

**CENTER  
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INNOVATIVE  
LEARNING**

# **Optimizing the Canvas Calendar, Inbox and Notifications**



# Overview

- Canvas Calendar
  - Navigating the Calender
  - Adding Events
  - Adding Appointment Groups
- Canvas Inbox
  - Sorting the Inbox
  - Creating and manipulating messages
- Setting Notifications
  - Adjusting your notification
  - Notes about student notifications



# **Course Calendar**

# Using the Calendar

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- Viewing the Calendar
  - Different viewing styles
  - Filtering by specific calendar(s)
  - Undated section
- Adding Items to the Calendar
  - Course-related items
  - Cross-course items
  - More Options

# Using Appointment Groups

The screenshot shows the 'Edit Event' form with the 'Appointment Group' tab selected. The form includes the following fields and options:

- Name:** A text input field.
- Date:** A date picker showing '2020-04-22'.
- Time Range:** Two empty input fields separated by a hyphen, with a close button (X).
- Location:** A text input field.
- Calendar:** A button labeled 'Select Calendars'.
- Options:**
  - Divide into equal slots of  minutes.
  - Limit each time slot to  users.
  - Allow students to see who has signed up for time slots that are still available.
  - Have students sign up in groups.
  - Limit participants to attend  appointment(s).
- Details:** A large text area for additional information.
- Buttons:** 'Cancel' and 'Publish' buttons at the bottom right.

- Can be used for in-person or virtual office hours
  - Setting up a general room for this purpose in Zoom
- Cross-course sign-up

# **Activity #1 3:00 min**

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1. Go into the Canvas Calendar
2. Create an Appointment Group for your Office Hours for next week
3. Adjust the settings to match your courses' needs
4. After submitting, practice editing the item

The background features a horizontal band with a gradient from dark purple on the left to bright blue on the right. Overlaid on this are several thin white circular lines of varying radii. A white rectangular box is positioned on the left side of the blue band, containing the text 'Canvas Inbox'.

# Canvas Inbox

# Sorting the Inbox

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BY COURSE



BY GROUP



BY TYPE OF  
MESSAGE



# Manipulating Messages

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Send new  
messages



Reply and  
Forward



Star & Mark  
Unread



Archive and  
Delete

# **Activity #2 5:00 min**

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1. Go into your Canvas Inbox
2. Try sorting your Messages by different methods
3. Archive messages that are no longer relevant
4. Star and unstar a message
5. Practice sending or replying to a message

The background features a horizontal band with a gradient from dark purple on the left to bright blue on the right. Overlaid on this are several thin, white circular lines of varying radii, creating a sense of depth and movement. The overall aesthetic is modern and digital.

# **Canvas Notifications**

# Setting Notifications

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- Adding additional notification methods – cell, email
  - Go to Settings to find these options
- Customizing settings by contact method
- Sometimes more is just more
- Best Practices – linked at the end

Don't forget to add your profile picture!

# Students & Notifications

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- Notifications are set on an individual level – students included
- There is **no way** to override students' notification settings
- Make sure your students are aware that you will be using Canvas to communicate with them
- Remind them to use their notification settings, check Canvas regularly, or install the mobile app to stay informed
- If a section is hidden (i.e. Files) then notifications will not appear for those sections

# Activity #3 3:00 min

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1. Go into Canvas
2. Go to Account
3. If you want to add a contact method before you adjust your notifications, go to Settings.
4. Choose Notifications
5. Adjust your notifications based on our recommendations and your needs

# Review

- [How do I use the Calendar as an instructor?](#)
- [How do I add an event to a course calendar?](#)
- [How do I add a Scheduler appointment group in a course calendar?](#)
- [How do I subscribe to the Calendar feed using Outlook as an instructor?](#)
- [How do I use the Inbox as an instructor?](#)
- [How do I send a message to a user in a course in the Inbox as an instructor?](#)
- [How do I reply to a message in the Inbox as an instructor?](#)
- [How do I reply to submission comments in the Inbox as an instructor?](#)
- [How do I set my Canvas notification preferences as an instructor?](#)
- [Canvas: Notification Recommendations](#)

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**Thank you!**

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**<http://bit.ly/cilacphs>**