



Tim Roufs at the TimHotel Tour Eiffel, Paris


Using the
Canvas Syllabus and Calendar

Available on-line in your

 canvas folder at

<<http://canvas.umn.edu/>>

[Syllabus](#)

 = leave page

AVISO!

One of the main complaints regarding Canvas is that it is difficult to find assignments.

Right now, before you do anything else, do this to fix that problem . . .

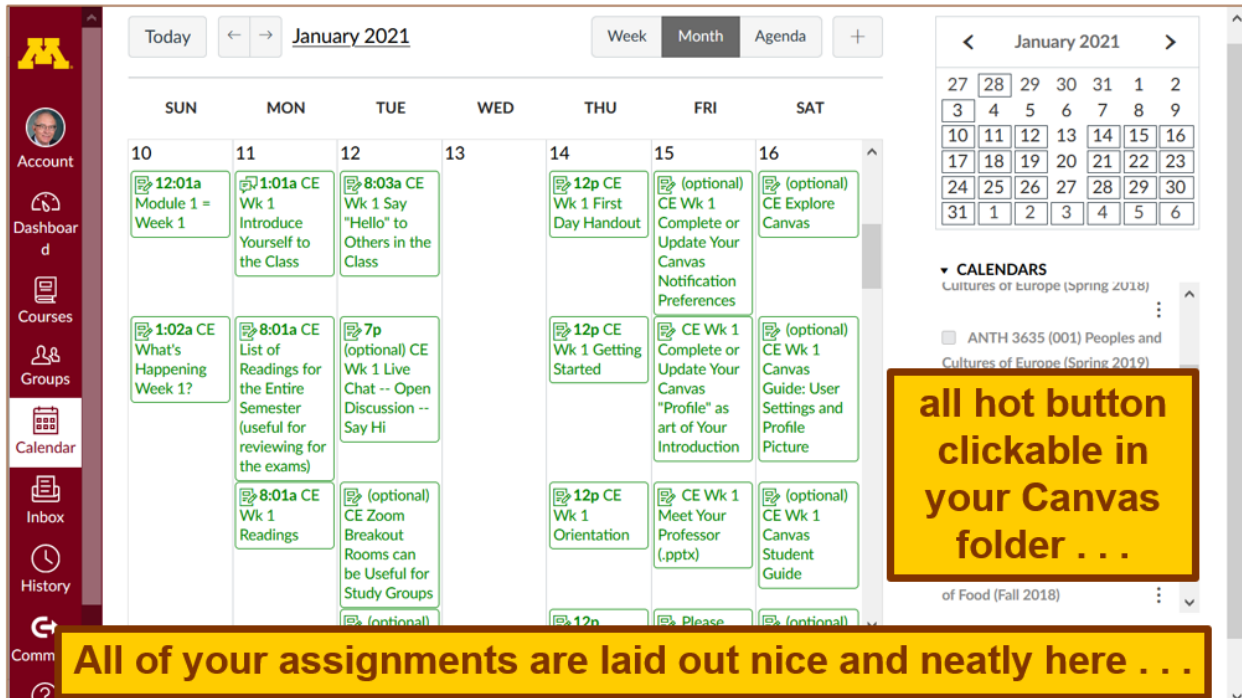
Go to the "Calendar" Section
(using the Global Navigation Panel)
in your  canvas folder
@ <http://canvas.umn.edu/> . . .



REM: Links on screenshots are not “hot” (active), but when you are looking at items in your Canvas folder you can generally click on them to take you to the item . . .

REM: Ignore the little messages that say “due 8:01”, “due 1:01”, etc.
Those are a current quirk of the Canvas automatic systems.

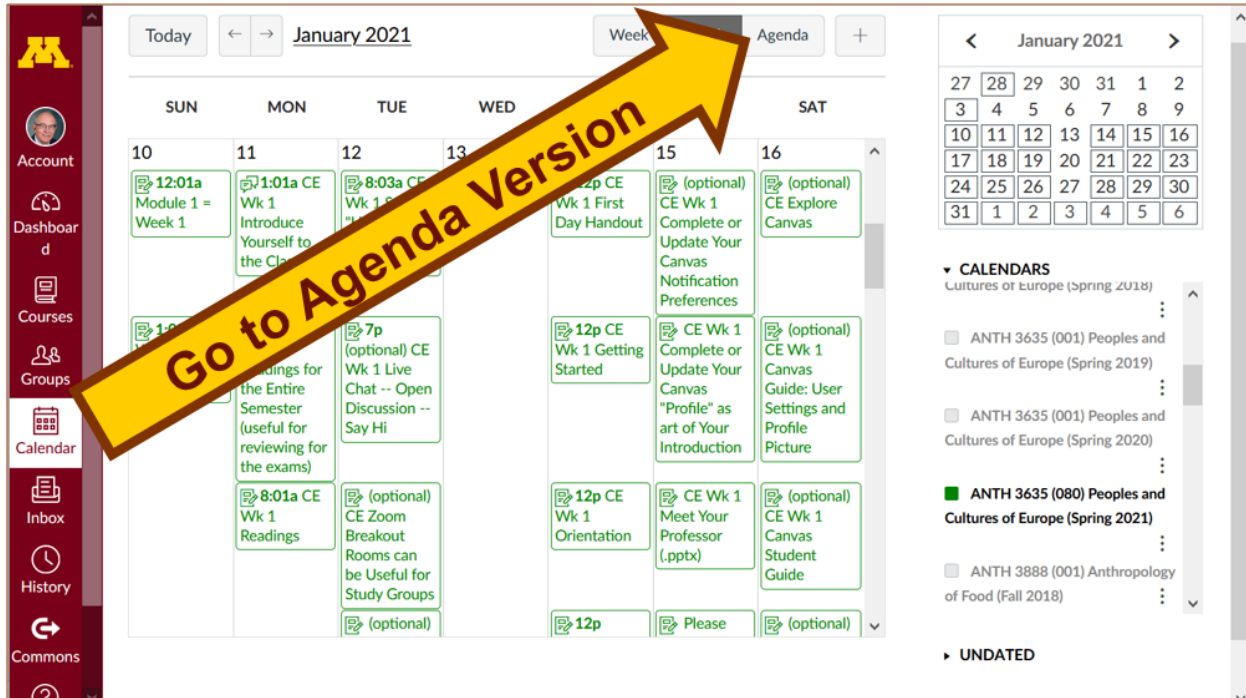
And your Canvas calendar will look like the screenshot below . . .



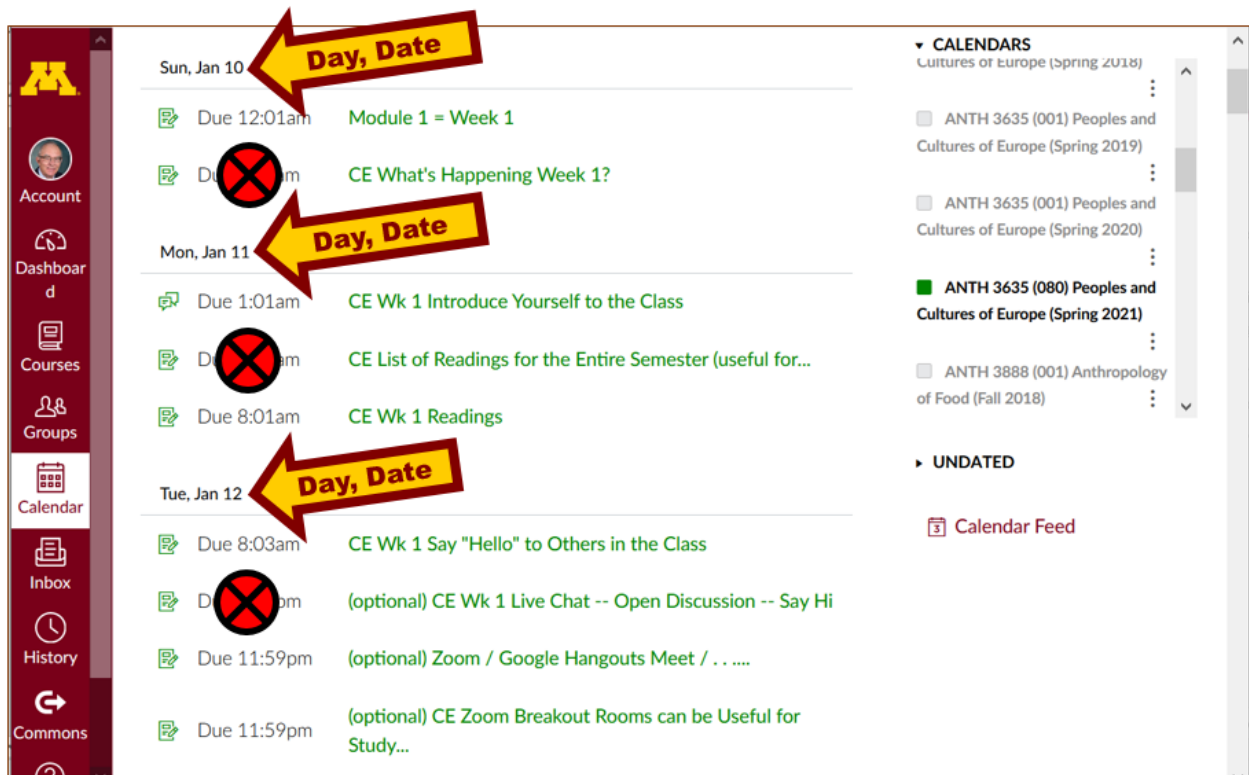
When you get to the "Calendar" page, check out your options . . .

Then select "Agenda" at the top (shown on the following screenshot) . . .

Clicking on "Agenda" will give you a notebook style listings view . . .



And the Agenda version will look like this . . .



All of your assignments are laid out nice and neatly here . . .

REM: Ignore the little messages that say “due 8:01”, “due 1:01”, etc.

The screenshot shows a Canvas calendar interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Commons. The main calendar area shows dates from Sunday, Jan 10 to Tuesday, Jan 12. Each day has a list of assignments. The due times for these assignments are circled in red with a large red 'X' over them. A yellow arrow with a red border points from the right towards these circled times, with the text "ignore these due dates" written inside the arrow. On the right side of the calendar, there are sections for "CALENDARS" and "UNDATED". At the bottom of the screenshot, a yellow banner with a black border contains the text "All of your assignments are laid out nice and neatly here . . .".

ignore these due dates

All of your assignments are laid out nice and neatly here . . .

**Then try the “Syllabus” version
and see if you like it . . .**

Canvas course page for ANTH 3635 (080). The left sidebar contains navigation links: Home, Announcements, Syllabus, People, NameCoach Roster, Discussions, Chat, Collaborations, Quizzes, Grades, and Google Drive. The main content area shows 'Recent Announcements' with a title 'ANTH 3635 (080) Peoples and Cultures of Europe (Spring 2021)'. A yellow arrow points from the 'Syllabus' link in the sidebar to the announcement title. A yellow banner with a red border contains the text 'or choose the Syllabus version'.

The Syllabus version will look like this . . .

Canvas course page showing a list of assignments. The left sidebar contains navigation links: Conferences, Settings, Account, Dashboard, Courses, Groups, Calendar, and Inbox. The main content area shows a list of assignments with due dates. Two yellow arrows labeled 'Day, Date' point to the dates 'Sun Jan 10, 2021' and 'Mon Jan 11, 2021'. A red arrow points to the 'due by' column. A red 'X' icon is placed over the first due date.

Assignment	Due Date
Module 1 = Week 1	due by [red X] am
CE What's Happening Week 1?	due by 10:02am
CE Wk 1 Introduce Yourself to the Class	due by 10:01am
CE List of Readings for the Entire Semester (useful for reviewing for the exams)	due by 10:01am
CE Wk 1 Readings	due by 10:01am
CE Wk 1 Say "Hello" to Others in the Class	due by 10:03am
(optional) CE Wk 1 Live Chat -- Open Discussion -- Say Hi	due by 7pm

All of your assignments are laid out nice and neatly here . . .

VOILA!

Now what about due dates?

They're summarized here for the main items . . .

[ANTH 3635 Anthropology of Europe Main Assignments Due Dates](#)

For further information and hot links see your  **canvas** folder.

REM: The Canvas Student Guide / Overview / Tour can be very helpful.

[Student Guide](#) -- written guides with step-by-step instructions for Canvas tools 

[Canvas Student Overview](#) (6:47 min) 

If you have any questions, please do not hesitate to e-mail troufs@d.umn.edu.

Best Regards,

Tim Roufs
27 December 2020