “Create New Event” button in the top-right corner.



- 5) Make sure you are creating an “Appointment Group”.



- 6) Set “Name” as name of meeting.
- 7) Select which course this calendar appointment is needed for by pressing “Calendar” button.
- 8) Set the date and time range of the large meeting block.
- 9) Select how large is small time block should be and press “Go”.



- 10) Set “Options” as desired for your specific meeting.
- 11) Press “Publish” button when done.
- 12) **IMPORTANT:** Direct students to access their calendar and click “Find Appointments” button on the right side of screen to view available appointment slots.

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Copying Between Semesters or Course Sections:

When copying calendar entries between course sections or between semesters, special attention should be made regarding events that are linked to external tools. The calendar entry will be copied to the destination, but the external tool will likely not duplication its connection to that event.

For example, if you schedule a weekly recurring ZOOM call for your class in the Fall semester, it will show in the course calendar and will be accessible though the link and meeting information as usual. When that entry is copied to the Spring semester, the calendar entries will be duplicated with the ZOOM meeting link. However, that link is pointing to a meeting that does exist in ZOOM – it only existed in the Fall semester.

To resolve this, you will need to delete the calendar entries for the external tool and then recreate the events from scratch. In the example with ZOOM, a new set of ZOOM meetings would need to be created for each course or section.